

### Open Meetings

The following listing of meetings is within a +- 30 day range

Date	Center Name
October 22nd, 2013	Center for Research in Learning and Instruction (CRLI)
October 22nd, 2013	Center for Research in Learning and Instruction (CRLI)
October 23rd, 2013	Center for Research in Learning and Instruction (CRLI)
October 23rd, 2013	Center for Research in Learning and Instruction (CRLI)
September 24th, 2013	Center for Research in Learning and Instruction (CRLI)
September 25th, 2013	Center for Research in Learning and Instruction (CRLI)
September 26th, 2013	Center for Research in Learning and Instruction (CRLI)
September 26th, 2013	Center for Research in Learning and Instruction (CRLI)
September 29th, 2013	Center for Research in Learning and Instruction (CRLI)
October 2nd, 2013	Center for Research in Learning and Instruction (CRLI)
October 3rd, 2013	Center for Research in Learning and Instruction (CRLI)
October 3rd, 2013	Center for Research in Learning and Instruction (CRLI)
October 4th, 2013	Center for Research in Learning and Instruction (CRLI)
October 7th, 2013	Center for Research in Learning and Instruction (CRLI)
October 7th, 2013	Center for Research in Learning and Instruction (CRLI)
October 9th, 2013	Center for Research in Learning and Instruction (CRLI)
October 9th, 2013	Center for Research in Learning and Instruction (CRLI)
October 10th, 2013	Center for Research in Learning and Instruction (CRLI)
October 10th, 2013	Center for Research in Learning and Instruction (CRLI)
October 14th, 2013	Center for Research in Learning and Instruction (CRLI)
October 15th, 2013	Center for Research in Learning and Instruction (CRLI)
October 16th, 2013	Center for Research in Learning and Instruction (CRLI)
October 17th, 2013	Center for Research in Learning and Instruction (CRLI)
October 17th, 2013	Center for Research in Learning and Instruction (CRLI)
October 18th, 2013	Center for Research in Learning and Instruction (CRLI)
October 22nd, 2013	Center for Research in Learning and Instruction (CRLI)
October 22nd, 2013	Center for Research in Learning and Instruction (CRLI)
October 23rd, 2013	Center for Research in Learning and Instruction (CRLI)
October 23rd, 2013	Center for Research in Learning and Instruction (CRLI)
October 28th, 2013	Center for Research in Learning and Instruction (CRLI)

Questions? Comments? email [iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)

## GETTING STARTED

Welcome to L.I.F.E., the Level of Interest and Feedback Evaluation Forms System!

This is a very user friendly tutorial which will get you going with the L.I.F.E. system very quickly.

Let's get started!

Note: The tutorial works best if viewed in Slide Show mode.

## WHAT'S "L.I.F.E." ALL ABOUT?

As any good tutorial would do....let's start with some quick basics.

Q: What is the purpose of the L.I.F.E. system?

A: This system was made to be used in a **NSF Industry/University Cooperative Research Centers Program Industry Advisory Board (IAB) Meeting**. It was created for the sole purpose of providing an electronic substitute to the hard copy (paper) L.I.F.E. forms that were previously used and to deliver instant compiled results 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. We've also recently added a feature that allows for project phase specific rating scales.

Q: Ok...but why would I ever want to use this system?

A: If you are a participant in or want to host a **NSF Industry/University Cooperative Research Centers Program IAB Meeting**, then this system will provide a simple way for you to offer input into a meeting or create and organize your own meeting.

Q: Sounds good so far, but is this going to be some complicated new thing I have to learn just to do what I've always been doing in these meetings?

A: Not at all! This site was designed to streamline the process.

Q: Alright, you convinced me. So how do I use it?

A: See the rest of the tutorial!

