Tutorial on Posting Information About a New Project, or Editing/Archiving an Existing Project

For Posting Information on Either Domestic or International Projects to the AFRE Website - Projects Tab

By MT Weber

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Overview:
• This is a tutorial for assisting in the posting or editing/archiving of “Project” entries on the AFRE website under the “Projects” Tab as shown in the screen capture below.
• This tutorial is accompanied by a downloadable information form designed to bring together the information required to add needed content to a project posting.
• Postings first show up on the website under the domestic or international “Current” listing. When proper data fields are entered in a posting, projects are automatically sorted/displayed into grouping by AFRE faculty specializations, and they are also automatically posted to the Faculty profiles under their respective “Projects” tab.
• Competed projects must be manually archived to move them from Current to Past Groupings.
Terms used in this tutorial. Views (or Tabs)

- For Projects, in either Create or Edit Mode there are 6 tabs or views where data is required. These views are:
  - Publish
  - Date
  - Categories
  - Options
  - Structure
  - Metadata
Required Data For **Publish View**

- Title of Grant or Project
- Short summary of the project.
- Any possible external urls where project information can be viewed
- MSU Grant Account Number.
- Budget Amount:
- Do you want the budget amount displayed: no/yes
- Principal Investigators (Please indicate below each name as PI, Co-Pi, and Key Personnel):
- AFRE Corresponding PI or Co-Pi:
- Grant Start Date:
- Grant Ending Date:
- Grant Category:

<table>
<thead>
<tr>
<th>Domestic-Food/Ag Marketing, Agribusiness &amp; Bioenergy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic-Improved Pest Management</td>
</tr>
<tr>
<td>Domestic-Soil and Crop Improvements/Sustainability</td>
</tr>
<tr>
<td>Domestic-Livestock Production/Marketing Improvement</td>
</tr>
<tr>
<td>Domestic-Natural Resources, Fishing and Wildlife</td>
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<tr>
<td>Domestic-Rural, Urban, County &amp; Municipal Development</td>
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<tr>
<td>Domestic-Emerging Topics</td>
</tr>
<tr>
<td>International-Sustainable Agricultural Intensification and Capacity Building Projects</td>
</tr>
<tr>
<td>International-Food Security &amp; Food Security Research/Outreach Programs</td>
</tr>
<tr>
<td>International-Impact Evaluation of New Agricultural Technology, Health &amp; Education Programs</td>
</tr>
<tr>
<td>International-Value Chain Research, Food System &amp; Capacity Building Projects</td>
</tr>
<tr>
<td>International-Training/Capacity Building</td>
</tr>
<tr>
<td>International-Emerging Topics</td>
</tr>
</tbody>
</table>
Instructions on Content Variables – Publish View

- **Title** (Enter the title from the project form)
- **URL Title** (This will be filled automatically by the software)
- **Project Title** (Use this for longer titles that will not completely fit in the Title)
- **Budget Amount** (Enter budget amount from the project form)
- **Display Budget Amount** (Normally select “No”)
- **Account Number** (Enter MSU account number from the project form)
Continued ---- Instructions on Content Variables – Publish View

• Content:
  • Use three Subheaders and bullets to present the content information (See this online example and see the Paragraph Heading to select below)
    • **Project Overview** – (Use <H3> paragraph heading size & auto Bold)
      • X (Use default font)
    • **Timeline** -(Use <H3> paragraph heading size & auto Bold)
      • Y (Use default font)
    • **Project Information** - (Use <H3> paragraph heading size & auto Bold)
      • Z (use default font)
  • Principal Investigator or Co-Principal Investigators
    • Use the drop down box to select the PI
    • Or select the group of Co-PI’s by ticking the box beside each PI
**Date View** – Information to enter – be sure to select – correct year, month and day

- Add entry date
- Do not enter an Expiration Date here
- Enter the Expiration Date in the Comment Expiration Date slot
- Also enter the Expiration Date at the bottom of the “Publish View” Page per screenshot at the bottom of this page.
**Date View** – Information to enter – be sure to select – correct year, month and day

- Add entry date
- Do not enter an Expiration Date here
- Enter the Expiration Date in the Comment Expiration Date slot
- Also enter the Expiration Date at the bottom of the “Publish View” Page per screenshot at top of the next page of this tutorial
Logic for not entering an Expiration Date on the Date View page

• The date entered for Expiration on the Date View page will automatically remove from viewing of the project on this date.

• However many projects will have an extension, and it creates more work to find ones that have been automatically removed from viewing by the software program.

• By entering instead, an End Date on bottom of the Publish View page, a message will appear automatically in the text of the project which can be used to monitor a possible end which can be extended if necessary, or will take over as the end date if the project is archived.
Categories View

- Select the appropriate Domestic or International project category
Options and Structure Views
• For opening/posting a new project, no date is required on these pages
Metadata View

- Ideally something would be entered here, but it is not absolutely necessary
- As the instructions indicate, entering nothing, the title of the project will be automatically entered by the software
**Publish View** - Inserting an image in the body of the content field

The tool needed for “Insert/Edit Image” is on the right side of the contents tools bar in “Publish View”
Inserting an image in the body of the content field – **Publish View**

- To insert a small image on the page, see [this example](#) ASPIRE current Int. project
- However you must first use some software to capture a screen shot of the image, and to then crop/size it to about the size/image you wish to enter.
- Then save this file in jpeg format to the faculty persons directory on your computer.
- Now use the Insert/Edit Tool, which brings up the dialogue box shown below.
- View you tube [video of using these Insert/Edit Image tools](#)
Archiving a Project (following its official termination date)

- The objective here is to move a completed project to the “Past Project” category
- This is very easy, using the Edit, Projects tabs, and locating the project to be archived. Continued on next page.
**Finding a project** – use the various filtering tools, for example by “Category”

- Once you locate the project to be archived, click on it, and open the “Options” field or tab. (Continues on next page)
Archiving - Changes on the Options Field

• Under “Status” select the “Archive” option
• Then return to the “Publish” view or tab (continued on next page)
Archiving –
• Make a minor edit to the Project title – Add [year started – Year Competed] as shown in the example below for the archived project “Trilateral Cooperation ---”
• Click on “Submit” at the very bottom of the Publish View or tab.
• See two following pages for views of this archived project
Notice how adding the start yr/completed yr to the title when archiving helps add a perspective of the timing of archived projects.
Trilateral Cooperation to Improve Agriculture and Food Security in Mozambique [2013 – 2016]

Co-Principal Investigators:
- Rui Benfica
- Cynthia Donovan
- Songqing Jin
- Mywish Maredia
- David L. Tschirley
- Rafael Usiane

Project end date: September 17, 2016

Funded by USAID, this project adopts an innovative model for delivering a program that involves collaboration between two donor countries to help one beneficiary country. In this case, the U.S. and Brazil assisting Mozambique.

The project’s primary goals are to reduce hunger and poverty in Mozambique by increasing agricultural productivity, creating economic opportunities, and enhancing human nutrition. Partners based in Brazil and Mozambique will include institutes of higher learning and agricultural research agencies. MSU/AFRE researchers are supporting the efforts of colleagues at the University of Florida (UF) who spearheaded the effort to secure the award and implementation.