



SC EPSCoR/IDeA Project Reporting Portal

<https://scepscoridea.org/Solicitations/reports/>

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INTRODUCTION

The SC EPSCoR/IDeA Program developed the Reporting Portal to facilitate collection of information that will be used as part of the MADE in SC Annual Report to NSF. This brief Users Guide has several screen shots (sometimes partial) to illustrate the various features and steps.

PORTAL STRUCTURE

The reporting structure of the Portal contains the various sections and components of the actual report that will be submitted to the NSF each year and at the end of the project. Participants may enter data for any section of the report. A “participant” is defined as any faculty member or researcher involved in the project, regardless of their role in the project or the project activities in which they are engaged. Institutional Directors, and Co-PIs are also considered participants. Only participants can access this Portal.

The Portal is structured so that the user must first select a Section. A Section may have several subsections, called Forms, to complete. Table 1 shows the various Sections and their Forms. The “X” in the Team Member and Goals Activities columns indicate that they are required for that specific Form.

Table 1. List of Report Sections and Forms

SECTION	FORM	TEAM MEMBERS	GOALS ACTIVITIES
Accomplishments	Activities Completed this Period	X	X
	Significant Results Outcomes and Achievements Training and Professional Development Dissemination of Results Work to be Done Next Reporting Period	X	X
Products	Journal Publications	X	
	Conference Papers or Presentations	X	
	Books	X	
	Book Chapters	X	
	Mentoring	X	
	Thesis/Dissertations	X	
	Research Proposals	X	
	New Course Development	X	
	Workshops Presented or Developed	X	
	Collaborations	X	
	Patents	X	
	Inventions	X	
	Licenses	X	
Websites or Other Products	X		
Impact	On Project Discipline Development		
	On Other Discipline Development		
	On Human Resources		
	On Physical Resources		
	On Infrastructure		
	On Information Resources		
	On Technology Transfer		
On Society			
Problems	Changes in Approach		
	Problem or Delays		
	Changes Impacting Expenditures		
	Human Subjects		
	Vertebrate Animals		
	Biohazards		
Other Problems			
Work Effort (Months)	Months worked		
Summary Comments	Summary Statement		
Responsible Conduct of Research	Responsible Conduct of Research Certification		

PORTAL REGISTRATION

Only Project participants can register and enter information in to the Portal. Consequently, registration for the Portal is by invitation. Participants will receive a notification email as to when they can register and should follow these steps:

- To register, go to <https://scepscoridea.org/Solicitations/reports/> and click the link titled, [click here](#). Then enter your email address and click the [Submit](#) button to access the registration form.
- Complete any missing information, including demographics and click the [Submit Registration](#) button. An email will be sent to you with a temporary password. (*Note: sometimes these emails end up in the junk mailbox.*)
- To login, click the [Login](#) button near the top of the page. Enter your email address and the temporary password you received by email, then click [Login](#) again. You will be asked to change your password. After doing so, return to the login view to login with the new password.

ENTERING DATA

The Reporting Portal has three “screens” for entering data. The DATA ENTRY CONTROLS screen, the TEAM MEMBERS screen and the GOALS ACTIVITIES screen. The DATA ENTRY CONTROLS screen is the main entry to report data. The other two screens are accessed based on the user’s activity on the DATA ENTRY CONTROLS screen. In some cases, a Form on the DATA ENTRY CONTROLS screen will lead the user to the TEAM MEMBERS screen and then the GOALS ACTIVITIES screen, while others may only guide the user to the TEAM MEMBERS screen.

The user should select the Sections and Forms for which they have information to enter. More information can be added, and corrections can be made later.

DATA ENTRY CONTROLS

The DATA ENTRY CONTROLS screen contains several selection menus. It is advisable that the user explore all features before embarking on data entry. The selection menus are:

- **Year.** This is the current year of the project (i.e., September 1, 2017 – August 31, 2018) for which reporting data is being collected.
- **Section.** This can be thought of as sections of a report document, such as the sections of the NSF Annual Report template.
- **Forms.** A Section may have several Forms, like subsections of an actual report. For example, the Products section has Forms for Journal Publications, Presentations, Books, etc.