### Open Meetings

The following listing of meetings is within a +- 30 day range

Date	Center Name
October 22nd, 2013	Center for Research in Chemical Manufacturing
October 22nd, 2013	University of Colorado COE
October 23rd, 2013	Center for Research in Chemical Manufacturing
October 23rd, 2013	COE
September 24th, 2013	Center for Research in Chemical Manufacturing
September 25th, 2013	Center for Research in Chemical Manufacturing
September 26th, 2013	Center for Research in Chemical Manufacturing
September 26th, 2013	Center for Research in Chemical Manufacturing
September 29th, 2013	Center for Research in Chemical Manufacturing
October 2nd, 2013	Center for Research in Chemical Manufacturing
October 3rd, 2013	Center for Research in Chemical Manufacturing
October 3rd, 2013	Center for Research in Chemical Manufacturing
October 4th, 2013	Center for Research in Chemical Manufacturing
October 7th, 2013	Center for Research in Chemical Manufacturing
October 7th, 2013	Center for Research in Chemical Manufacturing
October 9th, 2013	Center for Research in Chemical Manufacturing
October 9th, 2013	Center for Research in Chemical Manufacturing
October 10th, 2013	Center for Research in Chemical Manufacturing
October 10th, 2013	Center for Research in Chemical Manufacturing
October 14th, 2013	Center for Research in Chemical Manufacturing
October 15th, 2013	Center for Research in Chemical Manufacturing
October 16th, 2013	Center for Research in Chemical Manufacturing
October 17th, 2013	Center for Research in Chemical Manufacturing
October 17th, 2013	Center for Research in Chemical Manufacturing
October 18th, 2013	Center for Research in Chemical Manufacturing
October 22nd, 2013	Center for Research in Chemical Manufacturing
October 22nd, 2013	Center for Research in Chemical Manufacturing
October 23rd, 2013	Center for Research in Chemical Manufacturing
October 23rd, 2013	Center for Research in Chemical Manufacturing
October 28th, 2013	Center for Research in Chemical Manufacturing

Questions? Comments? email [iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)

## YOUR ROLE

This is the main page you come to when you type [iucrc.com](http://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. 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, I have divided it into 3 categories (view this PP in presentation view).

- 1) For people who want to Administer their own meeting (Admin), please go to [this](#) section.
- 2) For industry people who want to participate in an already created meeting (Industry user) (or one that will be created soon), please go to [this](#) section.
- 3) For university people who want to respond to industry feedback on your projects in an already created meeting (university user) (or one that will be created soon), please go to [this](#) section.

[\[Admin Login\]](#)  
[\[Admin Register\]](#)  
[\[Tutorial\(PDF\)\]](#)[\[Tutorial\]](#)

### Open Meetings

The following listing of meetings is within a +- 30 day range

Date	Center Name
October 22nd, 2013	Center for Advanced Manufacturing Research
October 22nd, 2013	Center for Advanced Manufacturing Research
October 23rd, 2013	Center for Advanced Manufacturing Research
October 23rd, 2013	Center for Advanced Manufacturing Research
September 24th, 2013	Center for Advanced Manufacturing Research
September 25th, 2013	Center for Advanced Manufacturing Research
September 26th, 2013	Center for Advanced Manufacturing Research
September 26th, 2013	Center for Advanced Manufacturing Research
September 29th, 2013	Center for Advanced Manufacturing Research
October 2nd, 2013	Center for Advanced Manufacturing Research
October 3rd, 2013	Center for Advanced Manufacturing Research
October 3rd, 2013	Center for Advanced Manufacturing Research
October 4th, 2013	Center for Advanced Manufacturing Research
October 7th, 2013	Center for Advanced Manufacturing Research
October 7th, 2013	Center for Advanced Manufacturing Research
October 9th, 2013	Center for Advanced Manufacturing Research
October 9th, 2013	Center for Advanced Manufacturing Research
October 10th, 2013	Center for Advanced Manufacturing Research
October 10th, 2013	Center for Advanced Manufacturing Research
October 14th, 2013	Center for Advanced Manufacturing Research
October 15th, 2013	Center for Advanced Manufacturing Research
October 16th, 2013	Center for Advanced Manufacturing Research
October 17th, 2013	Center for Advanced Manufacturing Research
October 17th, 2013	Center for Advanced Manufacturing Research
October 18th, 2013	Center for Advanced Manufacturing Research
October 22nd, 2013	Center for Advanced Manufacturing Research
October 22nd, 2013	Center for Advanced Manufacturing Research
October 23rd, 2013	Center for Advanced Manufacturing Research
October 23rd, 2013	Center for Advanced Manufacturing Research
October 28th, 2013	Center for Advanced Manufacturing Research

Questions? Comments? email [iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)

## Admin REGISTRATION

Ok, so you want to host your own meeting.

