Center Program Update Application

Version 2.0

Users Manual
for
NIEHS Core Centers

This manual is available for download from the NIEHS Center Program Guidelines page:
http://www.niehs.nih.gov/centers/appguide.htm

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CONTENTS

I. OVERVIEW

Welcome to the Center Program Update Application Version 2.0, a tool for facilitating specialized communications between Core Centers and NIEHS. This Application allows Centers to update information related to their annual reports, event and conference announcements, and news items.

This chapter covers the following subjects:

1. Background and Purpose of This Application
2. Scope of Version 2.0
3. Purpose of This Manual

I. Background and Purpose of This Application

The National Institute of Environmental Health Sciences (NIEHS) aims to reduce the burden of human illness and dysfunction from environmental causes. NIEHS uses a variety of programs to accomplish its mission of studying the mechanisms and effects of environmental agents on human health. Among these are Environmental Health Sciences Center Grants, a program of core Center support (http://www.niehs.nih.gov/centers/home.htm). The objective of this program is to provide core support for an administrative structure, scientific leadership, and shared core equipment to groups of productive scientists with programs in environmental health.

Every year, NIEHS requires each Center to submit an annual report, describing the Center's structure, scientific focus, and accomplishments. Prior to 2002, NIEHS accepted these lengthy reports as word-processor documents and converted each into HTML for display on the Center Program web site. Each Center is also encouraged to submit notices about events and conferences that it hosts, as well as news articles featuring Center accomplishments. Prior to 2003, these notices and articles were submitted through an informal process, which required manual conversion to HTML for display on the Center Program web site.

The annual reporting and web site updating procedures presented many challenges to NIEHS and Center staff. Most importantly, much of the valuable information in annual reports remained disconnected and in a static format, which hindered the ability to understand associations among Centers and the larger impact Centers are having scientifically.

The Center Program Update Application was designed and developed in 2002-2003 by Constella Group, under contract to NIEHS, to facilitate the annual reporting process and modernization of the Center Program web site. The Application allows Centers to create and submit annual reports and other types of information through on-line forms. These forms capture the information submitted in a database, which automatically displays approved information on the web in a standardized format. The system also allows Centers and NIEHS to search through current and historical information quickly and effectively.

2. Scope of Version 2.0

Version 2.0 of the Center Program Update Application is the second release of the Application. This version allows Centers to create, internally review, edit, and submit annual reports, event announcements, and news items. It also allows NIEHS to review, comment on, and approve submissions.

Currently, the Center Program Update Application does ***not*** provide a database search interface or offer analytical features for NIEHS staff. Future releases will provide all of these capabilities.

	Version 1.0	Version 2.0	Future Releases
Features for Centers			
Create, internally review, and submit annual reports to NIEHS; edit reports in response to NIEHS comments	✓	✓	✓
Enter and submit event listings to NIEHS; edit event listings in response to NIEHS comments		✓	✓
Enter and submit news items to NIEHS; edit news items in response to NIEHS comments		✓	✓
Search the database of annual reports and other information			✓
Features for NIEHS			
Review submitted annual reports and submit comments to Centers; approve reports for display on the web	✓	✓	✓
Review submitted event listings and submit comments to Centers; approve event listings for display on the web		✓	✓
Review submitted news items and submit comments to Centers; approve news items for display on the web		✓	✓
Search the database of annual reports and other information			✓
Generate analytical reports based on database contents			✓

3. Purpose of This Manual

This manual provides guidance for Centers when using the Center Program Update Application, Version 2.0, to prepare and submit Center annual reports, event announcements, or news items. When future versions of the Application are released, this manual will be updated to provide guidance for using other features of the Application.

The intended readers of this manual are

- **Center Business Administrators and others who prepare reports, event announcements, or news items**
  While many Center staff may contribute to the writing of annual reports, one or two key individuals are typically responsible for compiling all information into a cohesive report. These "key" individuals are the intended primary users of the Application and this manual.

- **Center Directors or others who review reports, event announcements, or news items before submission**
  These individuals may access the system for the purpose of reviewing reports, events, or news (but not writing or editing them) and thus may benefit from this manual, too.