At the top of the DATA ENTRY CONTROLS screen is a button for report generation. The Report Generation button reproduces a report of all the data entered by the participant.

A screen shot of the DATA ENTRY CONTROLS screen is shown in Figure 1.

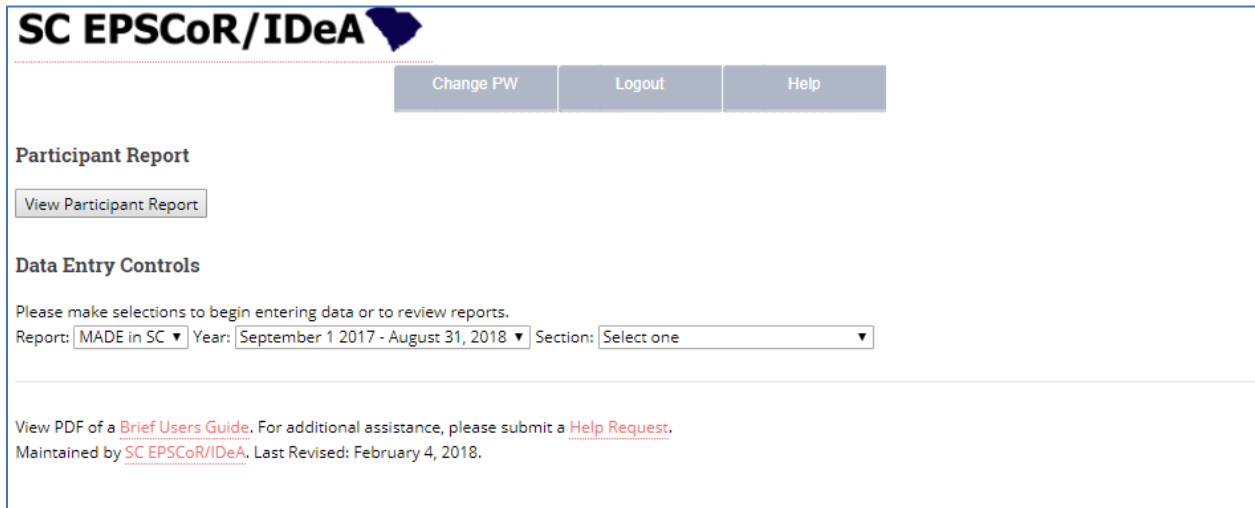


Figure 1. DATA ENTRY CONTROL Screen

To enter data, select a report Section. The list of Sections is shown in the first column of Table 1 and a screen shot with the Section options is shown in Figure 2.