The first step is to register yourself as an Admin.

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

## Admin REGISTRATION

[\[Back\]](#)

### Register

Please enter the username and password that you would like to use as an administrator.

Username(email address):

Password:

Verify Password:

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.

[\[Admin Login\]](#)  
[\[Admin Register\]](#)  
[\[Tutorial\(PDF\)\]](#)[\[Tutorial\]](#)

# LOGIN

Now click on [\[Admin Login\]](#)

## Open Meetings

The following listing of meetings is within a +- 30 day range

Date	Center Name
October 22nd, 2013	Center for Research in Environmental Health Sciences
October 22nd, 2013	Center for Research in Environmental Health Sciences
October 23rd, 2013	Center for Research in Environmental Health Sciences
October 23rd, 2013	Center for Research in Environmental Health Sciences
September 24th, 2013	Center for Research in Environmental Health Sciences
September 25th, 2013	Center for Research in Environmental Health Sciences
September 26th, 2013	Center for Research in Environmental Health Sciences
September 26th, 2013	Center for Research in Environmental Health Sciences
September 29th, 2013	Center for Research in Environmental Health Sciences
October 2nd, 2013	Center for Research in Environmental Health Sciences
October 3rd, 2013	Center for Research in Environmental Health Sciences
October 3rd, 2013	Center for Research in Environmental Health Sciences
October 4th, 2013	Center for Research in Environmental Health Sciences
October 7th, 2013	Center for Research in Environmental Health Sciences
October 7th, 2013	Center for Research in Environmental Health Sciences
October 9th, 2013	Center for Research in Environmental Health Sciences
October 9th, 2013	Center for Research in Environmental Health Sciences
October 10th, 2013	Center for Research in Environmental Health Sciences
October 10th, 2013	Center for Research in Environmental Health Sciences
October 14th, 2013	Center for Research in Environmental Health Sciences
October 15th, 2013	Center for Research in Environmental Health Sciences
October 16th, 2013	Center for Research in Environmental Health Sciences
October 17th, 2013	Center for Research in Environmental Health Sciences
October 17th, 2013	Center for Research in Environmental Health Sciences
October 18th, 2013	Center for Research in Environmental Health Sciences
October 22nd, 2013	Center for Research in Environmental Health Sciences
October 22nd, 2013	Center for Research in Environmental Health Sciences
October 23rd, 2013	Center for Research in Environmental Health Sciences
October 23rd, 2013	Center for Research in Environmental Health Sciences
October 28th, 2013	Center for Research in Environmental Health Sciences

Questions? Comments? email [iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)

Now just simply type in the information that you just registered with and press “Login”.



The screenshot shows a web page for the L.I.F.E. (Level of Interest and Feedback Evaluation Forms) system. At the top left, the text "L.I.F.E. LEVEL OF INTEREST AND FEEDBACK EVALUATION FORMS" is displayed. To the right are logos for "IU CRC" and the "NATIONAL SCIENCE FOUNDATION". The main content area features a "Login" form with the following elements:

- A title "Login" in bold yellow text.
- A "Username:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A "Login" button, which is circled in red.
- Two blue links: "[Forgot Password]" and "[Back]".

Three red arrows point to the Username input field, the Password input field, and the Login button. At the bottom of the page, there is a footer with the text "Questions? Comments? email [iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)" and "Copyright ISL @ UCF".

Please note if you have forgotten your password you can also get a reminder sent to you by using the [Forgot Password] function.

[\[Logout\]](#)  
[\[Change Password\]](#)

admin@univ.edu's Meeting Index

[\[Add Meeting\]](#)



Date Center Host University

## CREATE A MEETING

This is the Admin page. From here you can create as many meetings as you want and populate them with projects!

