GETTING STARTED

Welcome to LIFE, the Level of Interest and Feedback Evaluation System!

This is a user friendly tutorial which will get you going with the LIFE system very quickly.

Let’s get started!

Note: The tutorial works best if viewed in Slide Show mode.
WHAT’S “LIFE” ALL ABOUT?
As any good tutorial would do….let’s start with some quick basics.

Q: What is the purpose of the LIFE system?
A: This system was made to be used in a NSF Industry/University Cooperative Research Centers (IUCRC) Industry Advisory Board (IAB) Meeting. It was created to deliver instant compiled IAB feedback and faculty responses, which can be viewed in an easy to understand format. It allows users to use their laptop, tablet, or smart phone to provide and respond to feedback.

Q: Ok…but why would I ever want to use this system?
A: If you are an industry participant in a NSF IUCRC IAB Meeting, then this system will provide a simple way for you to provide feedback on projects presented at a meeting.
A: If you are a faculty or student participant in a NSF IUCRC IAB Meeting, then this system will provide a simple way for you to respond to feedback on projects you presented at a meeting.
A: If you are a center evaluator or center administrator and want to host a NSF IUCRC IAB Meeting, then this system will provide an effective and efficient system to facilitate project feedback at your meeting.

Q: Alright, so how do I use it?
A: See the rest of the tutorial!
YOUR ROLE
This is the main page you come to when you type iucrc.com into your web browser. There are 3 things you can do on this page.

1) Register yourself as a meeting Admin.
2) Login as a meeting Admin and set up a meeting.
3) Participate in an open meeting as an industry (IAB) or principal investigator (PI) user.

A meeting Admin is someone who uses this system to create and host their own meeting; preferably the center’s evaluator. Anyone else, like an IAB member or university PI, is a normal user who need not worry about the first 2 options.
To make this tutorial as short as possible for people, it is divided it into 3 categories (view this PPT in presentation view).

1) For center evaluators who want to Administer their own meeting (Admin), please go to this section.

2) For industry representatives who want to participate in an already created meeting (or one that will be created soon), please go to this section.

3) For university faculty and students who want to respond to industry feedback on your projects in an already created meeting (or one that will be created soon), please go to this section.
Ok, so you want to host a meeting.

The first step is to register as an Admin.

Please click on the button that says [Admin Register].
ADMIN REGISTRATION

This part is pretty self explanatory. Just fill out the form with your username (email address) along with a password of your choice. After verifying your password and pressing the [Submit] button, you will be taken to a confirmation screen and then back to the main page.
### Recent & Upcoming Meetings

The following listing of meetings is within a ±3 day range

<table>
<thead>
<tr>
<th>Date</th>
<th>Center Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2018</td>
<td>The LIFE Center</td>
</tr>
</tbody>
</table>

### Open Meetings

The following listing of meetings is within a ±30 day range

<table>
<thead>
<tr>
<th>Date</th>
<th>Center Name</th>
</tr>
</thead>
</table>
Now just simply type in the information that you just registered with and press “Login”.

Questions? Comments? email iucrc@ncsu.edu

Please note if you have forgotten your password you can also get a reminder sent to you by using the [Forgot Password?] function.
CREATE A MEETING
This is the Admin page. From here you can create as many meetings as you want and populate them with projects!
You can also see all past meetings you have created.
Click on [+Add Meeting] to create a meeting.
You can logout by clicking on [Logout] at the top right of the screen
Note: you can also change your password here
CREATE A MEETING

• Once you get to this screen, choose the date of your meeting and fill out the rest of the information.
• Host University is optional.
• Passwords are required and ensures only people you give the password to can access the project list, rate projects, and view feedback.
• The date you create here will be what shows up on the main page for users to click on.
• This screen also provides you with several project options:
  - Comment, Question, Suggestion: will allow industry users to enter project comments, questions and suggestions in separate text boxes and presort them by these groupings in the project and meeting summaries.
  - PI Feedback Option: will provide text boxes that allow university PIs to provide brief responses to IAB feedback on their projects.
  - Project Phase Ratings: will provide project phase specific response options. For New Proposals, response categories reflect level of interest ratings. For Project Updates, response categories reflect assessment of progress.
CREATE A MEETING