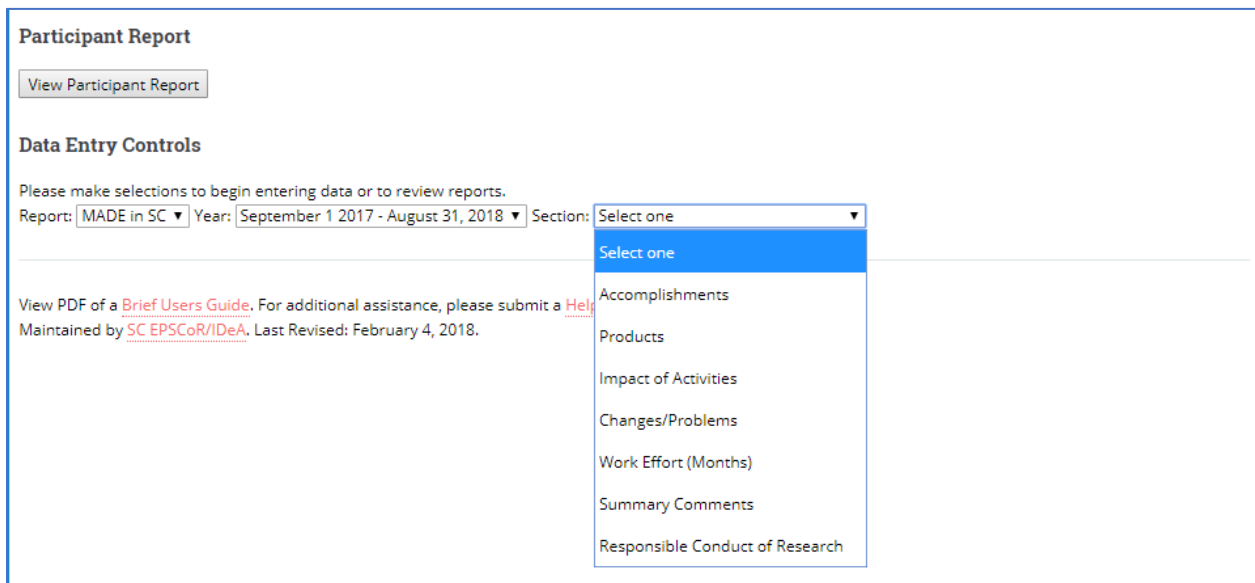


Figure 2. DATA ENTRY CONTROLS Screen Showing Report Sections

Select a Section then select a Form to complete. The list of Forms for each section are shown in the second column of Table 1. The drop-down menu of Forms for the “Accomplishments” section is shown in Figure 3.

Participant Report

[View Participant Report](#)

Data Entry Controls

Enter accomplishments during this reporting period.

Report: Year: Section: Form:

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Activities Completed this Period
 Significant Results
 Outcomes and Achievements
 Training and Professional Development
 Dissemination of Results
 Work to be Done Next Reporting Period

Figure 3. DATA ENTRY CONTROLS Screen Showing Forms for the Accomplishments Section.

Select the Form you wish to complete and fill out the form. Figure 4 shows the form for “Activities Completed this Period” which is a text box for entering the activities conducted during this reporting period to date (for this Form, please enter one activity per Form). After entering the information, press Record Data.

Participant Report

[View Participant Report](#)

Data Entry Controls

Enter accomplishments during this reporting period.

Report: Year: Section: Form:

Activities Completed this Period

Enter the activities that you have worked on during this reporting period (from September 1, 2017 to March 1, 2018).

Advertise to recruit a graduate student to work on visualization modeling of new polymeric material interaction cells.

Activities

[Record Data](#) [Clear Form](#)

Figure 4. DATA ENTRY CONTROLS Screen Showing Forms for the Accomplishments Section.

Figure 5 shows the “Journal Publication” Form which is part of the “Products” Section. In this type of Form where several pieces of information are requested, the user should enter as much information as is currently available. For example, if the Journal paper is “submitted” for possible publication, then the user would not enter the Volume, Number, or the pages, etc. or upload a copy. However, if the paper has been published, then the user should complete all the data required and upload a copy of the published article.

Participant Report

[View Participant Report](#)

Data Entry Controls

Select the form for the information you wish to add.
 Report: Year: Section: Form:

Journal Publications

Please list each article related to this funded project. After a record has been added, it will appear below the form. Click the Edit/Delete button next to a record to populate the form from which you may make change or delete the record. To add additional records, click the button titled, Clear Form.

Year: Peer Review:

Paper Title:

Journal Title:

Status:

Volume:

Number:

From Page:

To Page:

DOI:

Upload Published Article (PDF): No file chosen

NSF Acknowledgement Included?:

Figure 5. DATA ENTRY CONTROLS Screen showing the “Journal Publications” Form.

The user can upload copies of documents related to some Forms. Upload only documents that have been published. Whenever a document is to be uploaded, please remember the following important file requirements:

1. Only PDF files can be uploaded.
2. Do not upload fillable PDF files without first “printing” them as pdf files. To upload a fillable PDF file, print the file as a PDF, then upload the printed file. You may also upload a scanned copy of fillable PDF files.
3. The largest file size that can be uploaded is 8 MB.

For several Forms, pressing Record Data will transfer the user to the TEAM MEMBERS screen where names of those who participated in this activity can be added as described below.

TEAM MEMBERS

The TEAM MEMBERS screen allows the user to add team members associated with the Form being completed. On this screen, the user may select MADE in SC team members from a pull-down list, or add others who are not on the list of project participants by entering their names, one at a time. The TEAM MEMBERS screen is shown in Figure 6.