A separate manual, available for NIEHS staff, provides guidance on the administrative features of the Application, which are available only to NIEHS staff.

Chapter II, Introduction, provides a summary of the basic features of the Application. Read this chapter to obtain a general understanding of what the Application offers and how to get started using it.

Chapter III, Annual Reports, contains information about how to use the Application to prepare your Center's annual report. It provides comprehensive instructions for each report section, including details about the edit screen data entry sub-sections and formatting. Refer to this chapter for guidance as you prepare your annual report.

Chapter IV, Events, provides comprehensive instructions for creating, editing, submitting, and revising event listings to be posted on the Events and Conferences page of the Center Program web site. Refer to this chapter for guidance as you prepare your event listings.

Chapter V, News, provides comprehensive instructions for creating, editing, submitting, and revising news items to be posted on the Centers in the News page of the Center Program web site. Refer to this chapter for guidance as you prepare your news items.

II. INTRODUCTION

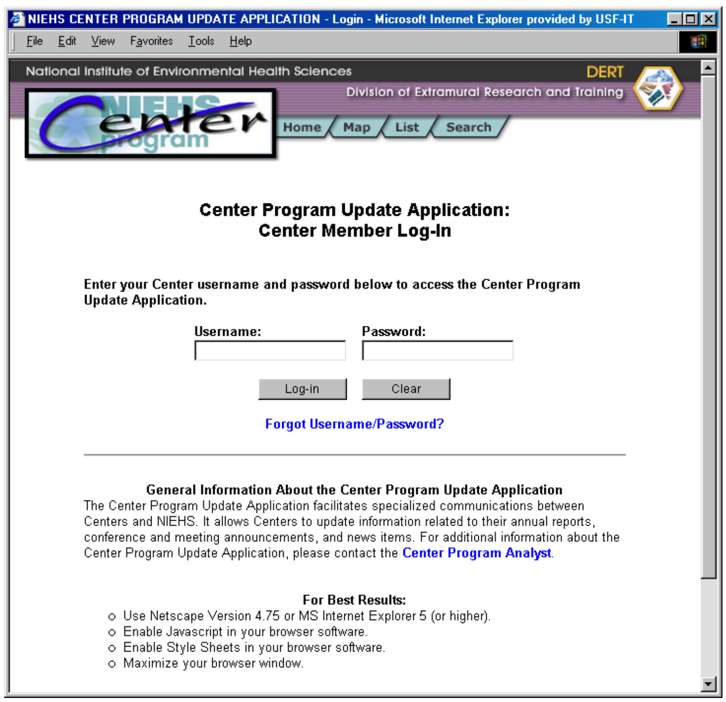
This chapter covers the following subjects:

1. Logging In and Out
2. Timing Out
3. Application Features

1. Logging In and Out

1.1 Entering your username and password: the Log-in Page

To use the Application, you must log in via a web browser. Open a browser window and go to the NIEHS Center Program web site, Guidelines page, http://www.niehs.nih.gov/centers/appguide.htm. Click on the **Log-In** link under the Electronic Annual Report Guidelines section. This takes you to the log-in page for the Application. Alternatively, you can bookmark the log-in page, https://www-apps.niehs.nih.gov/centers/login/login.cfm, and go there directly when you open your browser. Enter your username and password in the spaces provided and click on the **Log-in** button.



Note – About usernames…
Your Center has been assigned two usernames, each with its own password. The usernames and passwords have been supplied to your Center's Business Administrator. The two names are almost the same, the only difference being that one ends in "1" and the other ends in "2". If you log in with a username that ends in "1", you can edit, save, and submit your annual report or event listings. If you log in with a name ending in "2", you can only view your report or event listings; you cannot make any changes to them.