Click on [\[Add Meeting\]](#) to create a meeting.

You can logout at any time by clicking on [\[Logout\]](#) at the top right of the screen

Note: you can also change your password here

### Add Meeting

Date: Month  Day  Year

Center Name:

Host University:  (optional)

Password:  (\*Required)

**Comment, Question, Suggestion:**  
Check to add boxes for comments, questions, and suggestions on the evaluation page

**PI Feedback Option:**  
Check to add boxes for PI's to respond to comments

**Project Phase Ratings:**  
Check to use alternative interest rating response options for new proposals vs project update presentations

**Industry Process/Outcome Questionnaire:**  
Check to add a link to the [Industry Process/Outcome Questionnaire](#) on the meeting page

**PI Faculty Survey:**  
Add a faculty survey to the bottom of the project list on the PI response to comments page

- No Survey
- Centers in Year 1-5
- Centers in Year 6-10

[\[Back\]](#)

Questions? Comments? email [iucrc@nesu.edu](mailto:iucrc@nesu.edu)

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## 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 ensure only people you give the password to can access the project list and rate projects.
- 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 options:
  - Comment, Question, Suggestion: will allow industry users to list project comments, questions and suggestions in separate text boxes and presort them by these groupings on the report output.
  - 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.

### Add Meeting

Date: Month  Day  Year

Center Name:

Host University:  (optional)

Password:  (\*Required)

**Comment, Question, Suggestion:**

Check to add boxes for comments, questions, and suggestions on the evaluation page

**PI Feedback Option:**

Check to add boxes for PI's to respond to comments

**Project Phase Ratings:**

Check to use alternative interest rating response options for new proposals vs project update presentations

**Industry Process/Outcome Questionnaire:**

Check to add a link to the [Industry Process/Outcome Questionnaire](#) on the meeting page

**PI Faculty Survey:**

Add a faculty survey to the bottom of the project list on the PI response to comments page

No Survey

[Centers in Year 1-5](#)

[Centers in Year 6-10](#)

[\[Back\]](#)

## CREATE A MEETING

- Industry Process/Outcome (P/O) Questionnaire: will create a link to the evaluator's web-based Industry P/O questionnaire on the bottom of the project list presented to IAB users
- PI Faculty Survey: allows you to select the appropriate version of the evaluator's web-based Faculty P/O questionnaire to be linked on the bottom of the project list 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](#)

**admin@admin.com's Meeting Index**[\[Add Meeting\]](#)

Date	Center	Host University	
January 5th, 2015	Center for LIFE Learning	UCF	<a href="#">[View]</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>



## ADDING PROJECTS

Now we're back to the Admin page. Remember this?

[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 and select some reporting features. Let's click on [View] to start adding some projects and eventually produce reports based on industry user ratings.

Select [View]

[\[Back\]](#)

## Meeting of September 5th, 2012

### 1. [Index of Projects](#)

[\[Add Project\]](#)

[\[PDF Paper Forms\]](#)

[\[Review Meeting\]](#)

[\[PDF Summary\]](#)

[\[MS Word File\]](#)

[\[Spreadsheet\]](#)

Title	PI	University	Admin-Specified ID	Functions
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Questions? Comments? email [iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)

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## 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. We will only concentrate on adding projects now.

Select [\[Add Project\]](#) to get started.

**\*Note\***

You can go back at any time by pressing [\[Back\]](#) in the top right corner.

### Add Project

Project Title:

PI:

University:

Admin-Specified ID (can be used for ordering):

Project Phase: Indicate whether the presentation is a new proposal or a project update (required)

New Proposal

[\[Back\]](#)

## 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 pre-determined order fill in the Admin-Specified ID field. This ID is totally up to the person creating the meeting.



**Congratulations! You  
just created your first  
project!**

Project Successfully Created!