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Help

Add Team Members

Please identify team members from among the participants in this effort to support the annual report. If a team member is not in the select list, you may type in the name and click the button to add the name as a member of this activity. This information is requested to help identify activities that could be duplicated in the collection of information from all participants. The activity record will be shown among the activities listed for each participant identified as a team member, so that it will not be necessary for them to independently add the activity. When the team member list is complete, press the button titled, Continue, to return to the data collection form.

Activity:

Accomplishment Record: Advertise to recruit a graduate student to work on visualization modeling of new polymeric material interaction with cells.

Team Members: First Name Last Name

Modeler, Jane Sort Order (1-9)1

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Figure 6. TEAM MEMBERS Screen

The TEAM MEMBERS screen shown in Figure 6 has the following features:

- The list of MADE in SC participants is already built into a pull-down list for easy selection.
- If the team member is not a MADE in SC participant, the team member's name can be entered manually.
- There is no limit on the number of team members that can be added to a given Form.
- The name of the team members added will appear at the bottom of the screen.
- The list of team members can be re-ordered as necessary, such as to match the order of authors on a paper.

Figure 7 shows the TEAM MEMBERS screen after a team member has been added. The names added could be from the pull down menu or added manually by entering their first name and last name.

Add Team Members

Please identify team members from among the participants in this effort to support the annual report. If a team member is not in the select list, you may type in the name and click the button to add the name as a member of this activity. This information is requested to help identify activities that could be duplicated in the collection of information from all participants. The activity record will be shown among the activities listed for each participant identified as a team member, so that it will not be necessary for them to independently add the activity. When the team member list is complete, press the button titled, Continue, to return to the data collection form.

Activity:
Accomplishment Record: Advertise to recruit a graduate student to work on visualization modeling of new polymeric material interaction with cells.

Team Members: First Name Last Name

Leibniz, Jonathan Sort Order (1-9)

Modeler, Jane Sort Order (1-9)

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Figure 7. TEAM MEMBERS Screen showing three Team Members Selected and their Order.

Notice the option to reorder the list of team membes. To reoder the sequence of team members, enter the number in the box click the Reorder This Member button. When satisfied with the order of the team members, click Continue Data Entry.

IMPORTANT NOTE. If a MADE in SC team member is added, all relevant entries related to the Form will also appear in that team member’s report. This minimizes the duplication of effort.

After all members have been added and sorted in the desired order, press the Continue Data Entry button to record this data and exit the TEAM MEMBERS screen.

GOALS ACTIVITIES

This screen is used to link the activities “accomplished” or “planned” by the MADE in SC participants to the MADE in SC Strategic Plan that was approved by NSF. Only two Forms will lead the user to the GOALS ACTIVITIES screen. These forms are in the “Accomplishments” Section:

- “Activities Completed this Period”, and
- “Work to be Done Next Reporting Period”

Therefore, it is extremely important that every participant enter data for these two Forms and indicate how their work is related to the Strategic Plan. This information will assist the Project Team in evaluating how we are meeting the goals and objectives of the Project.

Figure 8 shows a partial screen of the GOALS ACTIVITIES screen before any selections on this screen are made. In this case, an abbreviated version of the entire Strategic Plan is displayed.

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Help

Goal Attribution Controls

Please select one or more goal activities that related to your entry. The full strategic plan of the Project is shown below. Select Division, Goal, Objective then activity to narrow the plan down to a single activity and then click the Record Goal Activity button. Repeat as appropriate. When done entering all relevant activities, click the button to continue with data entry.

Accomplishment Record: Advertise to recruit a graduate student to work on visualization modeling of new polymeric material interaction with cells.
Team Members: Modeler, Jane; Leibniz, Jonathan;

Goal Activities Aligned with this Accomplishment:

Division:

Continue

1. Made in SC -
 1. Thrust 1: Hierarchical Structures - Thrust Area 1: Hierarchical structures with controlled optical and magnetic properties
 1. New Structures - GOAL 1: New structures with desired magnetic and optical properties prepared via crystal growth
 1. Synthesize and Characterize - Objective 1.a: Synthesize and fully characterize new magnetic oxides and new luminescent oxides and fluorides
 1. Iron and Rare Earth Compounds - Synthesize and characterize complex iron and new rare earth containing oxides and fluorides and characterize their magnetic and optical properties, respectively
 2. Chemical Substitution Reactions - Carry out chemical substitution reactions to target a non-centrosymmetric space group and multi-photon optical behavior in modified rare earth containing oxides
 3. Compound Behaviors - Characterize the ferroic behaviors and multi-rare earth compositions with respect to their luminescence and upconversion behavior
 4. Modeling Properties - Develop modeling to pursue new compositions with improved multiferroic and optical properties
 2. Growth of Crystals - Objective 1.b: Achieve the growth of mm sized crystals of promising magnetic and optical materials

