NATIONAL INSTITUTE OF
NEUROLOGICAL
DISORDERS AND STROKE

Specialized Center Cooperative Agreements (SCCA)

User Manual

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Limited Use Only

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Section

1

1 Introduction to the SCCA Application

1.1 Purpose of the SCCA Data Collection System

The ***Specialized Center Cooperative Agreements (SCCA)*** Data Collection System is a newly developed software application that allows all of the participants in the Specialized Neuroscience Research Program (SNRP) to document their activity associated with the U54 Grant. Organizations can access the program over the Extranet and supply data associated with the SNRP.

Because this is a new automated system, all the SNRP data for the past support years will need to be entered and from that point forward each current support year's data will be entered as activity occurs.

The NINDS Office of Minority Health Reporting (OMHR) uses the data to evaluate the success of the program to date and to assist the various NIH Institutes and Centers involved in determining whether these programs will be invited to submit competitive renewal applications.

1.2 Overview

1. For security purposes, there is a **20-minute timeout** in the application. If the application is left idle for that period of time, or longer, you will be prompted to log back in to the system.
2. The application appears best if your computer monitor display is set at **800 x 600 pixels**.
3. At this time, the application only works using **Microsoft's Internet Explorer 5.5** or later on a PC. Future releases may support the Macintosh and Netscape browsers.
4. The buttons below are used for **navigation** throughout the application:

Table 1 - Navigation Buttons

Navigation Button	Action
Next	Takes you to the next screen.
Logoff	Logs you off the application and takes you to a screen where you are given the option to log back in.
Reset	Restores entries on the current screen back to their values before data was entered.
Save	Saves the data that was changed or entered.

Navigation Button	Action
Go To Main Page	Takes you to the SCCA U54 Function Selection (Main Page) screen where you can Add/Edit Data and Display Data.
Back To List	Takes you back to the list of data that you were working with immediately prior to the current screen.

5. The following **colors and appearances for field labels** will give you additional information regarding the data you are entering

Label Color/Appearance	Meaning
*Red (with Asterisk)	These labels denote required fields that must be completed.
Black	These labels denote optional fields.
Gray	These labels denote data that cannot be changed by the user.

~~1.4~~1.3 Helpful Definitions

~~1.4.1~~1.3.1 General Terms and Definitions

Table 2 - General Definitions

Term	Definition
Additional Accomplishments	Any unforeseen advancement made at the institution because of or to enhance the Specialized Neuroscience Research Program.
Administration/Infrastructure	A group of data categories including Faculty Recruitment After U54 Funding, Construction, Core Facility, Improvements in Neuroscience Training and Development of Other Resources.
Applicant Investigator	The U54 Personnel who submitted the application for the grant.
EAC	External Advisory Committee
Faculty	Members who are at the Assistant, Associate or Full Professor level.
Grant Serial Number	A system-generated sequential number that uniquely identifies a grant within an NIH administering organization.

Term	Definition
Honors, Awards, Promotions	Honors or awards presented to investigators or promotions to higher academic ranks.
IAC	Internal Advisory Committee
NS Speakers at Institutions	Speakers that are invited to an institution to present a seminar.
Organization	The institution or university associated with each personnel.
Personnel	Members who work in a role related to the grant. This can be a faculty member or a Research Assistant, Research Associate, etc.
Presentations	Abstracts that investigators present to other institutions at scientific meetings or invited presentations.
Publications	All research or review articles, book chapters, etc.
Research Applications	Research, training, or education grant proposals that have been submitted to the NIH, the National Science Foundation (NSF), or other funding agencies.
SCCA	Specialized Center Cooperative Agreements.
SNRP	Specialized Neuroscience Research Program
Support Year	The year of the grant that each data item occurred. For example, the year –01 would be the first year of the grant and all data entered for year –01 should have occurred in that first year.
Technique Transfer	Methodological techniques that are transferred between a U54 institution and other institutions (either the U54 collaborator or other collaborators/consultants).

~~1.4.2~~1.3.2 Personnel and Faculty Role Definitions

Table 3 - Personnel and Faculty Role Definitions

Role	Definition
Co-/Assoc. Director	Assists the Principal Investigator in managing the program.
Collaborator	Scientific collaborator to a project investigator.
EAC Member	Serves on the External Advisory Committee, though not necessarily a named member of a research project.
IAC Member	Serves on the Internal Advisory Committee, though not necessarily a named member of a research project.

Role	Definition
Program Administrator	Administrative assistant to the Principal Investigator.
Program Assistant	Provides additional administrative assistance to the Principal Investigator.
Program Director	Principal Investigator on the cooperative agreement.
Project Investigator	Scientific project leader.
Research Assistant	Non-Ph.D. level assistant to a scientific project investigator.
Research Associate	Ph.D. level assistant to a scientific project investigator.
Research Technician	See Research Assistant.

1.4 Confirmation Screens

Throughout the system, when you enter or edit data and then click on Save you will get a confirmation screen that lets you know that the changes have taken place. The screen will generally look like this:

Figure 1 - Sample Confirmation Screen

~~1.4.3~~1.5 Printing

Currently there is no printing function in the **SCCA Data Collection System**. Reports and printing capabilities are planned for future releases. You may print information from the current screen by using the print function on your web browser .

~~1.3~~1.6 Where to Get Help

For help in using the SCCA Data Collection system, please contact the following NINDS personnel: Usha Ganti (gantiu@ninds.nih.gov), Ronnie Horner (hornerr@ninds.nih.gov), Gayathri Jeyarasasingam (JeyarasG@ninds.nih.gov), or David Jett (jettd@ninds.nih.gov). They can also be reached at 301-496-3102.

For any technical problems, please send an email to <helpdesk@mail.nih.gov>**)** indicating the nature of the problem or contact the NIH help desk at 1-866-319-4357.

Section

2

2 Starting the SCCA Application

2.1 Logging into the System

1. Open your Web Browser to http://u54.ninds.nih.gov. It is recommended that you add this URL to your Internet "favorites" list for easy reference.
   1.1. An asterisk (*) indicates that data entry is required in the field. This is consistent throughout the application.
   1.2. If you click on **Helpful User Notes** in the upper right hand corner of the log in page, you will be taken to a page that provides some general information about the application.
   1.3. To return to the log in page, click on the link at the top of the **User Helpful Notes** page, **Back to Login Page**, or the Back button in your browser window.

   NOTE: **This is the only place in the application where you should use the back button. In all other cases, use the buttons provided on the bottom of the screen to navigate through the SCCA Data Collection System**.

Figure 2 - SCCA Data Collection Log In Screen

2. Log In to the system:

2.1. Type your **Username.**

2.1.1. The system administrator at NINDS assigns all usernames. Contact NINDS Data Help if you need a username.

2.2. Type your **Password.**

2.2.1. The system administrator at NINDS assigns all passwords. Contact NINDS Data Help if you need a password or if you need to change your password.

2.3. If you have made an error in typing your Username or Password, click CLEAR and both fields will be cleared.

2.4. Once you have entered your username and password, click SUBMIT.

2.2 SCCA U54 Function Selection

Please read through the rest of Section 2 before proceeding with any operations on the SCCA Application.

1. Once you have logged in, the SCCA U54 Function Selection screen opens. This screen is shown once per log in session. The system is set already for support year -01. There are three tasks you can perform by making selections on this screen.

   1.1. Start a new support year

   1.2. Add/edit organizational data

   1.3. Add/edit personnel data.

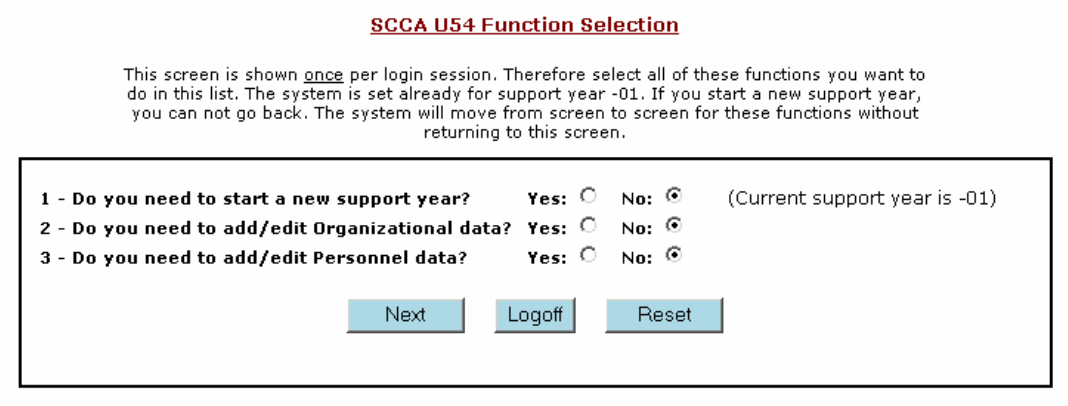


Figure 3 - SCCA U54 Function Selection Screen

2. **Starting a New Support Year**

2.1. Select **No** if the current support year noted in the right corner of the menu box is correct and you want to add or edit data for that support year. Once you start a new support year, you may not go back and add or edit data for the previous support year.

2.2. Select **Yes** if you want to start or define a new support year. It is important to be certain that you have completed entering or editing data for the previous support year before you start a new support year. Once you start a new support year, you may not go back and add or edit data for the previous support year.

2.3. For detailed instructions on starting a new support year see Section 3, Setting up a New Support Year, in this manual.

3. Add/Edit Organizational Data

3.1. Select **No** if you do not want to add or edit any organizational data.

3.2. Select **Yes** if you need to add or edit organizational data.

4. Add/Edit Personnel Data

4.1. Select **No** if you do not want to add or edit any personnel data for the current support year.

4.2. Select **Yes** if you need to add or edit personnel data for the current support year.

2.3 Recommendations for Using this Application

To ensure the smoothest and most accurate input of yearly grant data, the following suggestions may be helpful.

1. To set up a new support year for the **first time**:

   1.1. Leave the choice for "Do you need to start a new support year" set at **No**. You will not need to set up support year –01. The system has the first support year already set up in the program for you.

   1.2. You may choose both **"add/edit Organizational data"** and **"add/edit Personnel data"** by clicking **Yes** for each one. This will take you to the add/edit areas of the program for the current support year.

   1.3. Refer to Page 18 for detailed assistance on adding and editing Organizational data and Page 22 for detailed assistance on adding and editing Personnel data.

2. To add or edit personnel data for the current support year **only**:

   2.1. At the **SCCA U54 Function Selection** screen select **Yes** for **"add/edit Personnel data."** Depending on the tasks you need to complete at this session, you may choose select Yes for "add/edit Organization data."

   2.2. Leave the "start a new support year" choice set at **No.**

2.3. Once you have selected the tasks you want to complete on the **SCCA U54 Function Selection** screen, click on the **Next** button at the bottom of the screen to begin the chosen tasks.

3. If you have completed entering data for support year –01 and are ready to create a new support year refer to Page 16 of this manual for detailed assistance for setting up a new support year.

4. **Note: Once you create a new support year, you cannot go back and add or edit data for a previous support year. Be certain that you have entered all data for the current support year before you create a new one.**

   4.1. If you find that you need to go back and add or edit data for a previous support year, contact the NINDS staff listed in the Helpful User Notes.

5. **Other Options**:

   5.1. Click on Logoff if you would like to end your session or start over.

   5.2. Click on Reset if you would like to reset all the options on the initial page back to "No."

Section

3

3 Setting Up A New Support Year

After all historical data is entered, you should only set up a new support year once per year. When you elect to set up a new support year, the system will make that year the current support year, and you may not go back and edit or add data to previous support years. You may, however, display data from previous support years. It is therefore **very important** that you have completed any adding or editing of data for the current support year before you set up a new support year.

3.1 The Support Year Data Screen

1. To begin the process of setting up a new support year for your project, you must select **"Yes"** at the first item at the **SCCA U54 Function Selection** screen and then click on Next to open the **Set Up New Support Year** data screen.