Note – For best results…

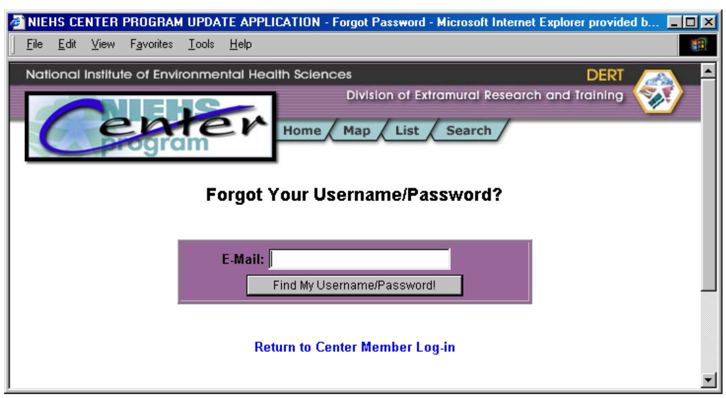
This Application has been developed and tested for use with the following browsers: Netscape, version 4.7 and higher, and Internet Explorer, version 5 and higher. For best results, use one of these browsers.

If you have problems with the display of the Application on your screen, check your browser settings to ensure that JavaScript and style sheets are enabled.

Because some of the pages in this Application are fairly long, it is best to maximize your browser window so that you can see as much of each page as possible without having to scroll.

1.2 Retrieving forgotten usernames and passwords

If you have forgotten your username and/or password, click on the **Forgot Username/Password?** link. Enter your email address in the space provided and click on the **Find My Username/Password!** button. Your username and password will immediately be sent to the email address you provide, as long as your email address has been registered with the Application. If you receive an error message indicating that the Application could not find your information, contact your Center Business Administrator, if applicable, or the Center Program Analyst.

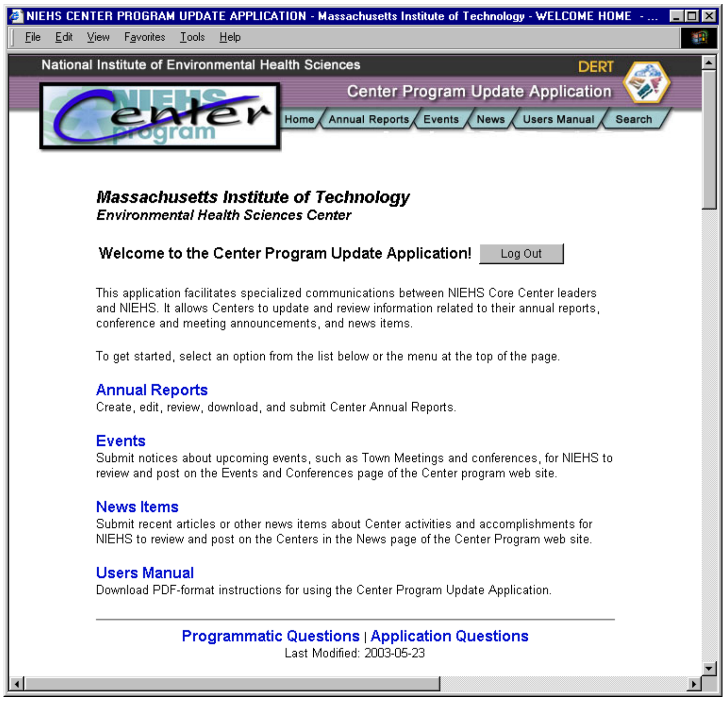


Note – About email addresses …

Your Center Business Administrator's and Center Director's email addresses are registered with the Application. This means that these individuals may enter their addresses into the "Forgot Your Username/Password?" window and will receive a reminder of their usernames and passwords.

1.3 Entering the Application: the Home page

After successfully logging in, you will see the Application Home page, which displays your institution and Center name, as well as a clickable menu of Application features.



1.4 Logging out

When you are done working or want to take a break for more than a few minutes, it is a good idea to log out of the system. This will prevent others from accessing the system under your account.

To log out, go to the Application Home page and click on the **Log Out** button, located near the top of the page. You will be returned to the Application Log-in page.

2. Timing Out

For security reasons the Center Program Update Application automatically logs you out if you are idle for 20 minutes.