Figure 8. GOALS ACTIVITIES Screen

Since the MADE in SC Strategic Plan contains Divisions such as Thrust 1, Thrust 2, ..., Workforce Development, Diversity, etc., the user should select the Division that best represents the Form entry. Figure 9 shows the GOALS ACTIVITIES screen with the drop-down menu list of Divisions.

Figure 9. GOALS ACTIVITIES Screen Showing the Strategic Plan Divisions

The user should then select the Goal, Objective and Activity for the selected Division. After each selection, the relevant portion of the Strategic Plan is displayed and is reduced as the selection is made from Division to Activities.

After the Activity selection is made, press Record Goal Activity. If appropriate, more than one activity from different Goals and/or Objectives can be assigned to the Form. All selected Activities will be displayed for the user to review and ensure the correct choices have been made. Figure 10 shows an example of the GOAL ACTIVITIES screen after two Activities have been selected.

Goal Attribution Controls

Please select one or more goal activities that related to your entry. The full strategic plan of the Project is shown below. Select Division, Goal, Objective then activity to narrow the plan down to a single activity and then click the Record Goal Activity button. Repeat as appropriate. When done entering all relevant activities, click the button to continue with data entry.

Accomplishment Record: Advertise to recruit a graduate student to work on visualization modeling of new polymeric material interaction with cells.
Team Members: Modeler, Jane; Leibniz, Jonathan;

Goal Activities Aligned with this Accomplishment:

Recruit and support students per NSF proposal - Remove Goal Activity - 10

Develop multiscale visualization techniques and tools - Remove Goal Activity - 11

Division: MCC: Modeling and Computation Core ▼

Goals: Advanced Computational Tools ▼ Objective: Visualization Tools ▼ Activity: Develop Techniques ▼