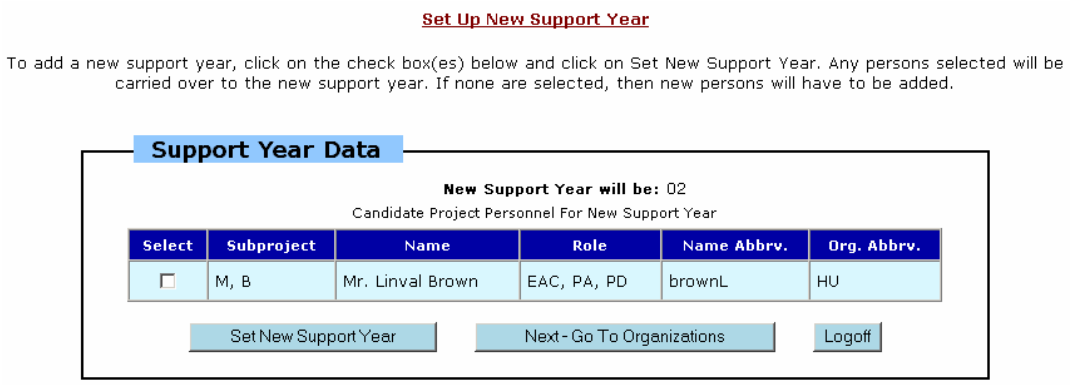


Figure 4 - Set Up New Support Year Screen

2. The **New Support Year** number will automatically be assigned when you open this screen.
3. The personnel associated with the prior year will be listed with their Subproject, Name, Role, Name Abbreviation and Organization Abbreviation information.
4. To carry over any personnel listed to the new support year, click in the **Select** box to the left of his or her name.

5. You may select any number of personnel listed or you do not have to select any of the personnel listed. You may enter new project personnel for the newly created support year at the **SCCA U54 Function Selection** screen.

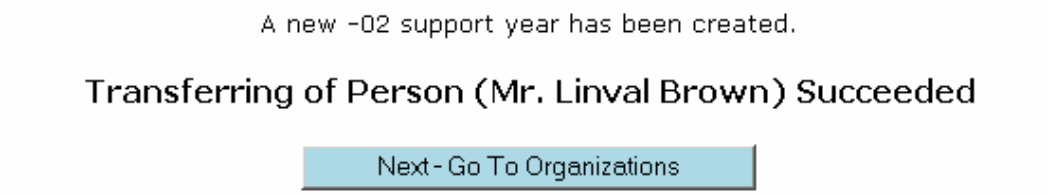


Figure 5 - New Support Year Creation Confirmation Screen

6. Once you have made your personnel selections, click on **Set New Support Year** to continue the set-up process. A confirmation screen (see Figure 5 above) will appear showing you the status of the new support year you created. Successfully transferred personnel from the previous support year will also appear as confirmation.

7. Depending on the selections you made at the SCCA Function Selection screen, you will see Continue to exit the new support year set-up task or you will see Next - Go To Organizations or Next - Go To Personnel to go to the next task.

Section

4

4 Adding and Editing Organizational Data

Organization data is not support-year specific. Once you enter an organization, it will be available for all grant support years. At the **Add/Edit Organization** screen the organizations already assigned to the grant will be displayed.

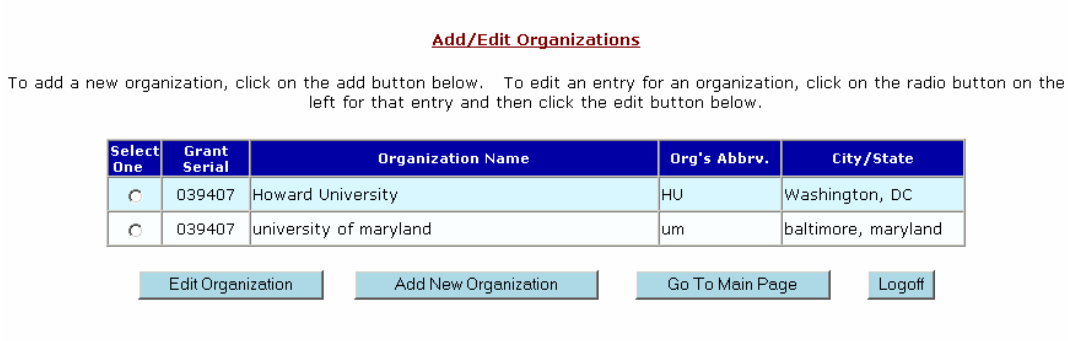


Figure 6 - Add/Edit Organizations Screen

4.1 Adding Organizational Data

1. At the **Add/Edit Organizations** screen click on Add New Organization at the bottom of the screen to add a new organization.
2. At the **Add New Data** screen, enter the Organization name, Organization Abbreviation, and the City/State of the New Organization.
   2.1. Organization Abbreviations provide identity for the grant data associated with that organization. Organization abbreviations can be up to 8 characters in length and must be unique for each organization listed on the grant.

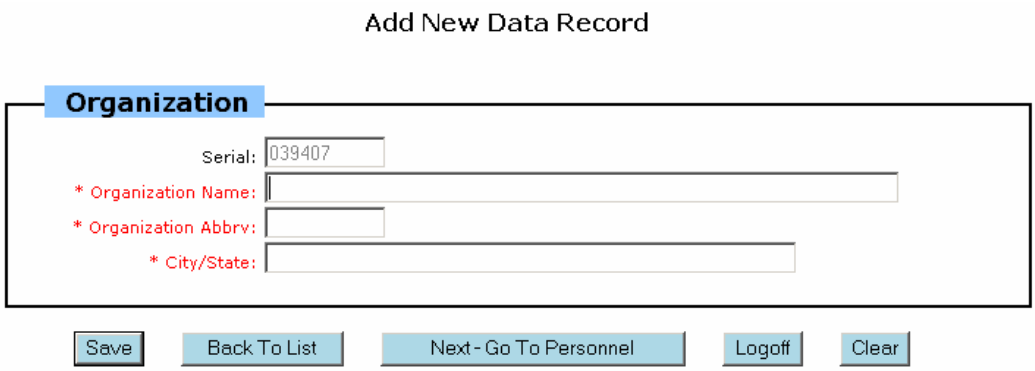


Figure 7 - Add New Data Record Screen – Organization

3. Click on Save to save your new organizational data. You will lose your data if you do not click on Save.

   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the organization listing.

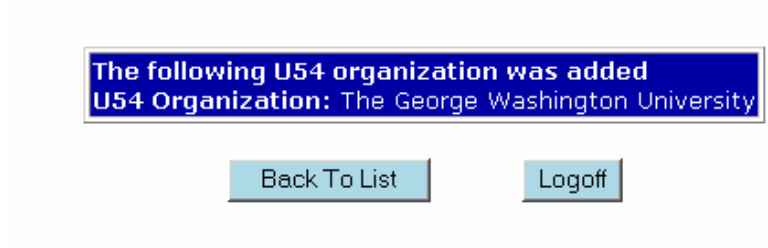


Figure 8 - Add New Organization – Confirmation Screen

4. Click on Back To List to return to the **Add/Edit Organizations** screen and the listing of organizations.
5. If you selected **Yes** to the add/edit Personnel data choice on the **SCCA Function Selection** page, the button Next - Go To Personnel appears at the bottom of your screen. If you are finished adding and editing organization data, click on this button to begin adding and editing personnel data.

4.2 Editing Organizational Data

1. At the **Add/Edit Organizations** screen you will see a listing of the organizations entered for the grant.
   1.1. Select the organization you would like to edit by clicking the radio button to the left of the organization's name. You may only choose one organization to edit at a time.
   1.2. After selecting the organization you want to edit, click on Edit Organization at the bottom of the screen.
2. You will be taken to the **Edit Data Record** screen. At this screen you may edit the following information for the chosen organization:
   2.1. The Organization Name.
   2.2. The City/State.

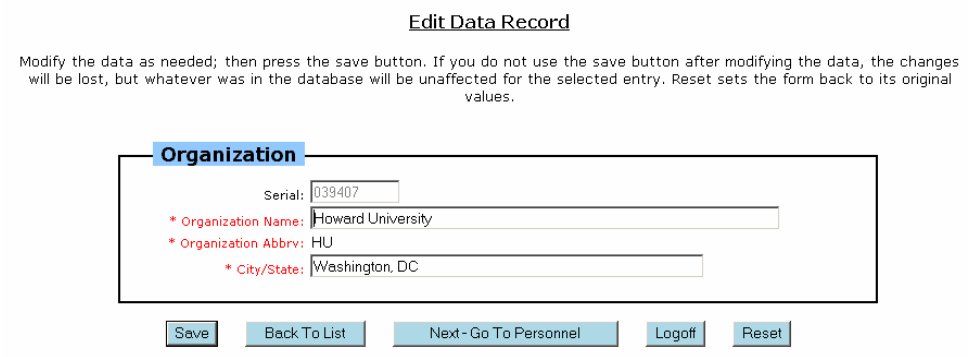


Figure 9 - Edit Data Record Screen - Organization

3. Click on Save to save the changes you made to the organization's record. You will lose your changes if you do not click on Save.
   3.1. After you click Save you will be taken to a screen that confirms the changes you made to the organization's data.

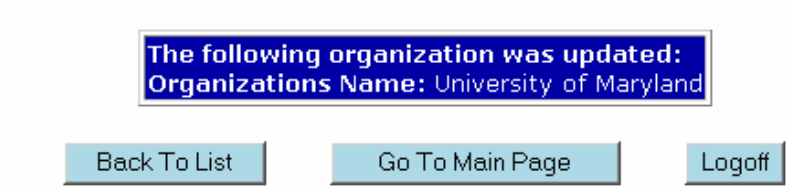


Figure 10 - Edit Organization - Confirmation Screen

4. Click on Back To List to return to the **Add/Edit Organizations** screen and the listing of organizations.
5. Click on Go To Main Page to go to the **SCCA U54 Function Selection (Main Page)** to add/edit data or display data for the current support year.
6. If you selected **Yes** to the add/edit Personnel data choice on the **SCCA Function Selection** page, the button Next - Go To Personnel appears at the bottom of your screen. If you are finished adding and editing organization data, click on this button to begin adding and editing personnel data.

Section

5

5 Adding and Editing Personnel Data

You may add or edit personnel data for the current support year. At the **Add/Edit U54 Personnel** screen the personnel already assigned to the grant support year will be displayed.

Add/Edit U54 Personnel

Select One	Person's Name	Person's Abbrv.	Assigned Organization	Role	Subproject
○	Linval Brown	LB	HU	PI	M , 4
○	Martin Luther King	MLK	HU	COL	A , B
○	Harrison Ford	HS	HU	IAC	B , 1 , 3
○	James Earl Jones	JEJ	HU	COL	M , C , 2
○	Minnie Mouse	MM	HU	CAD	M , A , B , C , 1 , 2 , 3 , 4
○	Ann Tyler	AT	Old Miss	IAC	M
○	Graham Bell	GB	HU	RSA	3
○	Dorin Ganzler	DG	HU	CAD	M , A , B , C , 2 , 3 , 4
○	Jerry Seinfeld	JS	HU	RT	M , A , B , C , 1 , 2 , 3 , 4 , 5 , 6 , 7 , 8 , 9 , 10
○	Micheal Douglas	MD	HU	IAC	1
○	Mary Griffin	MG	HU	PD	4 , 10

Edit Person | Add New Person | Go To Main Page | Logoff

Figure 11 - Add/Edit U54 Personnel Screen

5.1 Adding Personnel Data

1. At the **Add/Edit Personnel** screen click on Add New Person at the bottom of the screen.
2. At the **Add New Data** screen, enter the person's Name, Person's Abbreviation, Assigned Subproject, Assigned Organization, and Role.
   2.1. **Person Abbreviations** provide identity for personnel associated with the grant. Person abbreviations can be up to 8 characters in length and must be unique for each person listed on the grant.

2.2. Scroll through the list of subprojects by clicking on the arrow for the drop-down list. Select at least one **Assigned Subproject**. You may choose more than one **Assigned Subproject** by holding down the Ctrl key and selecting the appropriate subprojects for that person.

2.3. Scroll through the list of organizations and select the person's **Assigned Organization.**

2.4. Scroll through the list of roles by clicking on the arrow for the drop-down list. Select at least one **Role**. You may choose more than one **Role** by holding down the Ctrl key and selecting the appropriate roles for that person.

2.5. For explanations of **Roles**, see Page 9.

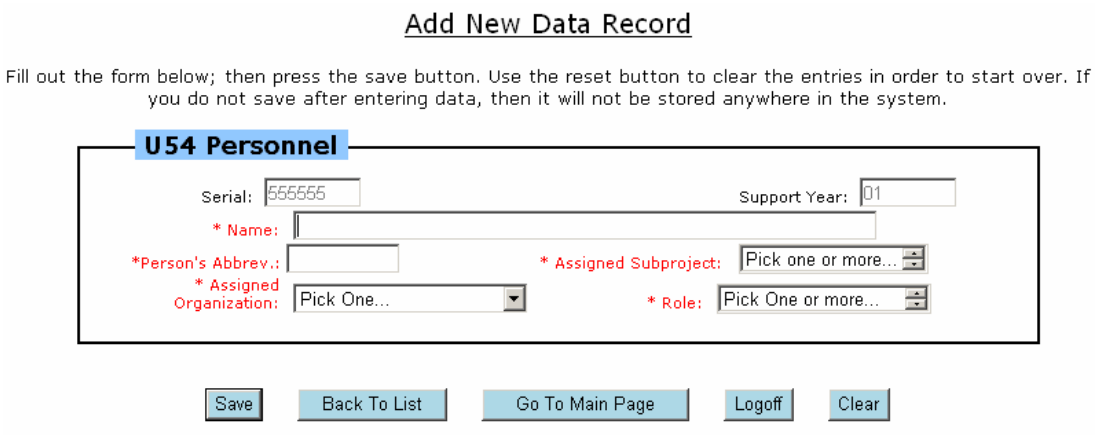


Figure 12 - Add New Data Record Screen - U54 Personnel

3. Click on Save to save your new personnel data. Your data will not be saved unless you click on Save.

   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the personnel listing.