At the bottom of the page, you will also see some options to add surveys to your meeting:

- **Industry Pulse Survey**: will add a link to the Industry Pulse Survey to the bottom of the index of projects presented to IAB users

- **Industry Benefits Inventory**: will add a link to the Industry Benefits Inventory to the bottom of the index of projects presented to IAB users

- **Faculty Survey Options**: allows you to select the appropriate version of the evaluator’s web-based Faculty Process/Outcome Questionnaire to be linked on the bottom of the index of projects presented to PI users

Click “Add” to create the meeting.
Congratulations, you’ve just created your first meeting!

Meeting Successfully Created!
You will be returned to the administrators panel shortly. If you are not redirected in 5 seconds please click here

Questions? Comments? email iucrc@ncsu.edu
**ADDING PROJECTS**

Now we’re back to the Admin meeting index page.

[Edit] allows you to change the features you just selected for this meeting.

[Delete] allows you to delete the entire meeting.

[View] allows you to populate the meeting with specific projects for industry users to rate, select some meeting reporting features, and access industry and faculty surveys. Let’s click on [View] to start adding some projects.

---

### L.I.F.E.

**Level of Interest and Feedback Evaluation Forms**

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**iucrc@ncsu.edu’s Meeting Index**

<table>
<thead>
<tr>
<th>Date</th>
<th>Center</th>
<th>Host University</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1st, 2018</td>
<td>The LIFE Center</td>
<td>Univ. of State</td>
</tr>
</tbody>
</table>

---

Questions? Comments? email iucrc@ncsu.edu
ADDING PROJECTS

Now we come to the meeting details page. This is where you populate your meeting with projects and generate the summary reports from industry user ratings. This is also where you can access industry survey functions. For now, we will concentrate on adding projects.

You can add projects one-by-one or add multiple projects in a batch. Select [Add Project] to get started.

*Note: You can go back to the meeting index at any time by pressing [Back to Meeting Index] in the top left corner.

L.I.F.E. Level of Interest and Feedback Evaluation Forms

Meeting of The LIFE Center – June 1st, 2018

<table>
<thead>
<tr>
<th>LIFE Meeting Functions</th>
<th>Survey Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Options</td>
<td></td>
</tr>
<tr>
<td>+ Add Project</td>
<td>Pulse Survey</td>
</tr>
<tr>
<td>+ Add Multiple Projects*</td>
<td>Pulse Survey Results (.csv)</td>
</tr>
<tr>
<td>*Instructions included</td>
<td>Pulse Survey (.Web)</td>
</tr>
<tr>
<td>Paper Life Forms (PDF)</td>
<td>Pulse Survey (.MS Word)</td>
</tr>
<tr>
<td>Review Meeting</td>
<td>Pulse Survey (.PDE)</td>
</tr>
<tr>
<td>Meeting Summary (Web)</td>
<td>Pulse Survey (.PDE)</td>
</tr>
<tr>
<td>Meeting Summary (PDE)</td>
<td>Benefits Inventory Survey</td>
</tr>
<tr>
<td>Meeting Summary (MS Word)</td>
<td>Benefits Inventory (.Web)</td>
</tr>
<tr>
<td>Ratings Summary (.csv)</td>
<td>Benefits Inventory (.MS Word)</td>
</tr>
</tbody>
</table>

Project Phase Title PI University Admin-Specified ID Functions
ADDING PROJECTS

You are now at the Add Project page. Simply fill in the parameters of your project.

Please note that it is now required that you specify Project Phase. Please select “New Proposal” or “Project Update” from the dropdown menu before you hit [Add]. If you have selected the option to use project phase specific response categories, they will be based on the project phase you indicate here.