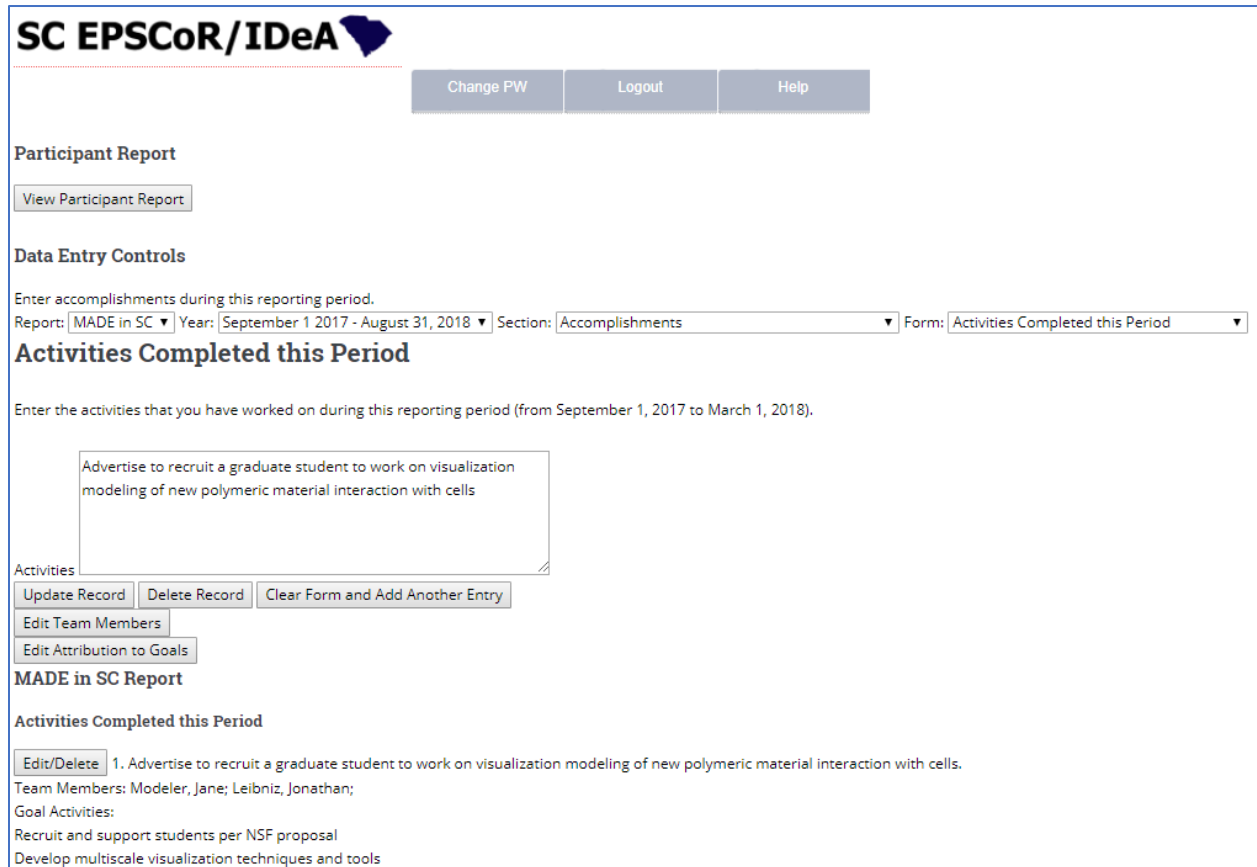
Record Goal Activity

Continue

1. Made in SC -
 1. MCC: Modeling and Computation Core - Modeling and Computation Core (MCC)
 1. Advanced Computational Tools - GOAL 2: Develop advanced computational tools and o...rastructure that supports the materials design framework
 1. Visualization Tools - Objective 2.a: Develop and implement visualization tools to enhance collaboration and link modeling and simulation with experiments
 1. Develop Techniques - Develop multiscale visualization techniques and tools

Figure 10. GOALS ACTIVITIES Screen Showing Several Activities Selected

After all goal activity selections are made, press Continue to return to the DATA ENTRY CONTROL screen. Figure 11 is a view of the DATA ENTRY CONTROLS screen after the TEAM MEMBERS and the GOALS ACTIVITIES have been added. All data entered for this Form are listed at the bottom of the Form.



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Change PW Logout Help

Participant Report

View Participant Report

Data Entry Controls

Enter accomplishments during this reporting period.

Report: MADE in SC Year: September 1 2017 - August 31, 2018 Section: Accomplishments Form: Activities Completed this Period

Activities Completed this Period

Enter the activities that you have worked on during this reporting period (from September 1, 2017 to March 1, 2018).

Advertise to recruit a graduate student to work on visualization modeling of new polymeric material interaction with cells

Activities

Update Record Delete Record Clear Form and Add Another Entry

Edit Team Members

Edit Attribution to Goals

MADE in SC Report

Activities Completed this Period

Edit/Delete 1. Advertise to recruit a graduate student to work on visualization modeling of new polymeric material interaction with cells.

Team Members: Modeler, Jane; Leibniz, Jonathan;

Goal Activities:

Recruit and support students per NSF proposal

Develop multiscale visualization techniques and tools

Figure 11. DATA ENTRY CONTROLS Screen Showing the Completed Form Entry

The user may then move on to enter data for another Form that is relevant to his/her work on the project. All data entered can be updated later as more information becomes available.

GENERATING A PARTICIPANT REPORT

The [View Participant Report](#) button is located near the top of the DATA ENTRY CONTROLS screen. Pressing this button will generate a report of all the data entered by the user. Figure 12 (a and b) shows the report after several Forms from different Sections have been entered. To return to DATA ENTRY CONTROLS screen from the report view, press the [Return to Data Collection](#) button.