The Application considers you to be idle when you are not clicking on buttons or otherwise actively accessing the database. Note that the Application considers you to idle even if you are actively typing in a text box, for example while preparing your annual report. If you click on a button to save your work, however, the Application considers you to be active.

When the Application logs you out automatically, you are returned to the Log-in page when you next attempt to navigate to another page. You may also log out manually by clicking on the **Log Out** button at the top of the Application Home page.

3. Application Features

Home Page

The Home page is intended to orient you when you first enter the Application. It displays the name of your institution, to assure you that you have logged in correctly. It provides a link to and a brief description of each of the features of the Application. You can also log out of the Application from the Home page.

Annual Reports

The Annual Reports feature allows you to create, edit, review, download, and submit your report. The Annual Report Contents page displays a list of your current report sections, lets you know your report status and the status of each section, and acts as a gateway for accessing and editing each section.

Events

The Events feature provides a form for submitting announcements about upcoming events, such as Town Meetings and conferences, for NIEHS to review and post on the Events and Conferences page of the Center Program web site.

News Items

The News Items feature provides a form for submitting recent articles or other news items about Center activities and accomplishments for NIEHS to review and post on the Centers in the News page of the Center Program web site.

Users Manual

This feature allows you to download this manual in PDF format.

Search

The Search feature provides a form for entering search queries. It allows you to search for information contained in any approved report, news item, or event announcement. ***NOTE: Not functional in Version 2.0.***

III. ANNUAL REPORTS

Beginning on December 1 each year, you may log in to this Application to begin preparing your annual report. Annual reports typically must be initially submitted to NIEHS by mid- or late-January. This deadline is set by NIEHS every year.

This chapter provides instructions for using the Application to prepare, preview, submit, revise, and download your Center's annual report. It covers the following subjects:

1. Annual Report Contents Page
2. Center Summary
3. Research Highlights
4. Administrative Core
5. Research Cores
6. Facility Cores
7. Community Outreach and Education Program
8. Pilot Projects
9. Link to Center web site

To get started on your annual report, click on "Annual Reports" in either the green tab menu at the top of any page or the body of the Application Home page.

1. ANNUAL REPORT CONTENTS PAGE

1.1 Purpose

The Annual Report Contents page displays basic information about your Center and your current annual report.

From the Application Home page, go to the Annual Report Contents page by clicking on "Annual Reports" in either the green tab menu at the top of the page or the body of the Application Home page. Come to this page to:

- See how your institution name, Center name, Center Director name and contact information, and grant number are displayed on the public NIEHS Center Program web site
- Check on the status of your report (see table below)
- Link to a preview of any report section to see how it will look on the Center Program web site
- Check on the status of any report section (see table below)
- Link to screens for editing and saving any report section (only for users who log in with a username ending in "1")
- Download your report in rich text format
- Submit your report (only for users who log in with a username ending in "1")

1.2 Report and section statuses

At all times throughout the report preparation process, your report, as well as each section within your report, is assigned one of several statuses. Status is used to indicate several important types of information to you and to NIEHS.

The tables below define each possible report and section status.