4. Click on Back To List to return to the **Add/Edit Personnel** screen and the listing of personnel.

5. When you are finished adding organizational data and want to work on data associated with the grant, click on Go To Main Page. You will need to log off and log back in to add or edit organizational data or personnel data if you go to this screen.

5.2 Editing Personnel Data

1. At the **Add/Edit Personnel** screen select the person you would like to edit by clicking the radio button to the left of the person's name. You may only choose one person to edit at a time.

2. Click on Edit Person at the bottom of the screen to edit the data record for the person you selected.

3. At the **Edit Data Record** screen edit any information related to the person's Name, Abbreviation, Assigned Subproject(s), Assigned Organization, or Role(s). **Note: To see what subprojects and roles were previously chosen, scroll through the respective lists and the selected values will be highlighted.**

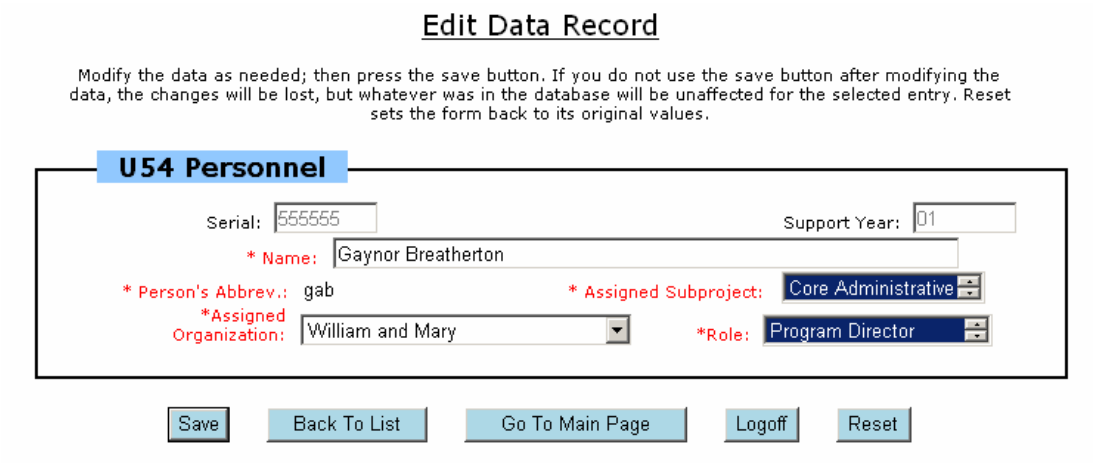


Figure 13 - Edit Data Record Screen - U54 Personnel

4. Once you have made changes to a person's record, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the edit you made to the person's record.

5. Click on Back To List to return to the **Add/Edit Personnel** screen and the listing of personnel.

6. If you are finished editing personnel data and want to work on data associated with the grant, click on Go To Main Page. You will need to log off and log back in to add or edit organizational data or personnel data if you go to this screen.

Section

6

6 Adding and Editing Grant Data

6.1 Getting Started

The most detailed grant information stored in the SCCA Data Collection System is accessed from the **SCCA U54 Function Selection (Main Page)** screen. This part of the system allows you to add new data or edit existing data for the current support year in many categories. At any point in the system that you click on Go To Main Page the Main Page screen appears with two options: **Add/Edit Data** and **Display Data**. This Section outlines the steps for **Add/Edit Data**. Display Data is covered in the next Section, on Page 61.

1. At the **SCCA U54 Function Selection (Main Page)** screen, select the radio button for

   1 - Add/Edit Data

2. A list of the data categories you can add or edit is displayed.

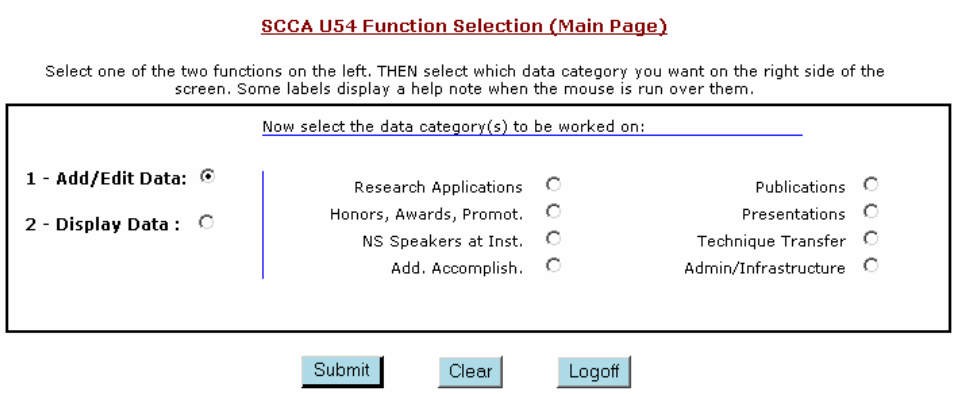


Figure 14 - Add/Edit Data Categories Screen

3. You may only select one data category at a time to add or edit. Once you have completed working with a category, you will be able to return to this list of data categories to continue working on other categories.

4. After you choose the category you want to add/edit, then click Submit.

6.2 Add/Edit Research Applications

Research Applications are research, training, or education grant proposals that have been submitted to the NIH, the National Science Foundation (NSF) or other funding agencies.

Examples that fit in this category are: NIH R01 research grant applications, NIH S11 research grant applications, Parkinson's Foundation research grant applications, and Training grant applications.

When you select the **Research Applications** from the **Main Page** screen, the **SCCA/U54 Additional Research Applications List** appears. If no current support year grant data was previously saved in this table, a message appears to alert you that no data was found. You may continue by clicking Add New Application to add data to the table.

SCCA/U54 Additional Research Applications List

Select One	Support Year	Applicant Investigator	Application Title	Funding Agency	Type	Funding Status
○	05	Arman Danesh	kkkk	kkkkkkkk	F31	Funded
○	05	Bob Powell	bob	popopop	K01	Not Funded
○	05	Jammie Fox	sfdf	dfdfd	R01	Funded
○	05	Kelly Clerkson	eeer	rrrrrr	R01	Funded
○	05	Eddie Murphy	jjjjjj	mmmm	K23	Submitted
○	05	Pocahontas	ppppp	p1p1p1	P01	Funded
○	05	Rachel Green	friends	dddd	R01	Not Funded
○	05	Phebie Buffey	sss	xxx	R01	Funded

Edit Application | Add New Application | Go To Main Page | Logoff

Figure 15 - SCCA/U54 Additional Research Applications List Screen

6.2.1 Add New Research Applications

1. Click on Add New Application at the bottom of the screen. The **Add New Data Record – Research Applications** screen appears.

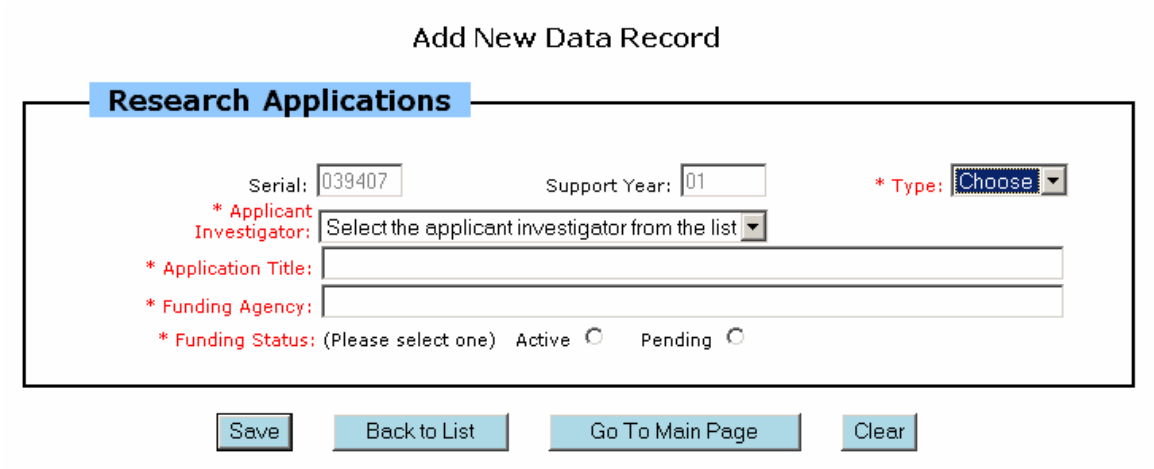


Figure 16 - Add New Data Record Screen - Research Applications

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the research application.

   2.1. **Applicant Investigator**. Click on the arrow to the right of this field to display the list of personnel. If the person you want to add is not listed, then you must go back to **Add Personnel Data** and add him or her to the system.

   2.2. **Application Title**. Enter the title of the research application.

   2.3. **Funding Agency**. Enter the name of the funding agency for this application.

   2.4. **Funding Status**. Select either Active or Pending.

   2.5. **Type**. Select the application type by choosing the appropriate code from the drop-down list. Following is a list of the types and their definitions.

Table 4 - Research Application Types

Application Type	Definition
F31	Pre-doctoral Fellowship
F32	Post-doctoral Fellowship
K01	Research Scientist Career Development Award
K23	Mentored Patient-Oriented Research Career Development Award
R01	Research Project Grant
R13	Conference Grant
R15	Academic Research Enhancement Award (AREA)

Application Type	Definition
R21	Exploratory/Developmental Grant
R25	Education Grant
P01	Program Project Grant
S11	Collaborative Neurological Sciences Award
T32	Institutional National Research Service Award (i.e. Training Grant)
T35	Short-term Institutional national Research Service Award
SUP	Grant supplement
Non-NIH	Any grants from agencies other than the NIH

3. Once you have entered all the data for the **Research Application**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.
   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Research Applications** table.
4. Click on Back To List to return to the **Research Applications List** screen.
5. Click on Go To Main Page to work on data associated with other categories.

6.2.2 Edit Research Applications

1. Select one of the existing **Research Applications** in the list by clicking on the radio button to the left of the row you want to edit. You may only choose one **Research Application** to work on at a time.
2. Click on Edit Application. The **Edit Data Record - Research Applications** screen appears.

Edit Data Record

Research Applications

Serial: 123456 Support Year: 05 * Type: R01
* Applicant Investigator: Jammie Fox
* Application Title: sfdf
* Funding Agency: dfdfd
* Funding Status: Funded Not Funded Submitted

Save Back to List Go To Main Page Reset

Figure 17 - Edit Data Record Screen - Research Applications

3. Most fields of the existing **Research Applications** record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Research Applications** data, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Research Applications** data.

5. Click on Back To List to return to the **Research Applications List** screen.

6. Click on Go To Main Page to work on data associated with other categories.

6.3 Add/Edit Honors, Awards, Promotions

Honors, Awards and Promotions are honors or awards presented to investigators or promotions to higher academic ranks.

Examples that fit in this category are: Promotion to Associate Professor with tenure and Member of the Golden Key National Honor Society.

When you select **Honors, Awards and Promotions** from the **Main Page** screen, the **SCCA/U54 Honors, Awards and Promotions List** appears. If no current support year grant data was previously saved in this table, a message appears to alert you that no data was found. You may continue by clicking Add New Award to add data to the table.

SCCA/U54 Honors, Awards and Promotions List

Select One	Support Year	Investigator	Date of Award	Type	Name of Award
○	05	Arman Danesh	01/01/2003	Award	llll
○	05	Jannet Jackson	01/01/2001	Promotion	test
○	05	Jannet Jackson	12/12/2002	Award	eeeeee
○	05	Jammie Fox	03/03/2003	Promotion	eeee
○	05	Jammie Fox	03/03/2003	Promotion	eeee
○	05	Jammie Fox	03/03/2003	Promotion	eeee
○	05	Bob Powell	01/01/2003	Honor	cr ccccc
○	05	Bob Powell	01/01/2003	Honor	cr ccccc

Edit Award | Add New Award | Go To Main Page | Logoff

Figure 18 - SCCA/U54 Honors, Awards and Promotions List Screen

6.3.1 Add Honors, Awards or Promotions

1. Click on Add New Award at the bottom of the screen. The **Add New Data Record - Honors, Awards and Promotions** screen appears. At this screen you may add the following information for the honor, award, or promotion.