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

[\[Back\]](#)

## Meeting of January 5th, 2015

[Index of Projects](#)

[\[Add Project\]](#)

[\[PDF Paper Forms\]](#)

[\[Review Meeting\]](#)

[\[PDF Summary\]](#)

[\[MS Word File\]](#)

[\[Spreadsheet\]](#)

	Title	PI	University	Admin-Specified ID	Functions
New	Example Project	Dr. Who	My University	1.1	<a href="#">[Delete Project]</a> <a href="#">[Edit]</a> <a href="#">[Review]</a>

Designated member representative (**one per member**) please complete the [Industry Process/Outcome Questionnaire](#)

## 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 L.I.F.E. form. You can produce a complete set of forms for all the projects by selecting [\[PDF forms\]](#), 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.

[\[Back\]](#)

**Meeting of January 5th, 2015**

[Index of Projects](#)

[\[Add Project\]](#)  
[\[PDF Paper Forms\]](#)

[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)  
[\[Spreadsheet\]](#)

	Title	PI	University	Admin-Specified ID	Functions
New	Example Project	Dr. Who	My University	1.1	<a href="#">[Delete Project]</a> <a href="#">[Edit]</a> <a href="#">[Review]</a>
Update	Sample Project	Dr. Jekyll	Your University	1.2	<a href="#">[Delete Project]</a> <a href="#">[Edit]</a> <a href="#">[Review]</a>

Designated member representative (**one per member**) please complete the [Industry Process/Outcome Questionnaire](#)

## REVIEW FEEDBACK

You are now back to the details page (of the meeting you created earlier). Notice I've added a Project Update in addition to the New Proposal we created earlier.

There are three options next to your project. [Edit], [Delete] and [Review]. Because [Edit] and [Delete] are self explanatory, I won't be going over those options. [Review] allows you to view and sort project evaluations provided by users.

Lets click on it and see what it does!

## REVIEW FEEDBACK

[\[Project List\]](#)  
[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)

Test 1/5/15 - January 5th, 2015

<< Previous (1.1) Example Project Next >>

Navigation Bar

New Proposal

Project Name: (1.1) Example Project

Project PI: Dr. Who (My University)

### Level of Interest

Very Interested - 1

Interested - 1

Interested with Change - 0

Not Interested - 0

Abstain - 0

### Very Interested

❖ How will you handle the fluctuation in temperature associated with your testing method?

*Response 1: We have built a testing chamber to control all environmental variables. -Dr. Who*

### Interested

❖ I really like the inclusion of alloys as well as pure metals in the analyses.

This is the true L.I.F.E. form replica of compiled Interest ratings for a New Proposal. This page displays the project information, tally of Interest 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 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.

## REVIEW FEEDBACK

[\[Project List\]](#)  
[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)

Test 1/5/15 - January 5th, 2015

[<< Previous](#) (1.2) Sample Project  [Next >>](#)

### Project Update

Project Name: (1.2) Sample Project

Project PI: Dr. Jekyll (Your University)

#### Level of Interest

Great progress - 1

On course - 1

Needs change - 0

Off course - 0

Abstain - 0

#### Great progress

---

- Very impressed with the progress you've made on modeling the material properties.

*Response 1: thanks, we appreciate the help you gave us with acquiring the samples. -Dr. Jekyll*

#### On course

---

- You are making good progress. I would like to see more focus on application to the aviation industry.

*Response 1: I'm sure we can accomplish that. -Dr. Jekyll*

*Response 2: It would be great if you can share more detail about your application of interest. - Mr. Hyde*

#### Needs change

---

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

[\[Back\]](#)  
[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)

## Test 1/5/15 (Univ1) - January 5th, 2015

### IAB Feedback

#### 1. [Index of Projects](#)

		Title	Project Id		
➤	New	<b>Example Project</b> - Dr. Who (My University)	1.1	<a href="#">[Evaluate Project]</a>	<a href="#">[Summary]</a>
➤	Update	<b>Sample Project</b> - Dr. Jekyll (Your University)	1.2	<a href="#">[Evaluate Project]</a>	<a href="#">[Summary]</a>

Designated member representative (**one per member**) please complete the [Industry Process/Outcome Questionnaire](#)

## REVIEW ALL FEEDBACK

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

Since you will want to maintain confidentiality for industry users during this process, you should logout of the Admin view and enter the user view and select this meeting.

