

GETTING STARTED

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

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

Let's get started!

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

Recent & Upcoming Meetings

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

Date	Center Name
June 1st, 2018	The LIFE Center
[blurred]	[blurred]

Open Meetings

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

Date	Center Name
[blurred]	[blurred]

WHAT'S "LIFE" ALL ABOUT?

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

Q: What is the purpose of the LIFE system?

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

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

A: If you are an ***industry participant*** in a NSF IUCRC IAB Meeting, then this system will provide a simple way for you to provide feedback on projects presented at a meeting.

A: If you are a ***faculty or student participant*** in a NSF IUCRC IAB Meeting, then this system will provide a simple way for you to respond to feedback on projects you presented at a meeting.

A: If you are a ***center evaluator or center administrator*** and want to host a NSF IUCRC IAB Meeting, then this system will provide an effective and efficient system to facilitate project feedback at your meeting.

Q: Alright, so how do I use it?

A: See the rest of the tutorial!

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YOUR ROLE

This is the main page you come to when you type iucrc.com into your web browser. There are 3 things you can do on this page.

Register yourself as a meeting Admin.

Login as a meeting Admin and set up a meeting.

Participate in an open meeting as an industry (IAB) or principal investigator (PI) user.

A meeting Admin is someone who uses this system to create and host their own meeting; preferably the center's evaluator. Anyone else, like an IAB member or university PI, is a normal user who need not worry about the first 2 options.

SELECT YOUR MEETING

Recent & Upcoming Meetings

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June 1st, 2018	The LIFE Center
[blurred]	[blurred]

Open Meetings

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

Date	Center Name
[blurred]	[blurred]

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

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

Click on the meeting you want to access. Let's click on the "The LIFE Center" meeting.

[« Back](#)

Enter Password

Password:

Proceed

PASSWORDS

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

[« Back](#)

Select Your Role

Industry

Rate and comment on projects, project voting, industry survey.

Faculty

Respond to feedback, faculty survey.

Admin

View/edit project feedback and responses, project voting results, faculty survey results, industry survey results.

SELECT YOUR ROLE

If your meeting Admin has set up the meeting to allow both industry user feedback and university PI user response, you will be asked to indicate whether you are an Industrial Advisory Board member [Industry] member or a university researcher [Faculty]. Simply click on [Industry] to proceed to the index of projects. If your meeting Admin did not select the PI Response Option, you will be taken directly to the index of projects for this meeting.

Meeting Summary  PDF Meeting Summary  MS Word Meeting Summary

EVALUATE PROJECT

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

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

Click [Evaluate Project] to rate and comment on a given project.

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

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

[« Back](#)

The LIFE Center (Univ. of State) – June 1st, 2018

IAB Feedback

1. Index of Projects

Project Phase	Project Title	Project ID	Evaluate Projects	Project Summaries
New	ABC Research Project - Professor X (Univ. of State)	P.1	Evaluate Project	Summary
New	DEF Research Project - Professor Y (Univ. of State)	P.2	Evaluate Project	Summary
New	GHI Research Project - Professor Z (State Univ.)	P.3	Evaluate Project	Summary
Update	123 Research Project - Professor A (State Univ.)	P.4	Evaluate Project	Summary
Update	456 Research Project - Professor B (Univ. of State)	P.5	Evaluate Project	Summary

Designated member representative (**one per member**) please complete the [Member Pulse Survey](#).

[« Back](#)

The LIFE Center – June 1st, 2018

Level of Interest and Feedback Evaluation (LIFE) Form

New Proposal

Project Name: (P.1) ABC Research Project

Project PI: Professor X (Univ. of State)

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 not be shared during public IAB feedback sessions. It will be shared with the appropriate faculty member to facilitate follow-up on specific suggestions, and with the following groups to facilitate program evaluation and improvement: center director, center assessment coordinator, assessment coordination contractor, and NSF.

Level of Interest

Very interested

Interested

Interested with change

Not interested

Abstain (outside my group's ability to evaluate)

I've already rated - providing additional comments

Comments? Please provide your comments about the quality of research proposed, scientific merit, suggested changes, pre-competitive applications, benefits to industry, offers to help and support, and/or other comments here:

Your Name

Your Organization

Note: Identifying information will not be shared during the review.

Submit

Clear

EVALUATE PROJECT

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

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

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

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

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

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

VIEW RATINGS

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

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

[« Back](#)
The LIFE Center (Univ. of State) – June 1st, 2018

IAB Feedback

1. Index of Projects

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New	ABC Research Project - Professor X (Univ. of State)	P.1	Evaluate Project	Summary
New	DEF Research Project - Professor Y (Univ. of State)	P.2	Evaluate Project	Summary
New	GHI Research Project - Professor Z (State Univ.)	P.3	Evaluate Project	Summary
Update	123 Research Project - Professor A (State Univ.)	P.4	Evaluate Project	Summary
Update	456 Research Project - Professor B (Univ. of State)	P.5	Evaluate Project	Summary

Designated member representative (**one per member**) please complete the [Member Pulse Survey](#).