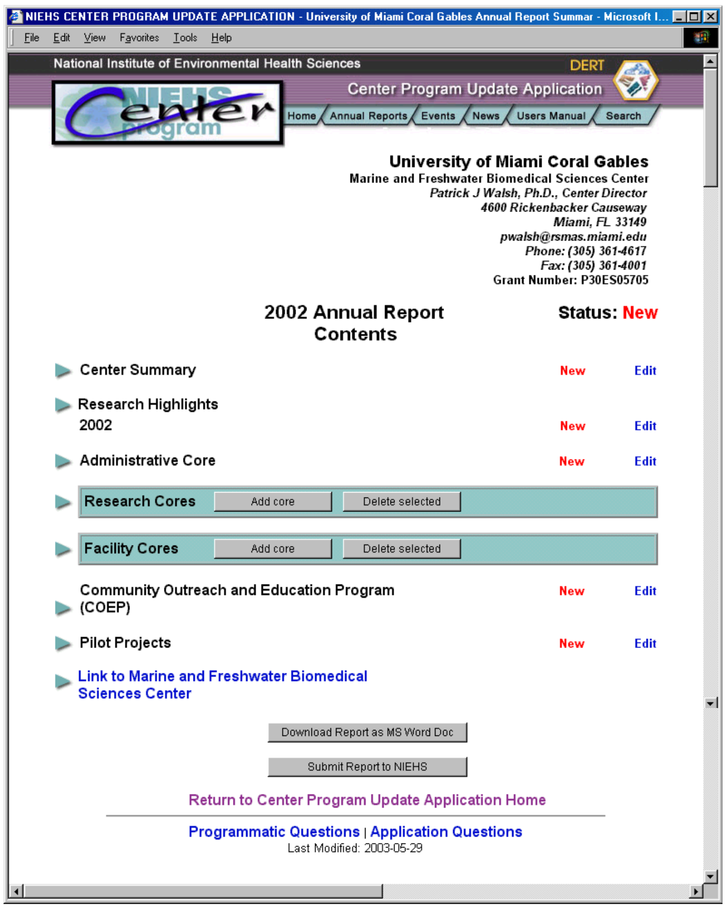
Report Status	Meaning
New	The Center has not begun work on the report yet this year (since December 1).
Draft	The Center has viewed the Report Contents page but has not made any changes yet this year.
In Progress	The Center has begun work on the report this year. Center has opened and saved at least one report section. NIEHS cannot view the report.
Submitted	The Center has initially completed and submitted the report to NIEHS for review. The Center cannot edit the report. NIEHS can view the report. NIEHS has not yet completed its review.
Revise	NIEHS has reviewed the report and requests that the Center revise it. The Center can edit the report. NIEHS cannot view the report.
Re-submitted	The Center has revised and submitted the report to NIEHS again for review. The Center cannot edit the report. NIEHS can view the report. NIEHS has not yet completed its review.
Approved	NIEHS has approved the report. The Center cannot edit the report. NIEHS can view the report. It is not on display to the public yet.
Released	The Center cannot edit the report. NIEHS can view the report. NIEHS has released the report for display to the public.
Emergency Edit	NIEHS has requested revision to a report that has already been released for public display. The Center can edit the report. NIEHS cannot view the report. The released version of the report is still on display to the public.

Section Status	Meaning
New	The section has not been worked on yet this year.
Draft	The section has been opened but not yet saved.
In Progress	The section has been opened and saved at least once.
Complete	The section is ready to be submitted to NIEHS.
Revise	NIEHS has reviewed the section and requests revision to it.
Approved	NIEHS has reviewed and approved the section for public display.

1.3 Layout

The Annual Report Contents page lists your report status and, for each report section, the section name, most recent update time and date, section status, and an **Edit** link. When you start your report each year, beginning as early as December 1, all sections appear in **New** status, and no time or date of the most recent save are displayed.

For users who log in with a username ending in "1" (users who are responsible for editing and submitting reports), the **Edit** links are all active (appearing in blue), and the Research Cores and Facility Cores sections provide buttons for adding and deleting cores. Buttons at the bottom of the page are provided for downloading reports (**Download Report as MS Word Doc**) and submitting reports (**Submit Report to NIEHS**).



The Annual Reports Contents page looks slightly different for users who log in with a username ending in "2" (users who are *not* responsible for editing reports). For these users, the **Edit** links are all *inactive* and appear in gray. The Research Cores and Facility Cores sections do *not* provide buttons for adding and deleting cores. A button for downloading reports (**Download Report as MS Word Doc**) is provided at the bottom of the page. However, a button for submitting reports is *not* provided.

For all users, a link to the Application Home page appears at the bottom of the page. You may also get to the Application Home page by clicking on the word "Home" in the green tab menu at the top of the screen. To log out of the Application, you must go to the Application Home page.

