USER INSTRUCTIONS – TDLC 2014 DATABASE
Direct Access to TDLC Database: Click here: Database
(Database access also on Website under Quick Links)
http://tdlc.ucsd.edu

Login problem: kshanks@ucsd.edu
Site or data entry problem: chienyi@gmail.com

All TDLC members are requested to enter/upload your Publications, Activities, Awards, Research Highlights and Grants received as a result of TDLC collaborations and Progress Reports on your projects for the period of <u>March 18, 2013 to March 17, 2014</u> for the NSF Annual Report.

----   FINAL DEADLINE: April 5, 2014 ----

NETWORK LEADERS: *<u>Please ensure that all members of your network enter all pertinent data</u>.*

TDLC DATABASE LOGIN

- **Returning Initiative Leaders, PIs, Trainees** (Post-Docs, Grad Students, Undergrads, Partners) – You have the same log-in as last year:
  - Username: firstinitiallastname
  - Password: (previously set by you)

Forgot password?
Click on *forgot password?* – you will receive temporary password by email.

- **New Trainees** (Post-Docs, Grad Students, Undergraduates) – Your log-in has been set and your personal info entered in the database.
  - Username: firstinitiallastname
  - Temporary Password: **tdlcrocks**

  You will be asked to change password – Click *Update your password* in Welcome page left frame, enter new password, click *Submit.* Make a note of your new password.
  Log-in problems? Please email kshanks@ucsd.edu

USING THE 2014 TDLC DATABASE

Once again the TDLC Database boasts enhancements toward increased user-friendliness and compliance with NSF report requirements. The majority of the 12 active Tables are presented for you to log any and all publications, awards, activities (as leader), research highlights **resulting from TDLC funding or membership**.

Below you will find the Master List of Tables, together with the Designated Users for each, and following the list, concise instructions specific to each Table.

*RETURNING MEMBERS***:** You will see that most of the 2014 Tables are empty. Only Research Participants, Outreach and Other Partners, IRB Approvals, Proposed Projects and Budget, and Placements contain data. However, you may browse 2014 Tables and copy (if needed) activities, publications, awards, etc. by clicking <u>2014 </u>at top of page of desired Table.

TABLES	DESIGNATED USERS
I. RESEARCH PARTICIPANTS ………………	ALL
II. OUTREACH AND OTHER PARTNERS …..	Outreach/Partners
III. ACTIVITIES ……………………………………	All who have led an activity on behalf of TDLC
IV. PUBLICATIONS ……………………………….	All with TDLC-based publications or presentations
V. AWARDS ……………………………………….	All TDLC members who have received an award
VI. OTHER SUPPORT …………………………..	Grant PI's
VII. FINANCIAL ……………………………………	Admin only
VIII. RESEARCH HIGHLIGHTS/PRESS RELEASES.	Network Leaders/Initiative Leaders
IX. IRB/IACUC APPROVALS …………………..	PI's with human/animal research
X. PROGRESS REPORTS …………………….	Project Leaders (in Spring 2011)
XI. PROJECT PROPOSALS AND BUDGET ..	Active Projects in place
XII–XV. ………………………………………………..	Not active or Admin only
XVI. GRANTS ………………………………………	All with grants due to TDLC collaborations

TO ENTER DATA

Click on desired Table to enter the Table and choose:

Browse	**Add**	**Edit**	**Export**
		change, delete	

I. RESEARCH PARTICIPANTS TABLE – ALL
NOTE: All data should be correct, but you are welcome to check yours and make changes if necessary.
- **PI's, co-PI's** -- Click on *I. Research Participants*.
  Click on *Browse* and Click on *Network* to alphabetize the table.
  Everyone working in your lab should be here.
  If not, please have them enter their information.

- **Returning Research Scientists, Post-Docs, Grad Students, Undergrads** –
  Click on *I. Research Participants*.
  Click on *Edit* and Click on *Last Name* to alphabetize the table.
  Use Search *(Ctrl F)*, type your last name and Click *Edit*.
  Check if all information is correct – if not, make changes as needed.

- **Trainees new this year** (Post-Docs, Grad Students, Undergrads) –
  Click on *I. Research Participants*.
  Click on *Edit* and Click on *Last Name* to alphabetize the table.
  Use Search *(Ctrl F)*, type your last name and Click *Edit*.
  Check if all information is correct – if not, make changes as needed.

II. OUTREACH AND OTHER PARTNERS – Partners
  Click on *II. Outreach and Other Partners*.
  Click on *Add* and enter your name and organization information. If you have worked
  directly on TDLC projects for more than 160 hours, please tick that box.

III. ACTIVITIES -- All who have LED an internal outreach, external outreach, professional
development or knowledge transfer activity from 3/18/2013 through 3/17/2014. Note that
definitions of these categories (per NSF) are provided.
  Click on *III. Activity*.
  Click on *Add*, adding each activity individually.

IV. PUBLICATIONS -- <u>All who have presentations/publications related to TDLC projects</u>
(published/submitted/in preparation) between *<u>3/18/13 and 3/17/14</u>*. Note complete instructions above the Table to ensure compliance with NSF categories.
    Click on *IV. Publications* -- Click on *Add* and follow instructions.

V. AWARDS -- <u>All who have received</u> an honor or award between *<u>3/18/13 and 3/17/14</u>* --
    Click on *V. AWARDS* -- Click on *Add* and follow instructions.

VI. OTHER SUPPORT – <u>Grant PI's</u>
    Click on *VI. OTHER SUPPORT* -- Click on *Add* and enter data.

VII. FINANCIAL -- <u>Admin</u>

VIII. RESEARCH HIGHLIGHTS/PRESS RELEASES -- <u>Network Leaders/Initiative Leaders</u>
    Click on *VIII. Research Highlights* -- Click on *Add* and follow instructions.

IX. IRB/IACUC APPROVALS -- <u>PI's with human or animal testing</u>
NOTE: Mostly this is kept uptodate by Admin but please check to be sure all your approvals are represented and current. If they are not, please enter data or email to <u>kshanks@ucsd.edu</u>
    Click on *IX. IRB/IACUC APPROVALS*.
    Click on *PI's Last Name* to alphabetize.
    Check expiration date – is this information current?
    Click on *Edit*.
    Click on *Edit* again to make needed corrections.
    or Click on *Del* to delete expired approval.
    Click on *Add* for each new IRB Approval and upload .pdf of Approval Form.

X. PROGRESS REPORTS -- <u>Project Leaders</u>
    Each project is required to input its progress report here.
    Click on *X. Progress Reports* -- Click on *Add* and follow instructions.
    INSTRUCTIONS:
    1. Please do not enter publications here; they must be entered in IV. Publications.
    2. Please save your energy -- do not repeat lengthy goals as we already have this information.
    3. On Line 1, enter Project # and Title. (This can be copied from the SIP.)
    4. Next add PI's names and title of progress.
    5. Enter (or upload) a concise narrative of the progress on this project. (see example when you click "Add")

XVI. GRANTS – <u>PI's who have received grants due to TDLC collaborations</u>
    Click on ADD and follow instructions.