In the upper right corner of the screen you will be able to select a way to view the summary. [\[Review Meeting\]](#) shows you a summary of all project ratings and you can click on the project name to view ratings summary and comments. If you've used the project phase specific response categories, you will see that projects are grouped by phase in the summary tables provided. PDF or MSWord outputs are also available. If you choose these options 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.

## **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 L.I.F.E. 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.

## SELECT YOUR MEETING

This is the first page you will see as an industry user when you go to [iucrc.com](http://iucrc.com) ([iucrclife.chass.ncsu.edu](http://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 "Center for LIFE Results" meeting on January 5, 2015.

### Open Meetings

The following listing of meetings is within a +- 30 day range

Date	Center Name
➤ <b>January 5th, 2015</b>	Center for LIFE Results
➤ December 9th, 2014	
➤ December 10th, 2014	
➤ December 11th, 2014	
➤ December 11th, 2014	
➤ December 11th, 2014	
➤ December 14th, 2014	
➤ December 21st, 2014	

**L.I.F.E.** LEVEL OF INTEREST  
AND FEEDBACK  
EVALUATION FORMS



### Enter Password

Password:

[\[Back\]](#)

[Questions?](#) [Comments?](#) [email iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)

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## PASSWORDS

Here you will be prompted to enter the password provided by your meeting host. Simply enter the password and click “Proceed”.



The screenshot shows a web interface for the L.I.F.E. (Level of Interest and Feedback Evaluation) forms. At the top left, the text "L.I.F.E. LEVEL OF INTEREST AND FEEDBACK EVALUATION FORMS" is displayed. To the right of this text are two logos: the IUCRC logo and the National Science Foundation logo. Below the header, the main heading is "Select Your Role". Underneath this heading, there are two buttons: "[IAB]" and "[PI]". A "[Back]" link is located on the left side. At the bottom of the page, there is a footer with the text "Questions? Comments? email iucrc@ncsu.edu" and "Copyright ISL @ UCF".

## SELECT YOUR ROLE

If your meeting Administrator 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 [IAB] member or a university researcher [PI]. Simply click on [IAB] to proceed to the project list. If your meeting Admin did not select the PI Response Option, you will be taken directly to the project listing for this meeting.

## Test 1/5/15 (Univ1) - January 5th, 2015

### IAB Feedback

#### 1. Index of Projects

		Title	Project Id		
❖	New	<b>Example Project</b> - Dr. Who (My University)	1.1	<a href="#">[Evaluate Project]</a>	<a href="#">[Summary]</a>
❖	Update	<b>Sample Project</b> - Dr. Jekyll (Your University)	1.2	<a href="#">[Evaluate Project]</a>	<a href="#">[Summary]</a>

Designated member representative (**one per member**) please complete the [Industry Process/Outcome Questionnaire](#)

Optional Link to the Process/Outcome Questionnaire

## EVALUATE PROJECT

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

Your job as an industry user is to evaluate the listed projects.

Let's evaluate Project 1.1!

Please click on  
[\[Evaluate Project\]](#)

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

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

# EVALUATE PROJECT

[\[Back\]](#)

Test 1/5/15

## Level of Interest and Feedback Evaluation (LIFE) Form

New Proposal

Project Name: (1.1) Example Project

Project PI: Dr. Who (My University)

To facilitate a dialogue between Center Faculty and Member Organizations, each industry representative is asked to indicate his/her organization's level of interest in each project.

Unless the individual organizing LIFE feedback has instructed you otherwise, your identifying information will be handled as follows: it will not be shared during public IAB feedback sessions; it will be shared with center director and faculty in order to facilitate follow-up on specific suggestions.

### Level of Interest

- Very Interested
  - Interested
  - Interested with Change
  - Not Interested
- 
- Abstain (Outside my group's ability to evaluate)

**Comments?** Please give your opinions about the progress since the last report, level of effort, offers to help and support, quality of research, scientific merit, suggested changes, pre-competitive applications, benefits to industry, and/or other comments here:

*(optional)*

**Note: This information will not be divulged during the review**

Your Name:

Your Organization:

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.