If you want a special ID for your project that will insure your projects appear in a predetermined order fill in the Admin-Specified ID field.

Click [Add] to add the project.
Congratulations! You just created your first project!

Project Successfully Created!
For security, please do not use these characters in your text:

- Less Than <
- Greater Than >
- Single Quote '

If there is still a problem, please contact that LIFE administrator.

You will be returned to the administrators panel shortly. If you are not redirected in 5 seconds please click here.

Questions? Comments? email iucrc@ncsu.edu
ADDING MULTIPLE PROJECTS

There is also an option to add multiple projects at once. Click on [+Add Multiple Projects] and follow the instructions on that page.

LIFE Meeting Functions

<table>
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</tr>
<tr>
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</tr>
<tr>
<td>+ Add Multiple Projects*</td>
<td>Benefits Inventory Survey</td>
</tr>
<tr>
<td>*Instructions included</td>
<td>- Pulse Survey Results (.csv)</td>
</tr>
<tr>
<td>Paper Life Forms (PDE)</td>
<td>+ Benefits Inventory Results (.csv)</td>
</tr>
<tr>
<td>Paper Life Forms (PDE)</td>
<td>+ Benefits Inventory (Web)</td>
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<td>+ Benefits Inventory (MS Word)</td>
</tr>
<tr>
<td>Paper Life Forms (PDE)</td>
<td>+ Benefits Inventory (PDF)</td>
</tr>
</tbody>
</table>

Meeting of The LIFE Center – June 1st, 2018

- Index of Projects

Project Phase | Title | PI | University | Admin-Specified ID | Functions
--- | --- | --- | --- | --- | ---
--- | --- | --- | --- | --- | ---
The site will guide you through the batch upload process.

First click [Download here] to download the excel template. You will use this template to enter the project information and ensure it is formatted properly so that it can be uploaded to the LIFE site.

Then click or open the downloaded file ProjectTemplateForm.xls
Once you’ve opened the excel template, you can enter the relevant project information in the appropriate columns provided.

Delete the example text.

Select the project phase (new or update) from the dropdown menu.

Enter the project title, PI name, university affiliation, and admin specified ID for each project.

Copy only the project information you have just entered.

Go back to the LIFE site.

<table>
<thead>
<tr>
<th>new or update</th>
<th>Project Title</th>
<th>PI</th>
<th>University</th>
<th>Admin Specific ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>new</td>
<td>Example Project Title 1</td>
<td>John Smith</td>
<td>NCSU</td>
<td>001</td>
</tr>
<tr>
<td>update</td>
<td>Example Project Title 2</td>
<td>Jane Doe</td>
<td>USF</td>
<td>002</td>
</tr>
<tr>
<td>new</td>
<td>Example Project Title 3</td>
<td>Jo anne Walters</td>
<td>Texas Tech</td>
<td>003</td>
</tr>
</tbody>
</table>

Delete the examples and add your project information into the table to the right — then...

Copy ONLY the text that is below the headers (Only the white colored cells) and paste it into the comment box on the LIFE site under "Step 2".
L.I.F.E. Level of Interest and Feedback Evaluation Forms

Copy/Paste Projects From Excel

Step 1: Download the excel template
Once downloaded, follow the instructions that are inside the template document.
Download here

Step 2: Paste the white background cells into the box below

- new Example Project Title 1  John Smith  NCSU  001
- update  Example Project Title 2  Jane Doe USF 002
- new Example Project Title 3  Jo anne Walters  Texas Tech  003

Step 3: Submit and Check for Errors
Click [Submit]

Paste the text you copied from the excel file into the comment box under Step 2.
Check to make sure the information you entered for each project is correct. If so, click [Yes, Add Projects].

If you see any errors, you can use the option to go back and fix them. Or, for minor typos, you can use the individual project edit function on the index of projects page to correct individual project errors.