Add New Data Record

Honors, Awards, and Promotions

Serial: 039407 Support Year: 02 * Date of Award: (mm/dd/yyyy)

* Investigator: Select the investigator from the list

* Name of Award:

* Type of Award: Honor Award Promotion

Save Back to List Go To Main Page Clear

Figure 19 - Add New Data Record Screen – Honors, Awards, and Promotions

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.
   - 2.1. **Date of Award**. Enter the date the honor or award was received. For a promotion, enter the date the promotion takes effect. The date must be less than or equal to the current date.
   - 2.2. **Investigator**. Select the name of the investigator who received the award from the list.
   - 2.3. **Name of Award**. Enter the name of the honor or award, or the title of the new promotion.
   - 2.4. **Type of Award**. Enter the specific type of award, i.e., promotion, honor, or award.

3. Once you have entered all the data for the **Honor, Award or Promotion**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.
   - 3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Honors, Awards and Promotions** table.

4. Click on Back To List to return to the **Honors, Awards and Promotions List** screen.

5. Click on Go To Main Page to work on data associated with other categories.

6.3.2 Edit Honors, Awards and Promotions

1. Select one of the existing **Honors, Awards or Promotions** in the list by clicking on the radio button to the left of the row you want to edit. You may only choose one **Honor, Award or Promotion** to work on at a time.

2. Click on [Edit Award]. The **Edit Data Record – Honors, Awards, and Promotions** screen appears.

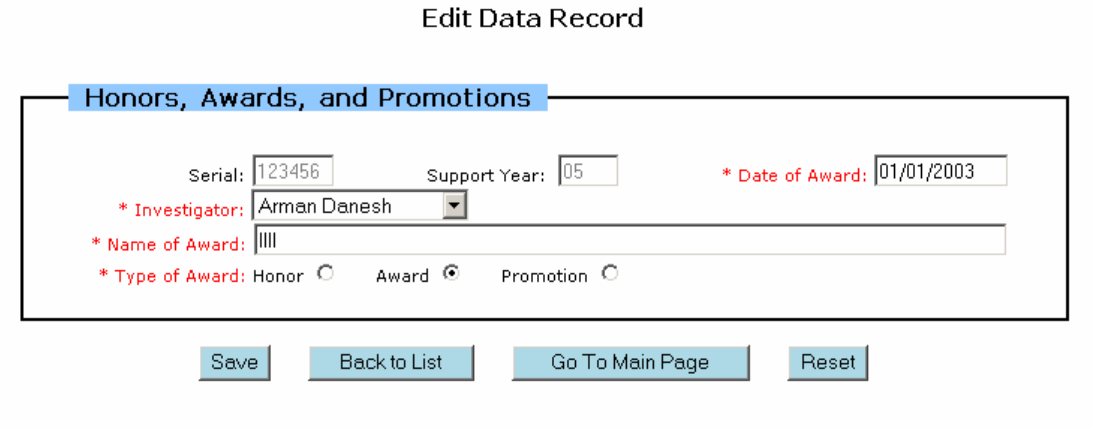


Figure 20 - Edit Data Record Screen - Honors, Awards, and Promotions

3. Most fields of the existing **Honors, Awards and Promotions** record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Honors, Awards and Promotions** data, click on [Save] at the bottom of the screen. You will lose your changes if you do not click on [Save].

   4.1. After you click [Save] you will be taken to a screen that confirms the edit you made to the **Honors, Awards and Promotions** data.

5. Click on [Back To List] to return to the **Honors, Awards and Promotions List** screen.

6. Click on [Go To Main Page] to work on data associated with other categories.

6.4 Add/Edit NS Speakers at Institutions

Neuroscience Speakers are speakers who are invited to the institution to give a speech or present a seminar.

An example that fits in this category is: Dr. Laura Smale from Michigan State University who gave a speech entitled "Diurnal And Nocturnal Adaptations To The Day-Night Cycle: How Do The Underlying Neural Mechanisms Differ?"

When you select the **NS Speakers** from the **Main Page** screen, the **SCCA/U54 Speakers at Institution List** appears. If no current support year grant data was previously saved in this table, a message appears to alert you that no data was found. You may continue by clicking [Add New Speaker] to add data to the table.

SCCA/U54 NS Speakers at Institution List

Select One	Support Year	Speaker Name	Start Date	End Date	Title of the Seminar By Invited Speaker
○	05	ffff	01/01/1999	01/01/1999	fffffffffff
○	05	Test	01/02/2002	03/02/2002	test
○	05	hiya	01/03/2002		shiya
○	05	jamaica	02/03/2002	03/03/2002	bahamas
○	05	puerto rico	01/05/2002		spanish
○	05	test for the date	01/05/2002	11/03/2001	test for the date
○	05	independence day	01/01/2001	01/02/2002	will smith
○	05	invalid start date	02/09/2002	02/13/2002	test for invalid start date
○	05	zapata	11/07/2002		mehandi masala

[Edit Speaker] [Add New Speaker] [Go To Main Page] [Logoff]

Figure 21 - SCCA/U54 NS Speakers at Institution List Screen

6.4.1 Add NS Speakers

1. Click on [Add New Speaker] at the bottom of the screen. The **Add New Data Record - NS Speakers** screen appears.

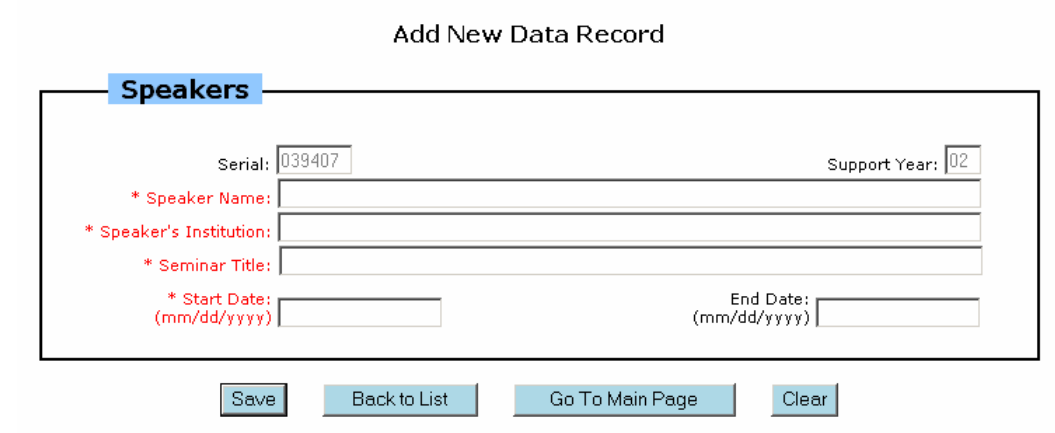


Figure 22 - Add New Data Record Screen – Speakers

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the NS Speaker.
   2.1. **Speaker Name**. Enter the name of the speaker.
   2.2. **Speaker's Institution**. Enter the name of the speaker's institution.
   2.3. **Seminar Title**. Enter the full title of the speech or seminar.
   2.4. **Start Date**. Enter the date that the speech or seminar began. The date must be less than or equal to the current date.
   2.5. **End Date**. Enter an end date for the speech or seminar. The end date must be greater than or equal to the start date. The field may also be left blank.
3. Once you have entered all the data for the **NS Speaker**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.
   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **NS Speaker** table.
4. Click on Back To List to return to the **NS Speaker List** screen.
5. Click on Go To Main Page to work on data associated with other categories.

6.4.2 Edit NS Speakers:

1. Select one of the existing **NS Speakers** in the list by clicking on the radio button to the left of the row you want to edit. You may only choose one **NS Speaker** to work on at a time.
2. Click on Edit Speaker. The **Edit Data Record – Speakers** screen appears.

Edit Data Record

Speakers

Serial: 123456 Support Year: 05
* Speaker Name: zapata
* Seminar Title: mehandi masala
* Start Date: (mm/dd/yyyy) 11/07/2002 End Date: (mm/dd/yyyy)

Save | Back to List | Go To Main Page | Reset

Figure 23 - Edit Data Record Screen - Speakers

3. Most fields of the existing **NS Speakers** record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **NS Speakers** data, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **NS Speakers** data.

5. Click on Back To List to return to the **NS Speakers List** screen.

6. Click on Go To Main Page to work on data associated with other categories.

6.5 Add/Edit Additional Accomplishments

Additional Accomplishments are any unforeseen advancements made at the institution because of or to enhance the Specialized Neuroscience Research Program.

Examples that fit in this category are: Endowed Chair in Neuroscience and Patents.

When you select the **Additional Accomplishment** from the **Main Page** screen, the **SCCA/U54 Additional Program Accomplishment List** appears. If no current support year grant data was previously saved in this table, a message appears to alert you that no data was found. You may continue by clicking Add New Accomp. to add data to the table.

SCCA/U54 Additional Program Accomplishment List

Select One	Investigator	List
○	Bob Powell	Bob's accomplishment
○	Eddie Murphy	coming to america
○	Jannet Jackson	Accomplishment
○	Jannet Jackson	Accomplishment
○	Kelly Clerkson	rrrrrrr
○	Rachel Green	friends

Edit Accomp. | Add New Accomp. | Go To Main Page | Logoff

Figure 24 - SCCA/U54 Additional Program Accomplishment List Screen

6.5.1 Add Additional Accomplishments

1. Click on Add New Accomp. at the bottom of the screen. The **Add New Data Record - Accomplishment** screen will appear.

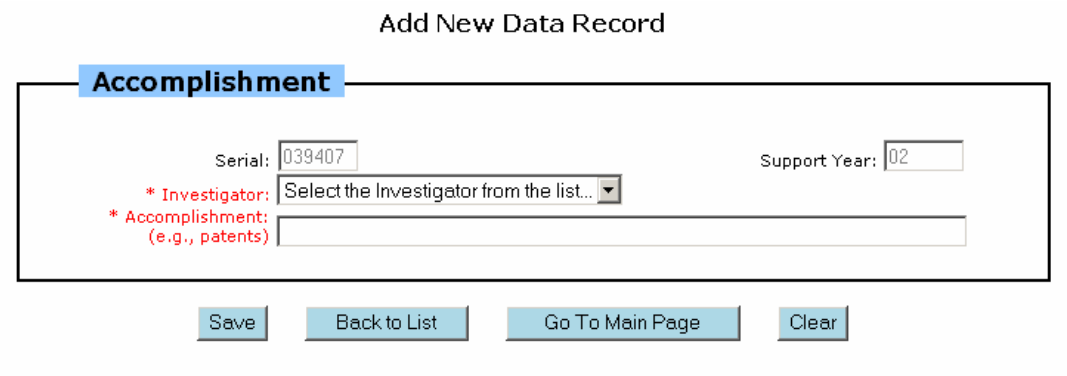


Figure 25 - Add New Data Record Screen - Accomplishment

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the accomplishment.
   2.1. **Investigator**. Select the name of the investigator from the list who is credited with the accomplishment.
   2.2. **Accomplishment**. Enter a description of the accomplishment.
3. Once you have entered all the data for the **Accomplishment**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.
   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Accomplishment** table.
4. Click on Back To List to return to the **Accomplishment List** screen.
5. Click on Go To Main Page to work on data associated with other categories.

6.5.2 Edit Additional Accomplishments

1. Select one of the existing **Additional Accomplishments** in the list by clicking on the radio button to the left of the row you want to edit. You may only choose one **Additional Accomplishment** to work on at a time.
2. Click on Edit Accomp.. The **Edit Data Record – Accomplishment** screen will appear.

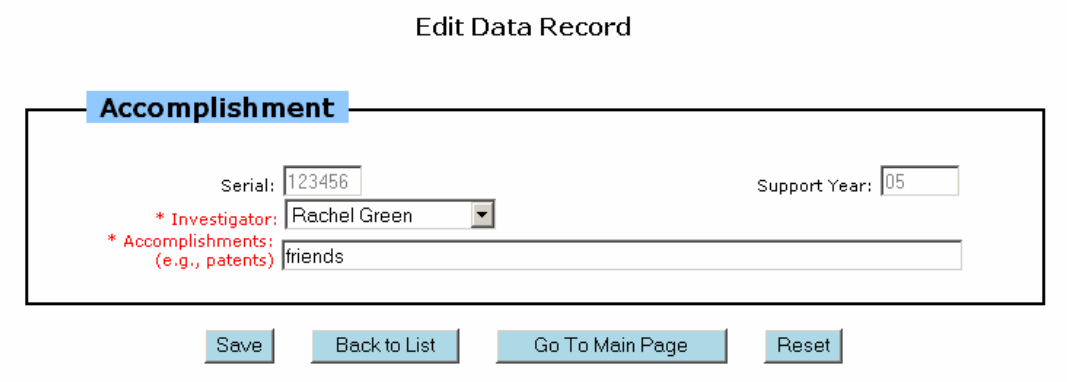


Figure 26 - Edit Data Record Screen - Accomplishment

3. Most the fields of the existing **Accomplishments** record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Accomplishments** data, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Accomplishments** data.