The LIFE Center – June 1st, 2018

[<< Previous](#) (P.1) ABC Research Pro [Next >>](#)

New Proposal

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

Level of Interest

Very Interested - 3
Interested - 2
Interested with Change - 0
Not Interested - 0
Abstain - 1

Summary of Responses to IAB Comments

Very Interested

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

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

VIEW RATINGS

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

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

Notice how the comments are sorted by the rating that was provided and university PI responses appear under the feedback to which they are responding. If your meeting Admin chose to use the comments, questions, and suggestions form, responses will be sorted by those categories instead.

[Meeting Summary](#) [PDF Meeting Summary](#) [MS Word Meeting Summary](#)

[« Back](#)

The LIFE Center (Univ. of State) – June 1st, 2018

IAB Feedback

i. Index of Projects

Project Phase	Project Title	Project ID	Evaluate Projects	Project Summaries
New	ABC Research Project - Professor X (Univ. of State)	P.1	Evaluate Project	Summary
New	DEF Research Project - Professor Y (Univ. of State)	P.2	Evaluate Project	Summary
New	GHI Research Project - Professor Z (State Univ.)	P.3	Evaluate Project	Summary
Update	123 Research Project - Professor A (State Univ.)	P.4	Evaluate Project	Summary
Update	456 Research Project - Professor B (Univ. of State)	P.5	Evaluate Project	Summary

Designated member representative (**one per member**) please complete the [Member Pulse Survey](#).

MEETING SUMMARY

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

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

INDUSTRY USER WRAP UP

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

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

If you have any additional questions contact iucrc@ncsu.edu

SELECT YOUR MEETING

Recent & Upcoming Meetings

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

Date	Center Name
June 1st, 2018	The LIFE Center
[blurred]	[blurred]

Open Meetings

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

Date	Center Name
[blurred]	[blurred]

This is the first page you will see as a university PI user when you go to iucrc.com.

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

Click on the meeting you want to access. Let's click on the "The LIFE Center" meeting.

[« Back](#)

Enter Password

Password:

Proceed

PASSWORDS

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

[« Back](#)

Select Your Role

Industry

Rate and comment on projects, project voting, industry survey.

Faculty

Respond to feedback, faculty survey.

Admin

View/edit project feedback and responses, project voting results, faculty survey results, industry survey results.

SELECT YOUR ROLE

Since your meeting Admin has set up the meeting to allow both industry user feedback and university faculty response, you will be asked to indicate whether you are an Industrial Advisory Board (IAB) member [Industry] or a university researcher [Faculty]. Simple click on [Faculty] to proceed to the project list.

« [Back](#)

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](#)

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

[« Back](#)

The LIFE Center (Univ. of State) – June 1st, 2018

PI Response

i. [Index of Projects](#)

Project Phase	Project Title	Project ID	Respond to Comments	Project Summaries
New	ABC Research Project - Professor X (Univ. of State)	P.1	Respond to Comments	Summary
New	DEF Research Project - Professor Y (Univ. of State)	P.2	Respond to Comments	Summary
New	GHI Research Project - Professor Z (State Univ.)	P.3	Respond to Comments	Summary
Update	123 Research Project - Professor A (State Univ.)	P.4	Respond to Comments	Summary
Update	456 Research Project - Professor B (Univ. of State)	P.5	Respond to Comments	Summary

Center affiliated faculty, research scientists, and postdocs, please complete the [Faculty 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 project(s).

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

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

The LIFE Center – June 1st, 2018

[<< Previous](#) (P.1) ABC Research Pro [Next >>](#)

New Proposal

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

Level of Interest

[Very Interested](#) - 6
[Interested](#) - 1
[Interested with Change](#) - 0
[Not Interested](#) - 0
[Abstain](#) - 1
[Additional Comments](#) - 0

[PI Summary Response](#)

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

Very Interested

Nice project. Would be great to increase the temperature range
Response 1: Thanks for the suggestion, we'll do that. -Professor X

Reply *Respond up to 500 Characters (0 / 500)

Name *Names will be visible by everyone

Submit Response

RESPOND TO COMMENTS

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

Here you can respond to industry feedback by typing your response under the comment to which you wish to respond, entering your name in the required name field and clicking “Submit Response”.

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



The LIFE Center – June 1st, 2018

[<< Previous](#) (P.1) ABC Research Pro [Next >>](#)

New Proposal

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

Level of Interest

[Very Interested](#) - 6
[Interested](#) - 1
[Interested with Change](#) - 0
[Not Interested](#) - 0
[Abstain](#) - 1
[Additional Comments](#) - 0

[PI Summary Response](#)

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

Very Interested

Nice project. Would be great to increase the temperature range
Response 1: Thanks for the suggestion, we'll do that. -Professor X

Reply *Respond up to 500 Characters (0 / 500)

Name *Names will be visible by everyone

Required

Submit Response

RESPOND TO COMMENTS

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

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

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

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

[Meeting Summary](#) [PDF Meeting Summary](#) [MS Word Meeting Summary](#)

VIEW RATINGS

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

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

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

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[« Back](#)

The LIFE Center (Univ. of State) – June 1st, 2018

i. [Index of Projects](#)

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Update	123 Research Project - Professor A (State Univ.)	P.4	Respond to Comments	Summary
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UNIVERSITY user WRAP UP

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