<table>
<thead>
<tr>
<th>Project Phase</th>
<th>Project Title</th>
<th>PI</th>
<th>University</th>
<th>Admin-Specified ID</th>
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<td>Example Project Title 3</td>
<td>Jo anne Walters</td>
<td>Texas Tech</td>
<td>003</td>
</tr>
</tbody>
</table>

Yes, Add Projects

Nope, Go Back to Fix It
PRODUCE PAPER FORMS

Frequently, at least a few industry users will not bring their laptop or smart phone to a meeting. In these cases you will want to be able to provide them with a paper copy of the LIFE form. You can produce a complete set of forms for all the projects by selecting [Paper LIFE Forms (PDF)], opening the PDF file and printing those forms. Since you will want all ratings to be shared with the meeting attendees, we suggest using your own computer to enter those ratings and comments.
MEETING SUMMARY

When the LIFE review process has been completed you can review the ratings and comments for all the projects using different formats.

[Meeting Summary] shows you a summary of all project ratings and you can click on the project name to view ratings summary and comments. PDF, MS Word, and Excel outputs are also available.

In the Admin view, the industry rater name will appear next to their comment. This may be valuable for internal distribution but not public display. University PI names will be visible in all report functions from the user and the Admin side.

During the LIFE discussion process, you will want to maintain confidentiality for industry users. Therefore, you should logout of the Admin view and enter the User view, select this meeting, and use the anonymized [Meeting Summary] functions available there.
MEETING SUMMARY

You will see that projects are grouped by project phase in the summary tables provided. If you selected the option to use project phase specific response categories, New Proposals will reflect level of interest ratings. For Project Updates, response categories reflect assessment of progress.

Click on any project title to view a summary of that project’s ratings, IAB comments, and PI responses.
Also on the Index of Projects page there are three options next to your project. [Delete Project], [Edit], and [Review]. Because [Delete Project] and [Edit] are self explanatory, I won’t be going over those options. [Review] allows you to view and sort project evaluations provided by users.

<table>
<thead>
<tr>
<th>Project Phase</th>
<th>Title</th>
<th>PI</th>
<th>University</th>
<th>Admin-Specified ID</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>ABC Research Project</td>
<td>Professor X</td>
<td>Univ. of State</td>
<td>P.1</td>
<td>Delete Project Edit Review</td>
</tr>
<tr>
<td>New</td>
<td>DEF Research Project</td>
<td>Professor Y</td>
<td>Univ. of State</td>
<td>P.2</td>
<td>Delete Project Edit Review</td>
</tr>
<tr>
<td>New</td>
<td>GHI Research Project</td>
<td>Professor Z</td>
<td>State Univ.</td>
<td>P.3</td>
<td>Delete Project Edit Review</td>
</tr>
<tr>
<td>Update</td>
<td>123 Research Project</td>
<td>Professor A</td>
<td>State Univ.</td>
<td>P.4</td>
<td>Delete Project Edit Review</td>
</tr>
<tr>
<td>Update</td>
<td>456 Research Project</td>
<td>Professor B</td>
<td>Univ. of State</td>
<td>P.5</td>
<td>Delete Project Edit Review</td>
</tr>
</tbody>
</table>
REVIEW PROJECT

This is the Project Summary for a New Proposal. This page displays the project information, tally of Progress ratings and any comments that have been left by industry users. Below the industry user feedback are color coded responses from the university PIs. If you chose not to use the PI feedback option when you were setting up the meeting, those fields will not be there.

Use the navigation bar at the top to view all your projects without going back to the Index of Projects every time.

*Note: As Admin, you will be able to see the name of the industry user who provided each comment. This information will not be available to anyone else. However, university PI user responses will be identified by name for all users.
If you selected the option to use project phase specific response options when you created the meeting, you will notice here that the compiled ratings displayed for this Project Update are different than those used to rate a New Proposal. The Project Update rating categories are assessments of project progress:

- Great Progress
- On Course
- Needs Change
- Off Course
- Abstain

The LIFE Center – June 1st, 2018
Occasionally, you may find that an industry member has entered their comments under the wrong project, or would otherwise like to delete their feedback.