Note – About correcting your Center/Center Director's info…

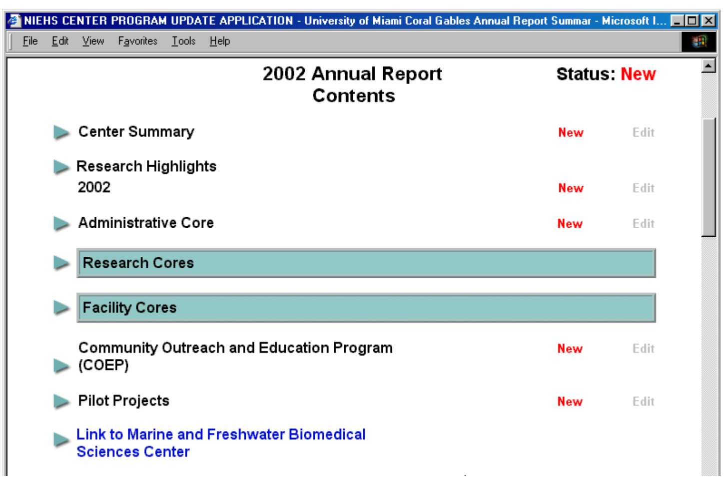
Your institution name, Center name, Center Director contact information (name, address, email, phone, and fax), and grant number are displayed in the upper right corner of the Annual Report Contents page.

This information comes from NIEHS' grants database, called IMPAC II. If you believe that this information is incorrect or is not displayed as you would like to see it on the NIEHS Center Program web site (http://www.niehs.nih.gov/centers/), you may make changes through the NIH Commons tool. For more information about this tool, contact the Center Program Analyst (ofallon@niehs.nih.gov).

1.4 Editing your annual report

Only users who log in with a username ending in "1" can edit reports using this Application.

From the Annual Report Contents page, click on the word **Edit** in line with the report section on which you would like to work.



For the Research and Facility Cores sections, first click on the **Add core** buttons to create a core. Clicking on the **Add core** button takes you to a blank edit screen for a new core. After you create and save a core this way, the core title appears on the Annual Report Contents page with an **Edit** link in line with it. Also, next to the title of each core, a check-box appears, to use if you want to delete a core.

The edit screen for each report section provides a form for entering information. The first year that your Center uses this Application to prepare your annual report, all forms are empty when you begin. If your Center has used this Application in previous years to create an annual report, each section (except Research Highlights) initially contains the contents of the same section from the previous year's report. You may then add, delete, or modify content as appropriate for the current year. Enter or modify your information in accordance with the instructions and character limits provided.

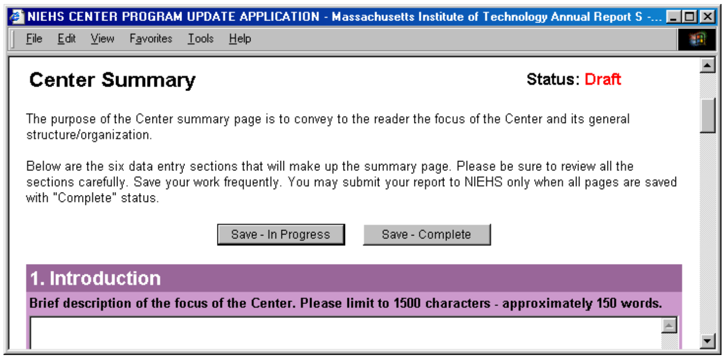
Details about data entry instructions, layout, and formatting for individual report sections are given later in this chapter.

Note – About formatting…
This Application is programmed to display the contents of your report in a pre-defined format. The format of section titles, sub-titles, body text, bulleted lists, and publication citations are all defined by the Application. This ensures consistency in formatting across Centers. *In general, text entered into edit screens displays in plain (i.e., not bold, not italicized) font. Symbols (e.g., Greek letters) are not recognized and cannot be displayed. Section titles and sub-section titles are generally displayed in bold font. Details about the format of each report section are provided later in this chapter.*

Note – About starting new reports…
After your Center has submitted at least one annual report using this Application, information from the previous years' report is displayed in most forms when you start a new report. You may choose to erase, modify, or keep any of this information in accordance with the instructions and limits provided.

