

USER INSTRUCTIONS – TDLC 2013 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@unc.edu

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 March 18, 2012 to March 17, 2013 for the NSF Annual Report.

---- **FINAL DEADLINE: April 5, 2013**----

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

TDLC DATABASE LOGIN

- **Returning Initiative Leaders, Pls, 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 2013 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.

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
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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 3/18/2012 through 3/17/2013. Note that definitions of these categories (per NSF) are provided.

Click on *III. Activity*.

Click on *Add*, adding each activity individually.

IV. PUBLICATIONS -- All who have presentations/publications related to TDLC projects

(published/submitted/in preparation) between 3/18/12 and 3/17/13. Note complete instructions above the Table to ensure compliance with NSF categories.

Click on *IV. Publications* -- Click on *Add* and follow instructions.

V. AWARDS -- All who have received an honor or award between 3/18/12 and 3/17/13--

Click on *V. AWARDS* -- Click on *Add* and follow instructions.

VI. OTHER SUPPORT – Grant PI's

Click on *VI. OTHER SUPPORT* -- Click on *Add* and enter data.

VII. FINANCIAL -- Admin

VIII. RESEARCH HIGHLIGHTS/PRESS RELEASES -- Network Leaders/Initiative Leaders

Click on *VIII. Research Highlights* -- Click on *Add* and follow instructions.

IX. IRB/IACUC APPROVALS -- PI's with human or animal testing

NOTE: Mostly this is kept up to date 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 kshanks@ucsd.edu

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 -- Project Leaders

Each project is required to input its progress report here.

XVI. GRANTS -- PI's who have received grants due to TDLC collaborations

Click on *ADD* and follow instructions.

THANKS!