As the Admin, you have the option to delete any industry comments. Simply [View] the appropriate project, check the [delete] button next to the comment(s) you would like to remove, and click [Delete Selected]. This will delete the comment (or the comment, question, and suggestion if you chose that response structure), the associated rating, and any associated faculty response to that comment.
SURVEY FUNCTIONS

Back on the meeting details page, you will see options to administer the industry surveys. The Survey Functions include options for both the Industry Pulse Survey and the Industry Benefits Inventory. Note that you will only see Survey Functions for the industry survey you have selected when you created the meeting.

If you selected the option to link the surveys to your LIFE meeting, the link will automatically be displayed to industry users at the bottom of the index of projects.

You can monitor and download response for your meeting by clicking on the CSV file links.

Links to MS Word, PDF, and web versions of the survey are also available here.
SURVEY FUNCTIONS: HOW TO ADMINISTER SURVEYS OUTSIDE MEETINGS

Generate custom survey link for your center’s meeting:

- In the Survey Functions box, click the link that says "Pulse Survey (Web)" or "Benefits Inventory (Web)" - which ever one you need.

- It will open a new browser page with a unique url. This is a center-specific custom link which you can copy and paste into an email. All responses submitted through that link will be accessible to you.

Access your center’s data:

- To download your data, click the “… Results (.csv)” link of the corresponding survey in the Survey Functions box.
Admin WRAP UP

That concludes the capabilities of the Admin side. Press [Back] as many times as you need to return to a certain desired screen. You may Login and Logout as many times as you want.

Remember when you actually use the LIFE system to be sure you have internet access and have alerted users to bring their laptop or smart phone.

If you want to view the industry user side of this tutorial go to the next slide. If you want to view the university PI user side of this tutorial, please click here. Otherwise, thank you for watching.

If you have any additional questions, contact iucrc@ncsu.edu
SELECT YOUR MEETING

This is the first page you will see as an industry user when you go to iucrc.com (iucrclife.chass.ncsu.edu).

You will see meetings that have already been created by Administrators which fall within +/- 30 days of today.

Click on the meeting you want to access. Let’s click on the “The LIFE Center” meeting.
Here you will be prompted to enter the password provided by your meeting host. Simply enter the password and click [Proceed].
If your meeting Admin has set up the meeting to allow both industry user feedback and university PI user response, you will be asked to indicate whether you are an Industrial Advisory Board member [Industry] member or a university researcher [Faculty]. Simply click on [Industry] to proceed to the index of projects. If your meeting Admin did not select the PI Response Option, you will be taken directly to the index of projects for this meeting.
### The LIFE Center (Univ. of State) – June 1st, 2018

#### IAB Feedback

<table>
<thead>
<tr>
<th>Project Phase</th>
<th>Project Title</th>
<th>Project ID</th>
<th>Evaluate Projects</th>
<th>Project Summaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td><strong>ABC Research Project</strong>&lt;br&gt;- Professor X (Univ. of State)</td>
<td>P.1</td>
<td>&lt;button&gt;Evaluate Project&lt;/button&gt;</td>
<td>Summary</td>
</tr>
<tr>
<td>New</td>
<td><strong>DEF Research Project</strong>&lt;br&gt;- Professor Y (Univ. of State)</td>
<td>P.2</td>
<td>&lt;button&gt;Evaluate Project&lt;/button&gt;</td>
<td>Summary</td>
</tr>
<tr>
<td>New</td>
<td><strong>GHI Research Project</strong>&lt;br&gt;- Professor Z (State Univ.)</td>
<td>P.3</td>
<td>&lt;button&gt;Evaluate Project&lt;/button&gt;</td>
<td>Summary</td>
</tr>
<tr>
<td>Update</td>
<td><strong>123 Research Project</strong>&lt;br&gt;- Professor A (State Univ.)</td>
<td>P.4</td>
<td>&lt;button&gt;Evaluate Project&lt;/button&gt;</td>
<td>Summary</td>
</tr>
<tr>
<td>Update</td>
<td><strong>456 Research Project</strong>&lt;br&gt;- Professor B (Univ. of State)</td>
<td>P.5</td>
<td>&lt;button&gt;Evaluate Project&lt;/button&gt;</td>
<td>Summary</td>
</tr>
</tbody>
</table>