5. Click on Back To List to return to the **Additional Accomplishments List** screen.

6. Click on Go To Main Page to work on data associated with other categories.

6.6 Add/Edit Publications

Publications are all research or review articles, book chapters, etc.

An example is: Villareal, D., Do, V., Haddad, E., and Derrick, B.E. (2002). NMDA Antagonists Sustain LTP and Spatial Memory: Evidence for Active Processes Underlying LTP Decay. Nature Neuroscience, 5, 48 – 52.

When you select **Publications** from the **Main Page** screen, the **SCCA/U54 Publications List** appears. If no current support year grant data was previously saved in this table, a message appears to alert you that no data was found. You may continue by clicking [Add New Publication] to add data to the table.

SCCA/U54 Publications List

Select One	Citation	Ref. U54?
○	kkkk (1998) jjj. kk 8:8.	NO
○	ssssssssss (1987) valid data. test 3:11-12.	YES
○	Y,U,I (1998) VX. FFFF 8:9.	YES
○	eee (2000) eee. ere ee:eee.	YES

[Edit Publication] [Add New Publication] [Go To Main Page] [Logoff]

Figure 27 - SCCA/U54 Publications List Screen

6.6.1 Add Publications

1. Click on [Add New Publication] at the bottom of the screen. The **Add New Data Record - Publications** screen will appear.

Add New Data Record

Publications

Serial: 039407 Support Year: 02 Ref U54 Grant? ☐
* Title:
* Journal/Book Title:
* U54 Author(s): Pick one or more...
* Authors:
* Category: Book Chapter ○ Review ○ Research ○
* Status: Submitted ○ In Press ○ Published ○

Save | Back to List | Go To Main Page | Clear

Figure 28 - Add New Data Record Screen - Publications

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the publication.
   - 2.1. **References U54 Grant?** Check this box if the U54 grant was referenced in the publication.
   - 2.2. **Title**. Enter the title of the article or chapter.
   - 2.3. **Journal/Book Title**. Enter the title of the journal or book.
   - 2.4. **U54 Author(s):** Select from the list of U54 personnel who authored the publication.
   - 2.5. **Author**. Enter names of all authors, including both the U54 personnel and other authors of the publication. This list of names will appear in the citation on the SCCA/U54 Publications List.
   - 2.6. **Category**. Choose among a book chapter, review or research.
   - 2.7. **Status**. Choose the current status of the publication: Submitted, in press, or published. If you choose published, the following additional fields will appear for you to complete.

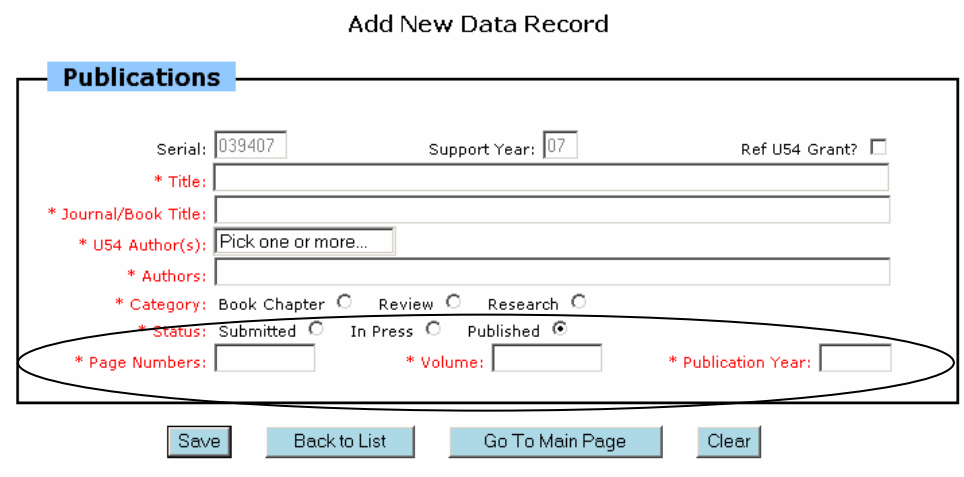


Figure 29 - Add New Data Record Screen - Publications with "Published" Options

3. Once you have entered all the data for the **Publication**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Publications** table.

4. Click on Back To List to return to the **Publication List** screen.

5. Click on Go To Main Page to work on data associated with other categories.

6.6.2 Edit Publications

1. Select one of the existing **Publications** in the list by clicking on the radio button to the left of the row you want to edit. You may only choose one **Publication** to work on at a time.

2. Click on Edit Publication. The **Edit Data Record – Publications** screen appears.

Edit Data Record

Publications

Serial: 039407 Support Year: 07 Ref U54 Grant? ☑
* Title: Self-Efficacy
* Journal/Book Title: HRD Quarterly
* U54 Author(s): Douglas McGregor
* Authors: Albert Bandura
* Category: Book Chapter ◉ Review ○ Research ○
* Status: Submitted ○ In Press ○ Published ◉
* Page Numbers: 1-65 * Volume: 4 * Publication Year: 1967

Save | Back to List | Go To Main Page | Reset

Figure 30 - Edit Data Record Screen – Publications

3. Most the fields of the existing **Publications** record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Publication** data, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Publication** data.

5. Click on Back To List to return to the **Publications List** screen.

6. Click on Go To Main Page to work on data associated with other categories.

6.7 Add/Edit Presentations

Presentations are abstracts that investigators present at scientific meetings or invited presentations to other institutions.

An example is: MJ Gdovin gives a presentation on the "Development of Gill and Lung Breathing of Amphibia" at the International Union of Physiological Sciences, Neural Control of Breathing Symposium, Rotorua, New Zealand.

When you select **Presentations** from the **Main Page** screen, the **SCCA/U54 Presentations List** appears. If no current support year grant data was previously saved in this table, a message appears to alert you that no data was found. You may continue by clicking [Add New Presentation] to add data to the table.

SCCA/U54 Presentations List

Select One	Support Year	Investigator	Category			Name of Meeting/Location	Title of the Presentation	Ref.U54 Grant?
			Chair	Oral	Poster			
○	05	Arman Danesh	☑	☐	☐	ii	mjhuy	NO
○	05	Bob Powell	☐	☑	☐	carribean	www	NO
○	05	james bond	☑	☐	☐	007	mmmm	NO
○	05	Brownie Junior	☐	☐	☑	donut	qqq	YES
○	05	Arman Danesh	☐	☑	☐	mmmm	cookie	YES
○	05	Sylvester Cat	☐	☑	☐	inside goo	baklawa	YES
○	05	Eddie Murphy	☐	☐	☑	aeroplane	sauna	YES
○	05	Monica Geller	☐	☐	☑	some people wait.....	For a moment like this	NO

[Edit Presentation] [Add New Presentation] [Go To Main Page] [Logoff]

Figure 31 - SCCA/U54 Presentations List Screen

6.7.1 Add Presentations

1. Click on [Add New Presentation] at the bottom of the screen. The **Add New Data Record - Presentations** screen will appear.

Add New Data Record

Presentation

Serial: 039407 Support Year: 02
* Presentation Title:
* Investigator: Select Investigator from the list...
* Name of Meeting/Location:
* Category: (Please select one) Chair Oral Poster
References a U54 Grant?:

Save Back to List Go To Main Page Clear

Figure 32 - Add New Data Record Screen - Presentation

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the presentation.
   - 2.1. **Presentation Title**. Enter the title of the abstract presented.
   - 2.2. **Investigator**. Select the name of the investigator who made the presentation from the list.
   - 2.3. **Name of Meeting/Location**. Enter the full name of the meeting/conference and the location.
   - 2.4. **Category**. Select from chair, oral or poster.
   - 5.1. **References a U54 Grant?** Check this box if the U54 grant was referenced in the presentation.
3. Once you have entered all the data for the **Presentation**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.
   - 3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Presentation** table.
4. Click on Back To List to return to the **Presentation List** screen.
5. Click on Go To Main Page to work on data associated with other categories.

6.7.2 Edit Presentations

1. Select one of the existing **Presentations** in the list by clicking on the radio button to the left of the row you want to edit. You may only choose one **Presentation** to work on at a time.

2. Click on Edit Presentation. The **Edit Data Record – Presentations** screen appears.

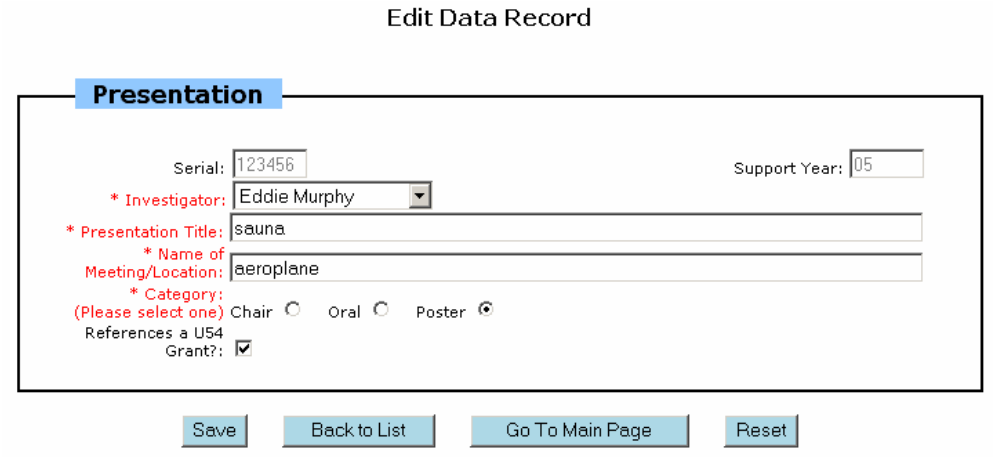


Figure 33 - Edit Data Record Screen - Presentation

3. Most the fields of the existing **Presentation** record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Presentation** data, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Presentation** data.

5. Click on Back To List to return to the **Presentations List** screen.

6. Click on Go To Main Page to work on data associated with other categories.

6.8 Add/Edit Technique Transfer

Technique Transfers are methodological techniques that are transferred between a U54 institution and other institutions (either the U54 collaborator or other collaborators/consultants).

An example is: The technique of Confocal Microscopy is transferred from the U54 institution to a collaborator at another institution.

When you select **Technique Transfer** from the **Main Page** screen, the **SCCA/U54 Technique Transfer List** appears. If no current support year grant data was previously saved in this table, a message appears to alert you that no data was found. You may continue by clicking Add New Technique to add data to the table.

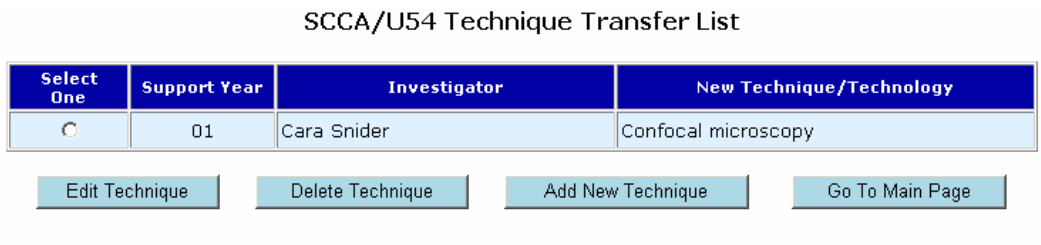


Figure 34 - SCCA/U54 Technique Transfer List Screen

6.8.1 Add Technique Transfers

1. Click on Add New Technique at the bottom of the screen. The **Add New Data Record - Technique Transfer** screen appears.

