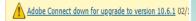


Reporting and Project Tracking

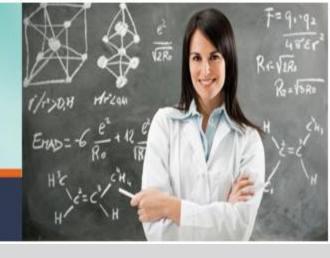
Kat Sullivan
MPM/TPT Project Manager











Thu, 2019-11-21 15:47 -- djennings

Researchers

Browse our specimen portal



Collections Staff

Learn how your collection can benefit from our work



Teachers & Students

Learning resources & opportunities to engage



The Internal Advisory Committee (IAC) in Networks (TCNs), Partners to Existing N report on progress in digitization efforts,

digitization areas and technology, enhan

IAC meetings are held quarterly (Februa Wednesday of the month at 2:00 PM Ea

Remote participation is available at: https://ufl.zoom.us/my/idigbio

TCNs are required to provide regular every IAC meeting submitted via the https://www.idigbio.org/content/tcn-q

Information about past meetings, minute the wiki:

https://www.idigbio.org/wiki/index.php/ln

Other general and helpful TCN resource https://www.idigbio.org/wiki/index.php/T0

Start Date:

Wednesday, February 05, 2020 - 2:00pm Wednesday, May 06, 2020 - 2:00pm to 3 iDigBio quarterly reports- one report submitted on behalf of TCN

- 1st report covered Sept-Jan: Feb 5, 2020 submitted
- Next quarter Feb-April: due May 6, 2020

NSF annual report-each collaborative award submits with an overall report from lead institution

Wednesday, August 05, 2020 - 2:00pm to 3:00pm EDT Wednesday, November 04, 2020 - 2:00pm to 3:00pm EST



PI Spreadsheet

- Combines metrics from iDigBio and NSF reports
- Qualitative info, other non direct digitization related activities
- Divided into institutions-any related staff working on project can report
- 1st quarter most common entries included hired staff, purchasing supplies, attending summit

https://drive.google.com/open?id=1nGUwH3fcEiu AelM4RfY7QKsxFjkNyePXgN8R4nkXrQ









Accomplishments

	C C O	Key outcomes:
		Training & prof dev opportunities:
Examţ	S H E D	Result dissemination:

Major accomplishments (NSF)

Training for yourself or others

Broader Impacts, outreach, education, conferences, publications, products, etc.

nce, Macropod training, parasite collection tour









Partners

Partners (Type of Org, Name, Location, Contribution to TPT)

Section for iDigBio and NSF
Within TPT network or outside
(i.e. EMu support or MPM Education)

NSF asks for these details:

- Type of Partner Organization
- Name
- Location
- Partner's contribution to the project













Impact

Impact to Parasitology, Entomology, Collections, Disease Ecology?

Impact to other disciplines (e.g., Medical)?

Impact to Human Resources?

M P A C

Institutional infrastructure resources formed?

Informational infrastructure resources formed?

Technology transfer?

Impact to society beyond science/technology?

Combined from iDigBio and NSF reports

Research questions/intellectual merits and impact on other research (stakeholders)

Institutional impacts, new technology, new databases, new roles

Examples: New IPT, Macropod purchase, work with GloBI









Changes/Problems

Change in approach & reason:

N

Problems or delays & resolutions:

Changes impacting expenditures:

Changes in use of biohazards?

Changes/Problems (NSF)

Gaps in Digitization Areas and Technology (iDigBio)

Delays in technology, issues directly affecting digitization progress

Examples: Data delivery pipeline issues, change in expected digitization numbers



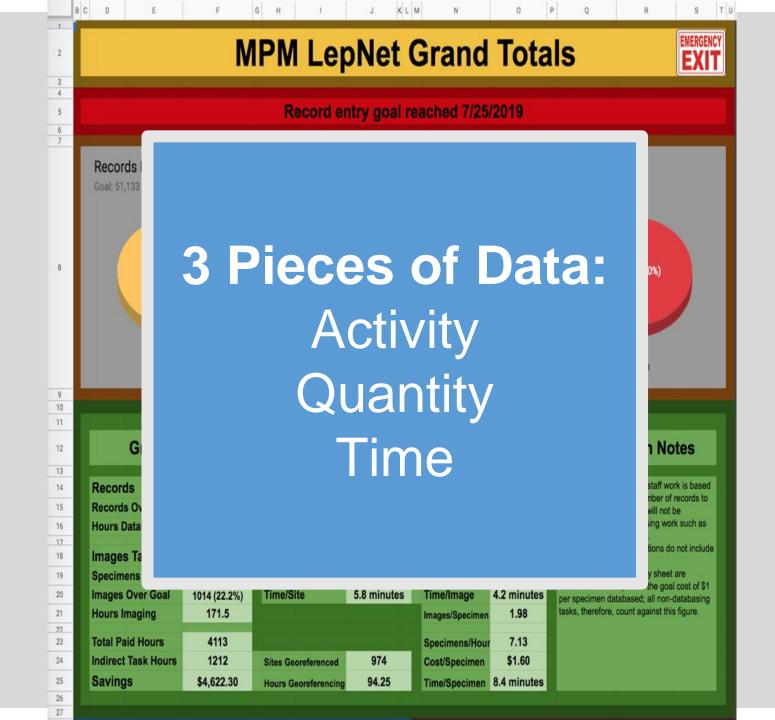
Daily Work Sheets

- Each institution has separate sheet, open link for any staff to contribute
- Digitization progress for iDigBio reports, consolidated into Accomplishments section for NSF

Project Tracking

- Easily track all digitization numbers for TPT in one spot
- Collects data on digitization tasks for future planning (hours taken, who did what)
- Can have students/techs self report, no need to pull numbers from various locations and SCAN

https://drive.google.com/open?id=1AVf9LjTqQaUd_uBOZV33mQIO6N2a73E CzrHQa7HMzAM







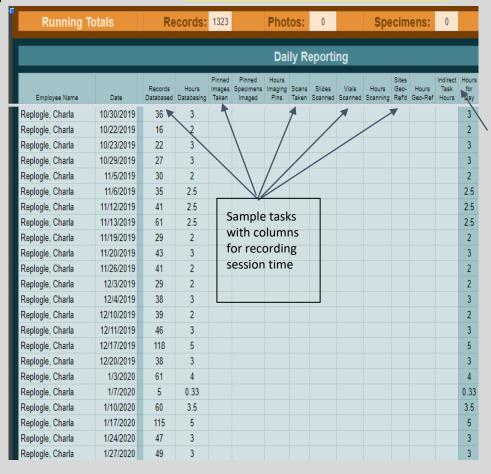




Sample Daily Work Sheet

Names here another way to track participants and dates active

Auto tallied quick stats



Use for non digitization task time that you want to account for (attending workshop).

- Free to reword or change columns for your workflows
- This should be useful for all work so use indirect task hours to record time/budget
- Sort by date, person, type of task
- Ask MPM team for help analyzing data tasks



Concluding Messages

- These tools should be helpful for your reports, modify as needed.
- Overshare on PI group sheet, we consolidate for iDigBio report but the details are useful for NSF reporting every year.
- Data on data (task tracking) is a powerful tool, it is much more difficult to go back and estimate actual times and averages for digitization tasks after several years.