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

[\[Back\]](#)  
[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)

## Test 1/5/15 (Univ1) - January 5th, 2015

### IAB Feedback

[L. Index of Projects](#)

		Title	Project Id		
➤	New	<b>Example Project</b> - Dr. Who (My University)	1.1	<a href="#">[Evaluate Project]</a>	<a href="#">[Summary]</a>
➤	Update	<b>Sample Project</b> - Dr. Jekyll (Your University)	1.2	<a href="#">[Evaluate Project]</a>	<a href="#">[Summary]</a>

Designated member representative (**one per member**) please complete the [Industry Process/Outcome Questionnaire](#)

## VIEW RATINGS

After a short screen indicating you have successfully submitted your evaluation, you will be returned to the meeting details page.

To view all the evaluations that have been submitted so far on this project, click on [\[Summary\]](#).

## VIEW RATINGS

This is the true L.I.F.E. form replica of compiled ratings. This page displays the project information, tally of ratings and any comments that have been left by industry users.

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.

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 buy those categories instead.

[\[Project List\]](#)  
[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)

Test 1/5/15 - January 5th, 2015

[<< Previous](#) (1.1) Example Project [Next >>](#)

Navigation Bar

New Proposal

Project Name: (1.1) Example Project

Project PI: Dr. Who (My University)

### Level of Interest

Very Interested - 1

Interested - 1

Interested with Change - 0

Not Interested - 0

Abstain - 0

### Very Interested

❖ How will you handle the fluctuation in temperature associated with your testing method?

*Response 1: We have built a testing chamber to control all environmental variables. -Dr. Who*

### Interested

❖ I really like the inclusion of alloys as well as pure metals in the analyses.

## **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.

## Open Meetings

The following listing of meetings is within a +- 30 day range

	Date	Center Name
>	January 5th, 2015	Center for LIFE Results
>	December 9th, 2014	
>	December 10th, 2014	
>	December 11th, 2014	
>	December 11th, 2014	
>	December 11th, 2014	
>	December 14th, 2014	
>	December 21st, 2014	

## SELECT YOUR MEETING

This is the first page you will see as a university PI user when you go to [iucrc.com](http://iucrc.com) ([iucrclife.chass.ncsu.edu](http://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 "Center for LIFE Results" meeting on January 5, 2015.

**L.I.F.E.** LEVEL OF INTEREST  
AND FEEDBACK  
EVALUATION FORMS



### Enter Password

Password:

[\[Back\]](#)

[Questions?](#) [Comments?](#) [email iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)

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## PASSWORDS

Here you will be prompted to enter the password provided by your meeting host. Simply enter the password and click “Proceed”.



The screenshot shows a web interface for the L.I.F.E. (Level of Interest and Feedback Evaluation) forms. At the top left, the text "L.I.F.E. LEVEL OF INTEREST AND FEEDBACK EVALUATION FORMS" is displayed. To the right are logos for "IU CRC" and "NATIONAL SCIENCE FOUNDATION". The main heading is "Select Your Role". Below this, there are two buttons: "[IAB]" and "[PI]". A "[Back]" link is located on the left side. At the bottom, there is a footer with the text "Questions? Comments? email iucrc@ncsu.edu" and "Copyright ISL @ UCF".

## SELECT YOUR ROLE

Since your meeting Administrator 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 [IAB] member of a university researcher [PI]. Simple click on [PI] to proceed to the project list.

## Instructions for PIs:

By selecting "Response to comments" on the following page next to your project you will be able to respond to specific comments provided by IAB members. Simply write a reply in the text box that is provided, enter your name and select "Submit Response" when done. Multiple PIs can submit comment. Your reply and name will be visible to all who access the site and will be debriefed at the IAB session.

Please note:

- ❖ Only provide replies for your project
- ❖ Do not feel obligated to reply to every comment (e.g., "great project" probably doesn't require a reply)
- ❖ Be brief and to the point in your replies: less is more

[\[Continue to Response Page\]](#)

[\[Back\]](#)

---

Questions? Comments? email [iucrc@ncsu.edu](mailto:iucrc@ncsu.edu)

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When you click on the PI role, you will receive the following instructions. Please read them carefully before clicking [\[Continue to Response Page\]](#).