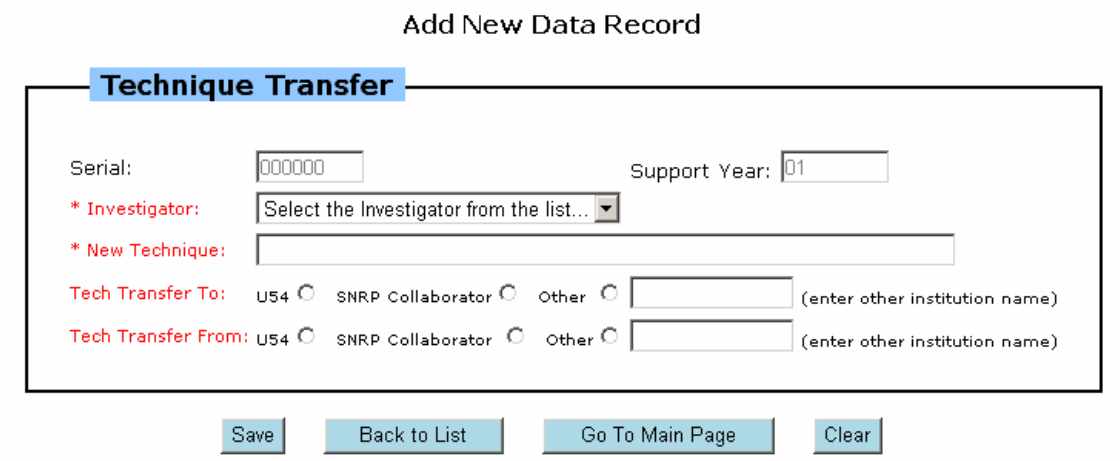


Figure 35 - Add New Data Record Screen- Technique Transfer

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the technique transfer.
   2.1. **Investigator**. Select the name of the investigator from the list who is responsible for the technique transfer.
   2.2. **New Technique**: Enter a description of the new technique.
   2.3. **Tech Transfer To**. Select the organization that the new technique was transferred to – another U54 organization, a SNRP collaborator or "other." If you select "other" enter the name of the organization.
   2.4. **Tech Transfer From**. Select the organization that the new technique was transferred from – another U54 organization, a SNRP collaborator or "other." If you select "other" enter the name of the organization.
3. Once you have entered all the data for the **Technique Transfer**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.
   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Technique Transfer** table.
4. Click on Back To List to return to the **Technique Transfer List** screen.
5. Click on Go To Main Page to work on data associated with other categories.

6.8.2 Edit Technique Transfers

1. Select one of the existing **Technique Transfers** in the list by clicking on the radio button to the left of the row you want to edit. You may only choose one **Technique Transfer** to work on at a time.
2. Click on Edit Technique. The **Edit Data Record - Technique Transfer** screen appears.

Edit Data Record

Technique Transfer

Serial: 000000 Support Year: 01

* Investigator: Cara Snider

* New Technique: Confocal microscopy

Tech Transfer To: U54 SNRP Collaborator Other (enter other institution name)

Tech Transfer From: U54 SNRP Collaborator Other (enter other institution name)

Save Back to List Go To Main Page Reset

Figure 36 - Edit Data Record Screen - Technique Transfer

3. Most the fields of the existing Technique Transfer record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Technique Transfer** data, click on the Save button at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Technique Transfer** data.

5. Click on Back To List to return to the **Technique Transfer List** screen.

6. Click on Go To Main Page to work on data associated with other categories.

6.9 Add/Edit Administration & Infrastructure

Choose this data category to work with if you want to add or edit data for the following sub-categories:

Table 5 - Admin/Infrastructure Sub-Categories

Sub-Category	Explanation/Examples
Faculty Recruitment After U54 Funding	New neuroscience faculty members that are recruited to the institution.
Construction	Number of new or renovated lab and/or office spaces; Construction of new buildings.
Core Facility	Examples of this are a viral vector core and a confocal microscopy core.
Improvements in Neuroscience Training	An example of this is Annual Summer Student Research Programs.
Development of Other Resources	Any additional resources provided to the SNRP or its faculty.

1. When you select **Admin/Infrastructure** from the **Main Page** screen, the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen appears. A sample section of that page is presented below.

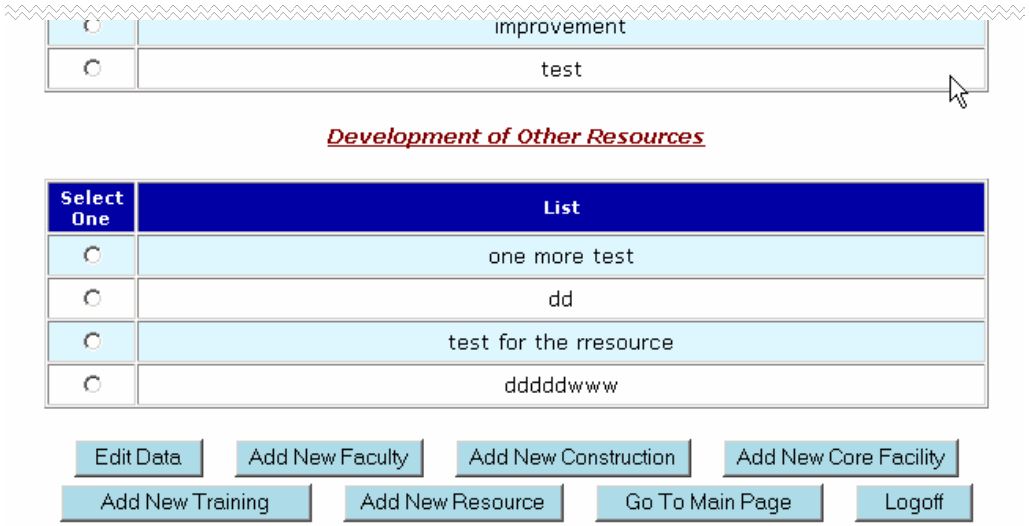


Figure 37 - Add/Edit Admin & Infrastructure Screen (Bottom)

2. You will see a list of data previously entered for the above sub-categories. If there is no data previously entered there will not be a table under that sub-category heading.

3. Scroll down to the bottom of the screen to locate the buttons that will allow you to either add or edit data in any of these sub-categories.

6.9.1 Add/Edit Faculty After U54 Funding

To Add:

1. Click on [Add New Faculty] to add new data in this sub-category. The **Add New Data Record – Faculty** screen appears.

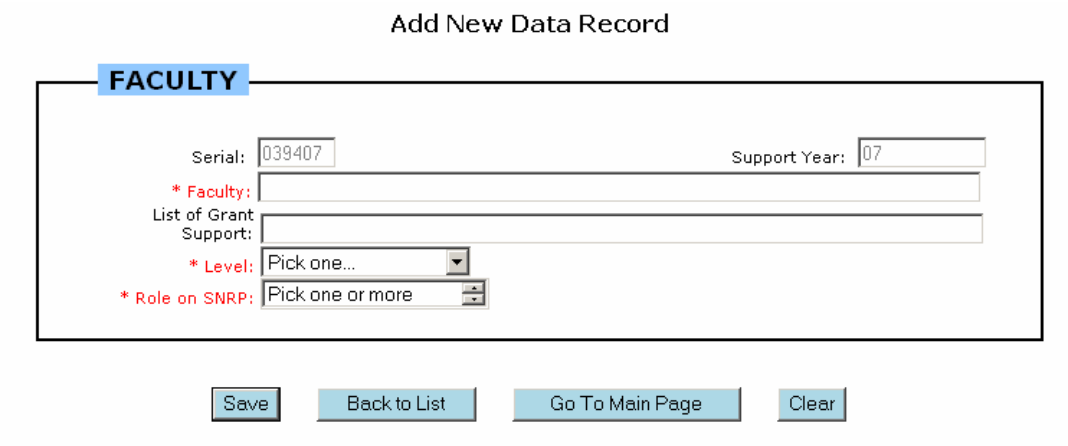


Figure 38 - Add New Data Record Screen – Faculty

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the new faculty.
   2.1. **Faculty**. Enter name of faculty member.
   2.2. **List of Grant Support**: This field is optional.
   2.3. **Level**. Select one from the drop down list.
   2.4. **Role on SNRP**. Select one or more roles from the menu by holding down the Ctrl key and clicking with your mouse.
3. Once you have entered all the data for **Faculty**, click on [Save] at the bottom of the screen. You will lose your changes if you do not click on [Save].
   3.1. After you click [Save] you will be taken to a screen that confirms the addition you made to the **Faculty** table.

~~5.4.~~ Click on [Back To List] to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

5. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

To Edit:

1. At the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen, select a row in the **Faculty Recruitment After U54 Funding** sub-category table by clicking on the radio button next to it.

2. Click on Edit Data to edit information for that row. **The Edit Data Record – Faculty screen** appears.

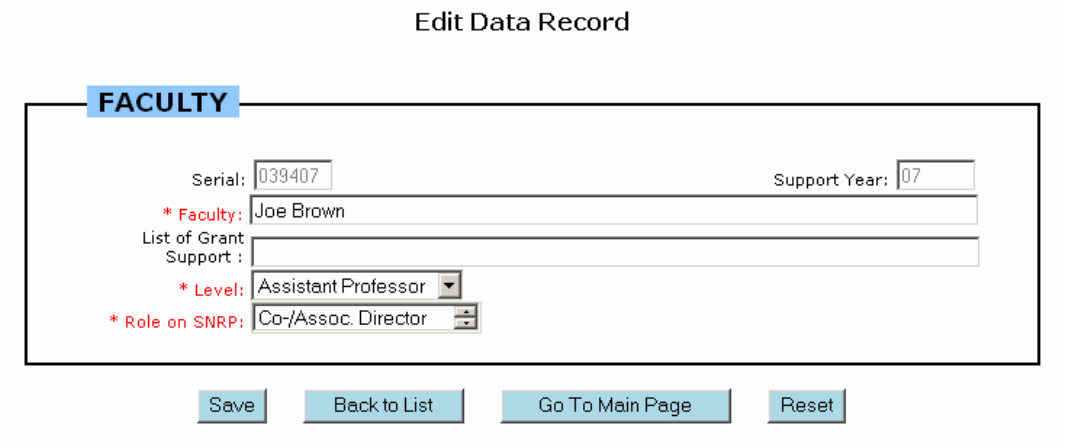


Figure 39 - Edit Data Record Screen - Faculty

3. Most the fields of the existing record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Faculty** data, click on the Save button at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Faculty** data.

5. Click on Back To List to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

6. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

6.9.2 Add/Edit Construction

To Add:

1. Click on Add New Construction to add new data in this sub-category. The **Add New Data Record – Construction** screen appears.

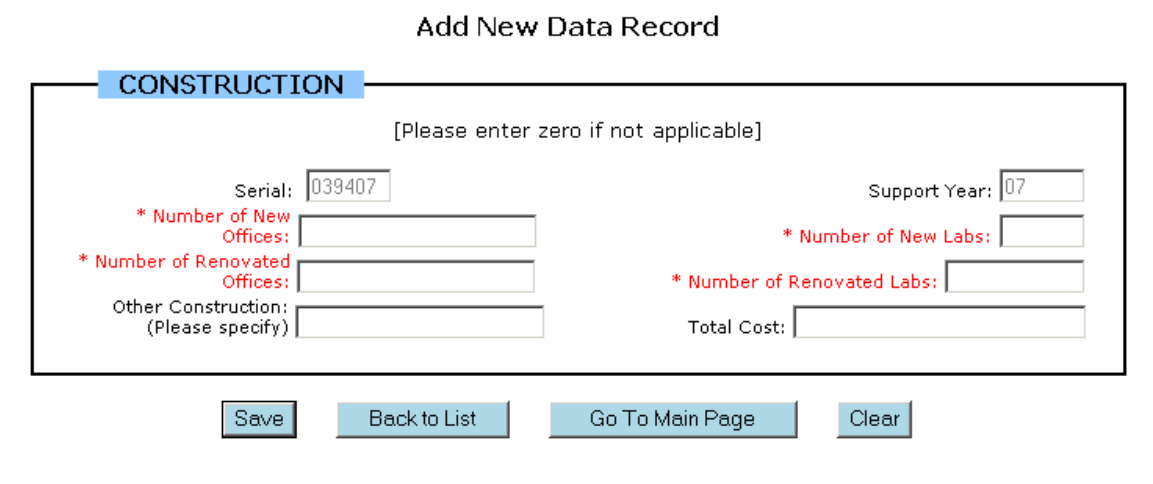


Figure 40 - Add New Data Record Screen- Construction

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the new construction.
   - 2.1. **Number of New Offices**. Enter the number of new offices constructed.
   - 2.2. **Number of New Labs.** Enter the number of new labs constructed.
   - 2.3. **Number of Renovated Offices.** Enter the number of offices renovated.
   - 2.4. **Number of Renovated Labs.** Enter the number of labs renovated.
   - 2.5. **Other Construction.** Enter data for any other related construction.
   - 2.6. **Total Cost.** Enter the value in numbers only, no dollar signs, commas, or periods.
3. Once you have entered all the data for **Construction**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.
   - 3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Construction** table.

~~5.~~4. Click on Back To List to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

5. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

To Edit:

1. At the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen, select a row in the **Construction** sub-category table by clicking on the radio button next to it.