#### Note

*NOTE: If the Admin has included a link to an Industry Survey, it will appear after the project list.

**NOTE: When all the projects have been rated you can use the [Meeting Summary] options (Web, PDF, or MS Word formats) to view a summary of all ratings and/or comments.

Designated member representative (<strong>one per member</strong>) please complete the [Member Pulse Survey].
EVALUATE PROJECT

This is the LIFE form that you will fill out to submit your evaluation.

Note that your meeting Admin may have chosen to use project phase specific ratings. If so, you will see Interest rating categories for New Proposals, and Progress rating categories for Project Updates. Sample ratings for a New Proposal are presented here.

Select your Rating and then fill out your comment if you so choose.

Your form might provide separate boxes for “comments”, “suggestions” and “questions” if your meeting Administrator chose this option.

You will also notice an option to “provide additional comments”. You may use this option to add more comments to a project you have already rated.

Include your name and organization and then press submit. When rating subsequent projects your name and organization should be filled in for you.
### VIEW RATINGS

After a short screen indicating you have successfully submitted your evaluation, you will be returned to the index of projects page.

To view all the evaluations that have been submitted so far on this project, click on **Summary**.

---

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Designated member representative (one per member) please complete the [Member Pulse Survey](#).
The LIFE Center – June 1st, 2018

New Proposal
Project Name: (P.1) ABC Research Project
Project PI: Professor X (Univ. of State)

Level of Interest
Very Interested - 3
Interested - 2
Interested with Change - 0
Not Interested - 0
Abstain - 1

Summary of Responses to IAB Comments

Very Interested

- Nice project. Would be great to increase the temperature range

Response 1: Thanks for the suggestion, we'll do that. -Professor X

VIEW RATINGS

This page displays the project information, tally of ratings and any comments that have been left by industry users. You may use the navigation bar to move directly from one project summary to the next.

Below the industry user feedback are color coded responses from the university PIs. If your meeting Administrator chose not to use the PI feedback option, those fields will not be there.

Notice how the comments are sorted by the rating that was provided and university PI responses appear under the feedback to which they are responding. If your meeting Admin chose to use the comments, questions, and suggestions form, responses will be sorted by those categories instead.
The LIFE Center (Univ. of State) – June 1st, 2018

IAB Feedback

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<td></td>
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<td>Evaluate Project</td>
<td>Summary</td>
</tr>
<tr>
<td></td>
<td>- Professor Y (Univ. of State)</td>
<td></td>
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<tr>
<td></td>
<td>- Professor A (State Univ.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update</td>
<td>456 Research Project</td>
<td>P.5</td>
<td>Evaluate Project</td>
<td>Summary</td>
</tr>
<tr>
<td></td>
<td>- Professor B (Univ. of State)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note that meeting summaries will be grouped into separate tables for New Proposals and Project Updates. You can view the comments for a particular project by clicking on the project title.

Designated member representative (one per member) please complete the Member Pulse Survey.
INDUSTRY USER WRAP UP

That concludes the capabilities of the user side. Press [Back] as many times as you need to return to a certain desired screen.

If you want to view the university user side of this tutorial go to the next slide. Otherwise, thank you for watching.

If you have any additional questions contact iucrc@ncsu.edu
This is the first page you will see as a university PI user when you go to iucrc.com.

You will see meetings that have already been created which fall within +- 30 days of today.