[\[Back\]](#)  
[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)

## Test 1/5/15 (Univ1) - January 5th, 2015

### PI Feedback

#### 1. Index of Projects

		Title	Project Id		
➤	New	<b>Example Project</b> - Dr. Who (My University)	1.1	<a href="#">[Response to Comments]</a>	<a href="#">[Summary]</a>
➤	Update	<b>Sample Project</b> - Dr. Jekyll (Your University)	1.2	<a href="#">[Response to Comments]</a>	<a href="#">[Summary]</a>

Center affiliated faculty, research scientists, and postdocs, please complete the [Faculty Process/Outcome Questionnaire](#)

Optional Link to the Process/Outcome Questionnaire

## 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 projects.

Let's respond to feedback on Project 1.2!

Please click on [\[Response to comments\]](#)

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

\*\*NOTE: When all the projects have been rated you can use the [\[Review Meeting\]](#), [\[PDF Summary\]](#), or [\[MS Word File\]](#) to view a summary of all ratings and/or feedback and responses.

## EVALUATE PROJECT

This is the LIFE form showing industry feedback on this project.

Here you can respond to industry feedback by typing your response, 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.

\*NOTE: IAB comments on a project are grouped by rating or by response type, depending on the format chose by your meeting Admin. For Example, this page displays the comments for “Great Progress”.

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

[\[Project List\]](#)  
[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)

Test 1/5/15 - January 5th, 2015

<< Previous (1.2) Sample Project Next >>

Project Update

Project Name: (1.2) Sample Project

Project PI: Dr. Jekyll (Your University)

### Level of Interest

Great progress - 1

On course - 1

Needs change - 0

Off course - 0

Abstain - 0

[\[Next 5 Comments >>\]](#) Page 1 of 2

### Great progress

- Very impressed with the progress you've made on modeling the material properties.  
*Response 1: thanks, we appreciate the help you gave us with acquiring the samples. -Dr. Jekyll*

Optional: Respond up to 500 Characters (0/500)

Name:  \*Names will be visible by everyone

[\[Back\]](#)  
[\[Review Meeting\]](#)  
[\[PDF Summary\]](#)  
[\[MS Word File\]](#)

## Test 1/5/15 (Univ1) - January 5th, 2015

### PI Feedback

#### 1. Index of Projects

		Title	Project Id		
➤	New	<b>Example Project</b> - Dr. Who (My University)	1.1	<a href="#">[Response to Comments]</a>	<a href="#">[Summary]</a>
➤	Update	<b>Sample Project</b> - Dr. Jekyll (Your University)	1.2	<a href="#">[Response to Comments]</a>	<a href="#">[Summary]</a>

Center affiliated faculty, research scientists, and postdocs, please complete the [Faculty Process/Outcome Questionnaire](#)

## VIEW RATINGS

After a short screen indicating you have successfully submitted your response, you will be returned to the meeting details page.

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

Test 1/5/15 - January 5th, 2015

[<< Previous](#) (1.2) Sample Project  [Next >>](#)

Project Update

Project Name: (1.2) Sample Project

Project PI: Dr. Jekyll (Your University)

#### Level of Interest

Great progress - 1

On course - 1

Needs change - 0

Off course - 0

Abstain - 0

#### Great progress

---

- ❖ Very impressed with the progress you've made on modeling the material properties.

*Response 1: thanks, we appreciate the help you gave us with acquiring the samples. -Dr. Jekyll*

#### On course

---

- ❖ You are making good progress. I would like to see more focus on application to the aviation industry.

*Response 1: I'm sure we can accomplish that. -Dr. Jekyll*

*Response 2: It would be great if you can share more detail about your application of interest. - Mr. Hyde*

#### Needs change

---

## VIEW RATINGS

This is the true L.I.F.E. form replica of compiled ratings. This page displays the project information, tally of ratings and any feedback that has been left by industry users.

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 Project Update are presented here.

Below the industry user feedback are color coded responses from university PIs.

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.

## **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.