2. Click on Edit Data to edit information for that row. **The Edit Data Record – Construction screen** appears.

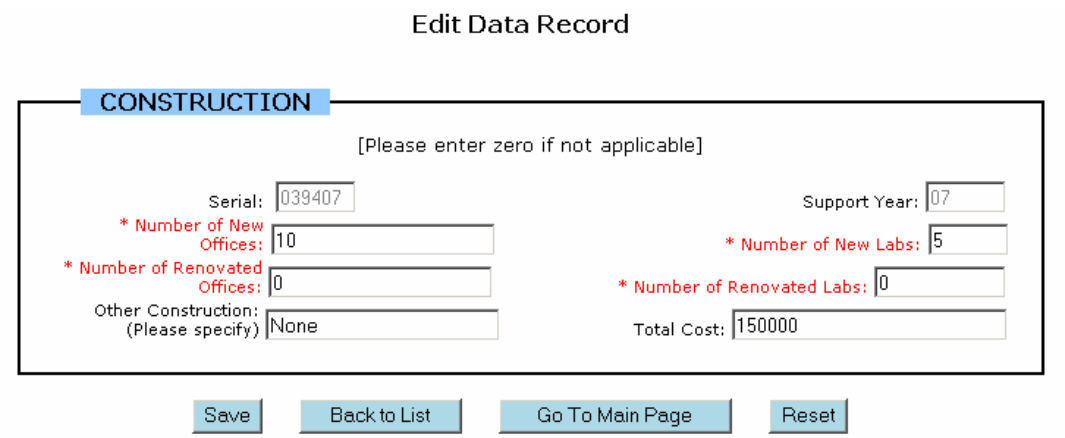


Figure 41 - Edit Data Record Screen - Construction

3. Most the fields of the existing record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Construction** data, click on the Save button at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Construction** data.

5. Click on Back To List to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

6. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

6.9.3 Add/Edit Core Facility

To Add:

1. Click on [Add New Core Facility] to add new data in this sub-category. The **Add New Data Record – Core Facility** screen appears.

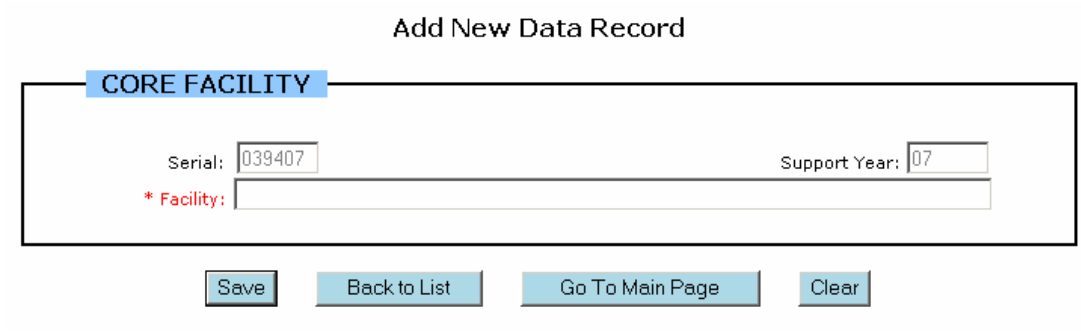


Figure 42 - Add New Data Record Screen – Core Facility

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the new **Core Facility**.

   2.1. **Facility.** Enter the name of the core facility.

3. Once you have entered all the data for **Core Facility**, click on [Save] at the bottom of the screen. You will lose your changes if you do not click on [Save].

   3.1. After you click [Save] you will be taken to a screen that confirms the addition you made to the **Core Facility** table.

~~5.4.~~ Click on [Back To List] to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

5. Click on [Go To Main Page] to return to the **SCCA U54 Function Selection (Main Page)** screen.

To Edit:

1. At the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen, select a row in the **Core Facility** sub-category table by clicking on the radio button next to it.

2. Click on [Edit Data] to edit information for that row. **The Edit Data Record – Core Facility screen** appears.

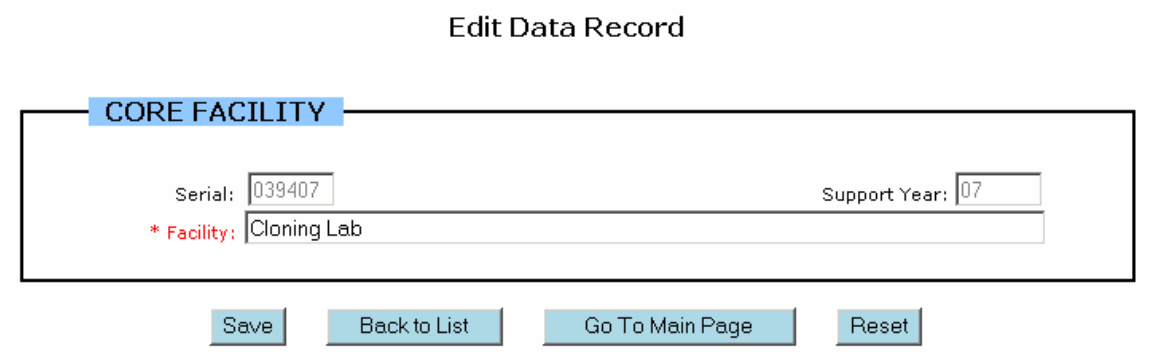


Figure 43 - Edit Data Record Screen – Core Facility

3. Most the fields of the existing record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Core Facility** data, click on the Save button at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Core Facility** data.

5. Click on Back To List to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

6. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

6.9.4 Add/Edit Improvements in Neuroscience Training

To Add:

1. Click on Add New Training to add new data in this sub-category. The **Add New Data Record – Improvements in NS Training** screen appears.

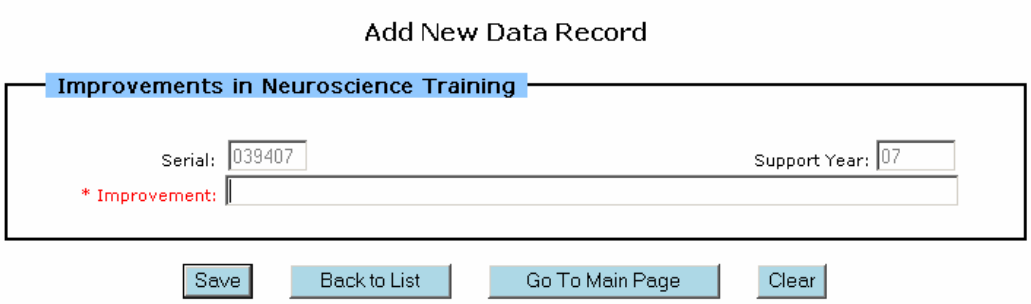


Figure 44 - Add New Data Record Screen – Improvements in NS Training

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the new **Improvement in NS Training**.

   2.1. **Improvement.** Enter a description of the improvement in NS training.

3. Once you have entered all the data for **Improvement in NS Training**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Improvement in NS Training** table.

~~5.~~4. Click on Back To List to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

5. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

To Edit:

1. At the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen, select a row in the **Improvement in NS Training** sub-category table by clicking on the radio button next to it.

2. Click on Edit Data to edit information for that row. **The Edit Data Record – Improvement in NS Training screen** appears.

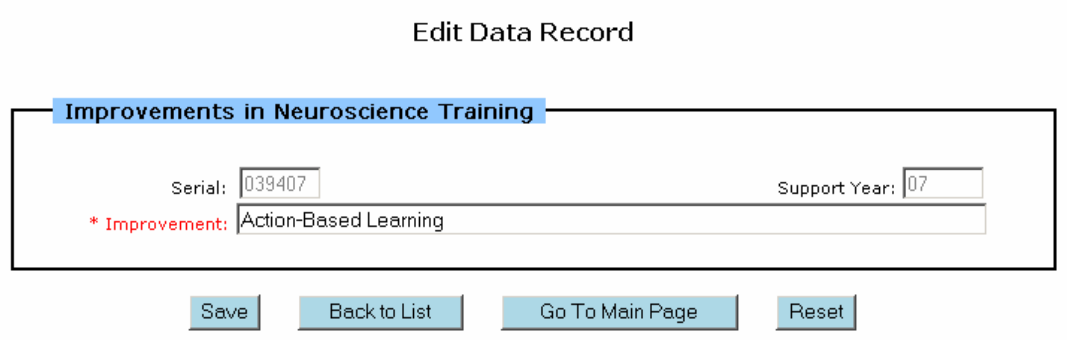


Figure 45 - Edit Data Record Screen – Improvements in NS Training

3. Most the fields of the existing record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.
4. Once you have made changes to the **Improvements in NS Training** data, click on the Save button at the bottom of the screen. You will lose your changes if you do not click on Save.
   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Improvements in NS Training** data.
5. Click on Back To List to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.
6. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

6.9.5 Add/Edit Development of Other Resources

To Add:

1. Click on Add New Resource to add new data in this sub-category. The **Add New Data Record – Resource screen** appears.

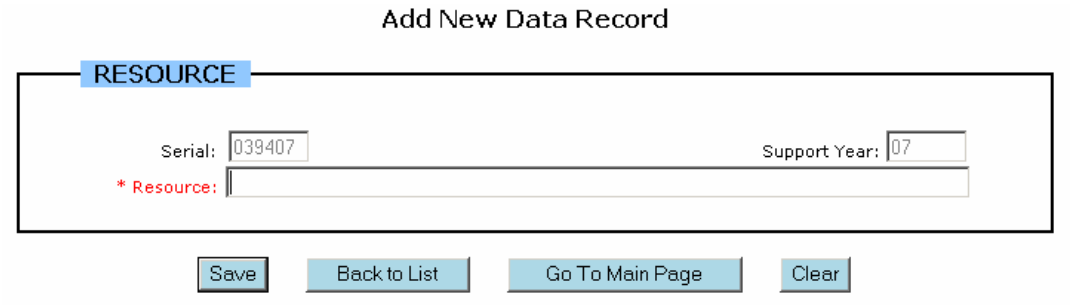


Figure 46 - Add New Data Record Screen – Resource

2. Enter the appropriate information required in the fields. You may not change **Serial** number and the **Support Year**. Those fields are completed for you. At this screen you may add the following information for the new **Resource**.

   2.1. **Resource.** Enter a description of the additional resource.

3. Once you have entered all the data for **Resource**, click on Save at the bottom of the screen. You will lose your changes if you do not click on Save.

   3.1. After you click Save you will be taken to a screen that confirms the addition you made to the **Resource** table.

~~5.~~4. Click on Back To List to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

5. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

To Edit:

1. At the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen, select a row in the **Resource** sub-category table by clicking on the radio button next to it.

2. Click on Edit Data to edit information for that row. **The Edit Data Record – Resource screen** appears.

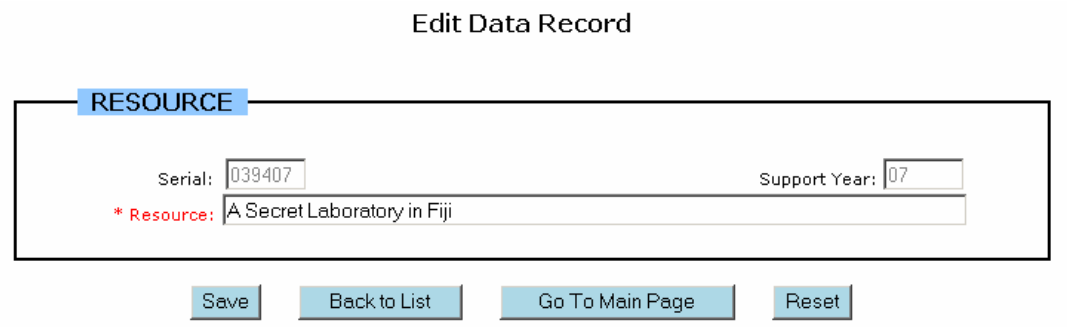


Figure 47 - Edit Data Record Screen – Resource

3. Most the fields of the existing record may be edited. You may not change **Serial** number and the **Support Year**. Those fields are completed for you.

4. Once you have made changes to the **Resource** data, click on the Save button at the bottom of the screen. You will lose your changes if you do not click on Save.

   4.1. After you click Save you will be taken to a screen that confirms the changes you made to the **Resource** data.

5. Click on Back To List to return to the **SCCA/U54 Administrative & Infrastructure Support for Neuroscience List** screen.

6. Click on Go To Main Page to return to the **SCCA U54 Function Selection (Main Page)** screen.

Section

7

7 Displaying Grant Data

1. At the **SCCA U54 Function Selection (Main Page)** screen, select the radio button for

   2 - Display Data

2. A list of the data categories you can display appears.
3. Enter the support year for the data you want to display. If you leave the **Which Support Year** field blank, data will be displayed for all support years in the system.
4. Click in each box beside the category you want to display. You may select any number of categories.