MADE in SC

September 1 2017 - August 31, 2018 - Modeler III, Jane

[Return to Data Collection](#)

Accomplishments

Activities Completed this Period

Advertise to recruit a graduate student to work on visualization modeling of new polymeric material interaction cells..
 Team Members: Leibniz, Jonathan; Modeler III, Jane;
 Goal Activities:
 Recruit and support students per NSF proposal
 Develop multiscale visualization techniques and tools

Preliminary analysis of data collected from the literature..
 Team Members: Modeler III, Jane; Smith, John;
 Goal Activities:
 Build an interactive platform combining modeling and simulation, data, and visualization

Significant Results

The result of our data analysis indicate that there is no standardized method for building a visualization tool. Based on our review, we will develop a novel technique to accomplish our goals..

Outcomes and Achievements

As an outcome of our preliminary work, we believe a revolutionary model will be developed that will change how we view ineteractions.

Training and Professional Development

Based on the work we have done so far, we have developed simple modules to train students on modeling tools for visualization.

Dissemination of Results

We have presented the results of our preliminary work at a faculty seminar in the Department of Visualization at ABC University. We also highlighted our findings in the departments newsletter. SC EPSCoR also included an article about this work in the weekly newsletter of the Program..

Work to be Done Next Reporting Period

For the next reporting period form March 1 to May 1, we plan to bring on board a graduate student. We also plan to refine our methods and start writing code. .
 Team Members: Modeler III, Jane; Leibniz, Jonathan;
 Goal Activities:
 Build an interactive platform combining modeling and simulation, data, and visualization
 Develop multiscale visualization techniques and tools

Figure 12-a. Part 1 of a Participant Report

Develop multiscale visualization techniques and tools

Products

Journal Publications

(2018). A survey of available cell dynamic visualization data and methods. *International Journal of Cell Dynamics Modeling and Assessment*. 0, -.

Status = Submitted. NSF Acknowledged = Yes. Peer Reviewed = Yes. DOI = .

Author: Smith, John; Leibniz, Jonathan; Modeler III, Jane;

Mentoring

Maria Curie. Undergraduate Student. ABC University. Data collection and data analysis. 2017. Status = Started.

Mentor: Modeler III, Jane; Leibniz, Jonathan;

Research Proposals

(2018). Verification and Validation of visualization Models for Cell dynamic Response to drugs. Amount(\$) = 765000. Status = Submitted. Agency = NIH.

Investigator: Leibniz, Jonathan; Modeler III, Jane;

(2018). Modeling and Visualization of Cell Dynamics . Amount(\$) = 50000. Status = Submitted. Agency = SC EPSCoR GEAR Program.

Investigator: Modeler III, Jane;

Changes/Problems

Problems or Delays

We have not been able to recruit a graduate student to start in January 2017, so we expect delays in producing results. .

: Modeler III, Jane;

Changes Impacting Expenditures

Since we have not hired a graduate student, we will not be able to spend all our graduate student stipend during the first year..

: Modeler III, Jane;

Work Effort (Months)

Work Months

Modeler III, Jane, Non-Technical Support Staff, worked 3 months with funding: 10,000.

International collaboration: Yes; International travel: No.

Contributions: Worked on Literature review, data collection and analysis..

Summary Comments

Overall Summary

The work to date has produced interesting results based on previous data. The first quarter was spent building a consistent data base in preparation for developing the visualization code. We have identified a good graduate student to work on the project and we are in the process of hiring her..

Figure 12-b. Part 2 of a Participant Report

MAKING CHANGES

The Portal provides several editing options. These are:

Edit/Delete

This option populates the Form with the item being selected. The user can then make changes to the data entered and click Update Form to make the change effective, or delete the record.

Delete Record

Deleting a record requires two steps. First, select Edit/Delete. This option will populate the Form. Then to delete the record, press Delete Record. This two-step process will delete all information pertaining to the Form entry being displayed. *Records that are deleted are not recoverable.*

Clear Form and Add Another Entry

This function will simply clear the Form and make it available for another entry.

Edit Team Members

If this function is displayed, it will allow the user to go to the TEAM MEMBERS screen to make changes (additions, deletions or re-ordering members). This function may also appear as Edit Author or Edit Mentor or Edit Presenter, etc. depending on the active Form.

Edit Attribution to Goals

If this function is displayed, the user can go directly to the GOALS ACTIVITIES screen to make changes to the Strategic Plan goals activities selected.