Click on the meeting you want to access. Let’s click on the “The LIFE Center” meeting.
Here you will be prompted to enter the password provided by your meeting admin. Simply enter the password and click “Proceed”.
SELECT YOUR ROLE

Since your meeting Admin has set up the meeting to allow both industry user feedback and university faculty response, you will be asked to indicate whether you are an Industrial Advisory Board (IAB) member [Industry] or a university researcher [Faculty]. Simple click on [Faculty] to proceed to the project list.
When you click on the PI role, you will receive the following instructions. Please read them carefully before clicking [Continue to Response Page].
EVALUATE PROJECT

On this page you can view all the projects that have been created for this meeting by the Administrator.

You have the option as a university user to respond to industry feedback on your project(s).

Click on [Respond to Comments] to respond to IAB feedback on your project.

*NOTE: If the Admin has included a link to the Faculty Process/Outcome Questionnaire, it will appear after the project list.

Center affiliated faculty, research scientists, and postdocs, please complete the Faculty Process/Outcome Questionnaire.
RESPOND TO COMMENTS

This is the LIFE form showing industry feedback on this project. Here you can respond to industry feedback by typing your response under the comment to which you wish to respond, entering your name in the required name field and clicking “Submit Response”.

While any university researcher can comment on a project, we encourage you to only provide a response on projects in which you are directly involved. If there is more than one researcher involved, unique responses will appear in a different color text. When responding to subsequent feedback your name should be filled in for you.
The LIFE Center – June 1st, 2018

Respond to Comments

IAB comments on a project are grouped by rating or by response type, depending on the format chosen by your meeting Admin. For Example, this page displays the comments for “Very Interested”.

You can advance to the next set of comments by entering responses to the comments displayed and then clicking [Submit Response], by clicking on [Next 5 Comments >>], or by clicking on the linked response category for which you would like to respond to comments.

You also have the option to respond to all comments generally using the [PI Summary Response] Option.

Be sure to click [Submit Response] before navigating to the next page of comments.
VIEW RATINGS

After a short screen indicating you have successfully submitted your response, you will be returned to the index of projects page.

To view all the evaluations, feedback, and responses that have been submitted so far on this project, click on [Summary].

You may also view a summary of the ratings and comments for all projects in your meeting by clicking the [Meeting Summary] options at the top of the page. There are options for web, PDF, and MS Word output.

Note that meeting summaries will be grouped into separate tables for New Proposals and Project Updates. You can view the comments for a particular project by clicking on the project title.

<table>
<thead>
<tr>
<th>Project Phase</th>
<th>Project Title</th>
<th>Project ID</th>
<th>Respond to Comments</th>
<th>Project Summaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>ABC Research Project - Professor X (Univ. of State)</td>
<td>P.1</td>
<td>Respond to Comments</td>
<td>Summary</td>
</tr>
<tr>
<td>New</td>
<td>DEF Research Project - Professor Y (Univ. of State)</td>
<td>P.2</td>
<td>Respond to Comments</td>
<td>Summary</td>
</tr>
<tr>
<td>New</td>
<td>GHI Research Project - Professor Z (State Univ.)</td>
<td>P.3</td>
<td>Respond to Comments</td>
<td>Summary</td>
</tr>
<tr>
<td>Update</td>
<td>123 Research Project - Professor A (State Univ.)</td>
<td>P.4</td>
<td>Respond to Comments</td>
<td>Summary</td>
</tr>
<tr>
<td>Update</td>
<td>456 Research Project - Professor B (Univ. of State)</td>
<td>P.5</td>
<td>Respond to Comments</td>
<td>Summary</td>
</tr>
</tbody>
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Center affiliated faculty, research scientists, and postdocs, please complete the Faculty Process/Outcome Questionnaire.
UNIVERSITY user WRAP UP
That concludes the capabilities of the user side. Press [Back] as many times as you need to return to a certain desired screen.

Thank you for watching.

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