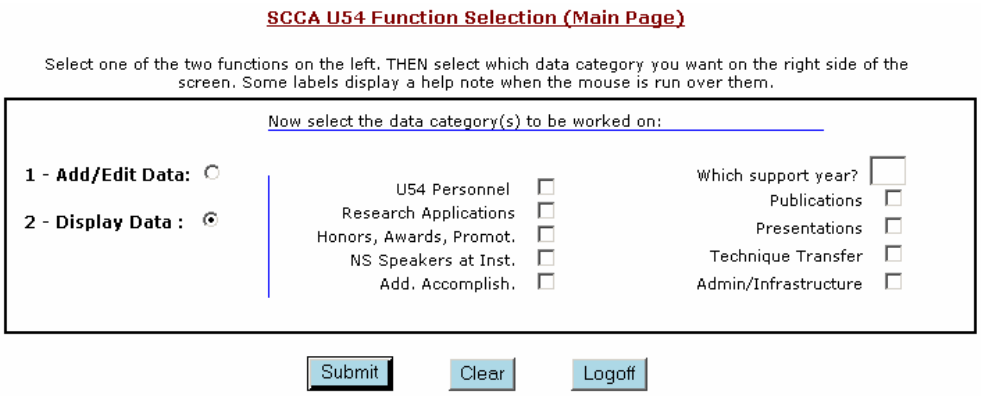


Figure 48 - SCCA U54 Function Selection (Main Page) Screen

5. Click on

.
6. Data tables appear for the categories you chose and for the support year entered. A message will appear if no data is recorded for that category and support year. For example, if you selected U54 Personnel, the screen like the one below would display.

U54 Personnel

U54 Personnel No. 1

Serial: 039407
Name: Mr. Linval Brown
Personnel Abbreviation: brownL
Subproject(s): M, B
Organization: HU
Person's Role: EAC, PA, PD

Support Year: 01

U54 Personnel No. 2

Serial: 039407
Name: Mr. Linval Brown
Personnel Abbreviation: brownL
Subproject(s): M, B
Organization: HU
Person's Role: EAC, PA, PD

Support Year: 02

U54 Personnel No. 3

Serial: 039407
Name: Dr. Musa Haxhiu
Personnel Abbreviation: haxhiuM
Subproject(s):
Organization: HU
Person's Role:

Support Year: 04

Go To Main Page

Figure 49 - Display Data Screen

7. You may print the information on the page by using the print function in your Web browser

8. Click on Go To Main Page after you have finished viewing the displayed data. You will return back to the **SCCA U54 Function Selection (Main Page)** screen.

Section

8

~~7~~8 Administrative Functions

8.1 Where To Get Help

As an administrator, if you need assistance with the SCCA application, you may access the NIH help desk in one of the following ways:

1. Complete a Data Management Request Form by going to the Intranet site http://intranet.ninds.nih.gov/support
2. Email the help desk at helpdesk@nih.gov
3. Call the help desk at 6-4357 (6-HELP) or toll free at 1-866-319-4357.

8.2 Adding, Modifying or Disabling Users

An administrator may add, modify or disable users of the SCCA Data Collection System.

8.2.1 Adding a New User

1. At the SCCA U54 Admin Function Selection Screen select the first menu item, 1 - Add or Modify Users. A chart with all users and their information appears.
2. Scroll down to the bottom of the chart and click on Add New User. A blank form appears for you to enter the new user's information. Required fields are noted in red with an asterisk (*).
3. Click on Save to save the new user's information and return to the chart.

8.2.2 Modifying or Disabling a User

1. At the SCCA U54 Admin Function Selection Screen select the first menu item, 1 - Add or Modify Users. A chart with all users and their information appears.
2. Click the radio button to the left of the user's name in the chart and click on Edit User. A screen with their current information appears.

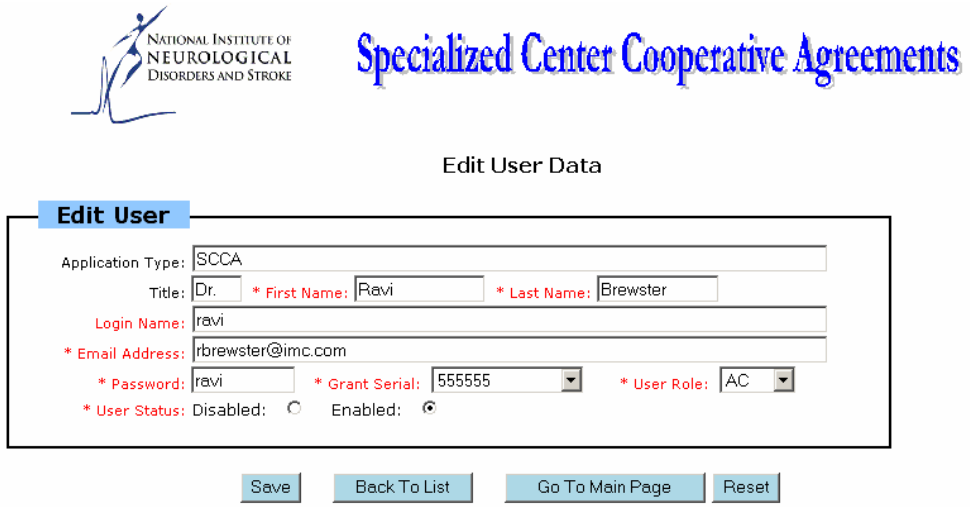


Figure 50 - Edit User Data Screen

3. Click inside any field to modify the user's data.
4. Click on Save to save the modifications and return to the chart.
5. Click on Back To List to return to the chart and not save your modifications.

~~2.~~8.3 Generating Charts from Data

There are three reports available that chart grant data. Those three reports are:

- Show Single Grant for Support Year(s) (See Page 65)
- Aggregate Grants by Support Year(s) (See Page **Error! Bookmark not defined.**)
- Compare Grants by Support Year(s) (See Page **Error! Bookmark not defined.**)

At the SCCA U54 Admin Function Selection Screen, select the second menu item, 2 - Generate Charts from Grant Data. The Report Selection screen appears.

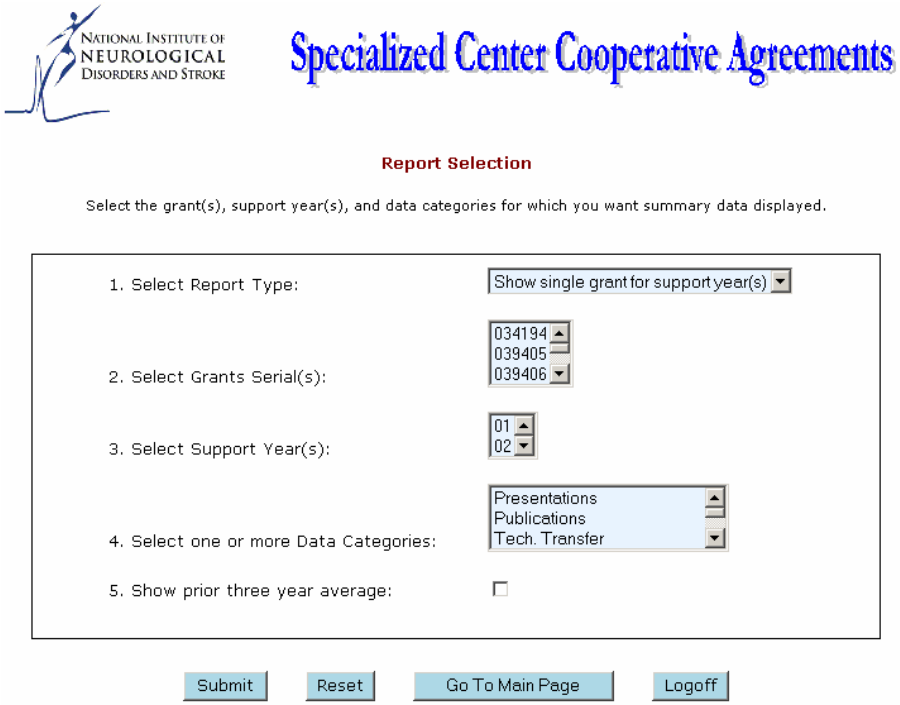


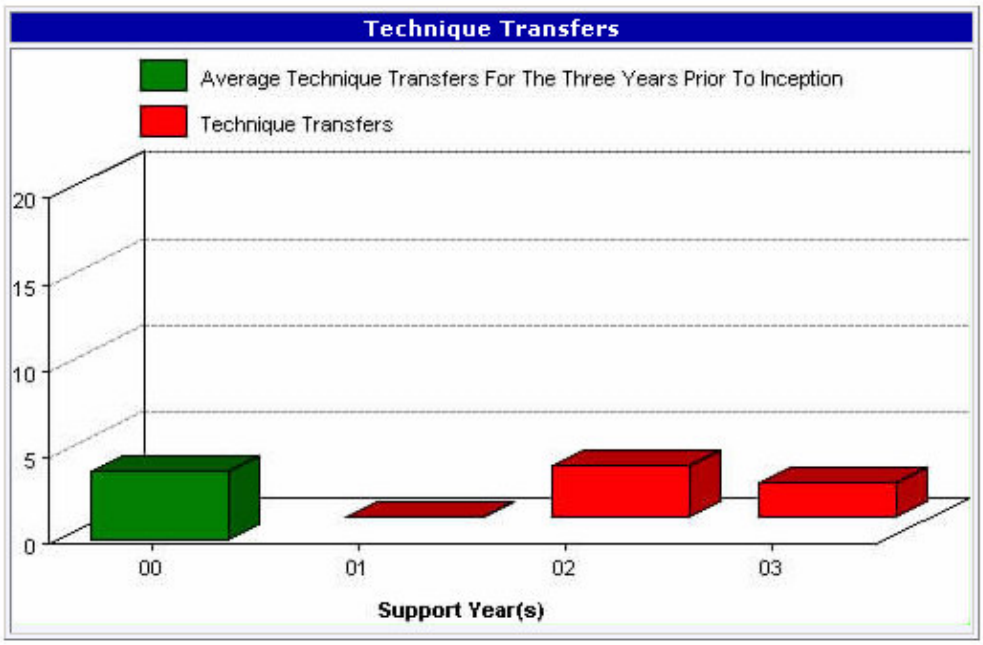
Figure 51 - Report Selection Screen

1. **Select Report Type**. Click on the arrow on the right to display the three report types to choose from and select the report desired.
2. **Select Grants Serial(s).** Click on the up and down arrows to display grant serial numbers. Hold down the <Ctrl> key to select more than one serial number.
3. **Select Support Year.** Click on the up and down arrows to display the available support years. Hold down the <Ctrl> key to select more than one support year.
4. **Select One or More Data Categories.** Click on the up and down arrows to display the available data categories to choose from. Hold down the <Ctrl> key to select more than one category.
5. **Show Prior Three Year Average.** Click in the box to the right if you want to display the prior three year average of grant data recorded before support year 01.
6. Once all choices have been made, click Submit. The report you requested will appear.

~~3.~~8.3.1 Report Example: Show Single Grant for Support Year(s)

This report compares the data for a single grant for any category chosen between the support years selected. For example, in Figure 52, the total number of technique transfers in each support year 01, 02 and 03 is shown for grant 039409, in addition to the prior three year average for the three years prior to inception of the grant.

Technique Transfers by Support Year



Click on the underlined value in the Technique Transfers column below to see more detail.

Grant Serial	Support Year	Technique Transfers
039409	00	4
039409	01	0
039409	02	3
039409	03	2

Figure 52 - Example of Show Single Grant for Support Year Report

When you click on an underlined value in the category column of the chart, for example the value in red in the "Technique Transfer" column for Support Year 02, a detail chart appears showing the specific data for that category for that support year. See Figure 53 below.

Detail is not available for the three year average value.

All values expressed in the tables are the number of entries for that category. If the value field is "0" this means that the corresponding support year exists, but no data has been entered for that category. If the value field contains "N/A" then that corresponding support year does not exist for that grant.

Detail Technique Transfer Data for U54 Grant 039409-02

Item	Technique	Transfer From	Transfer To
1	Dr. Jerome Keating will provide Statistics and Biostatistics consultation and advice.	U54	U54
2	Dr. Velerie Anne Galton will train Dr. Matthew Gdovin to perform Northern analysis	Dartmouth Medical School	U54
3	Dr. Walter M. St.-John will teach Dr. Matthew Gdovin to use DATAPAC and other systems and help in the interpretation of his studies.	Dartmouth Medical School	U54

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Figure 53 - Detail of Category Data for Support Year 02