1.4.1 Saving your work

At the top and bottom of every edit screen are two buttons for saving your work: **Save – In Progress** and **Save – Complete**.



The **Save – In Progress** buttons at the top and bottom of the screen have the same functions; they 1) save the information that you have entered in the open report section, and 2) give that report section the status of **In Progress**. **In Progress** status indicates to you that you intend to work more on the section before submitting the report. Perhaps you have not entered information into all of the form fields. Or perhaps you have entered all your information but have not proofread the section. Your report cannot be submitted to NIEHS if any section is in **In Progress** status.

The **Save – Complete** buttons at the top and bottom of the screen have the same functions; they 1) save the information that you have entered in the open report section, and 2) give that report section the status of **Complete**. **Complete** status indicates to you that you consider the section ready to submit to NIEHS. When all report sections are in **Complete** status, you may submit your report.

If you save a report section in **Complete** status and later decide that you would like to make changes, you may do so. It is a good idea to save a section in **In Progress** status as soon as you realize that you would like to make changes. This will prevent you from inadvertently submitting the report before you are ready. You may continue to make changes to any report section until you submit your report to NIEHS.

See **Section 1.7, Finalizing Your Annual Report,** for details about the report submission and revision process.

It is good practice to use the **Save** buttons frequently. **Always save before you leave an edit screen to avoid the risk of losing your work.**

1.5 Previewing your annual report

Users who log in with usernames ending in either “1” or “2” may preview your report.

From the Annual Report Contents page, click on the title of the report section that you would like to view. Any information that you have entered and saved in that section is displayed as it will appear on the public NIEHS Center Program web site.

Note – About previewing sections in New status…
The first year that your Center uses this Application to prepare your annual report, all sections in **New** *status are empty and have no content to preview; thus, the preview feature is not be active. The preview feature becomes active for any section when the section status changes from* **New** *to* **In Progress**.

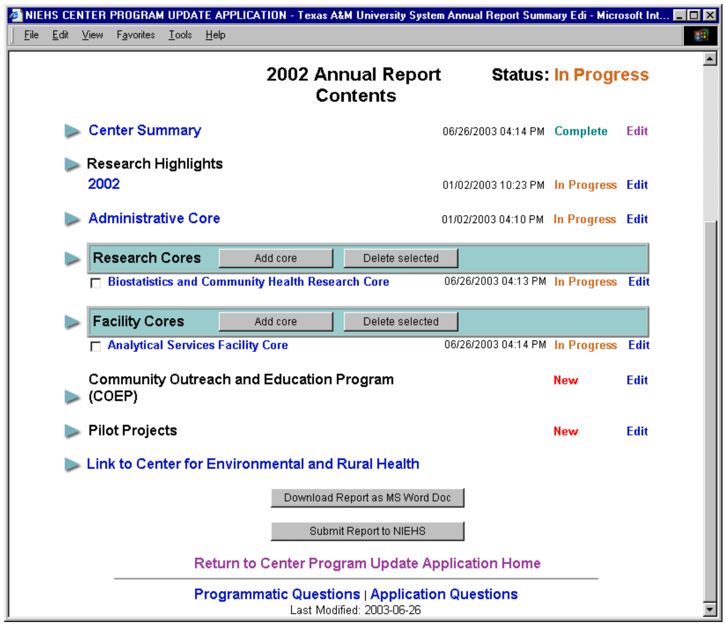
You may wish to preview your report throughout the report preparation process, to ensure that your information is complete, correct, and displays as you expect it to display.

Note – About previewing your report…
There is no button labeled "Preview." Rather, to preview a report section, click on the report section title on the Annual Report Contents page. This displays your report in the format it will have when it is displayed on the Center Program web site. *The individual sections of your report, e.g., Center Summary and Research Highlights, are displayed on separate web pages. The sections of the report do not flow one after the other as they would if they were in a word processor document. If you would like to view or print all sections of your report together, you may use the download feature, described below in* ***Section 1.6 Downloading your annual report.***

1.6 Downloading your annual report

Users who log in with usernames ending in either "1" or "2" may download your annual report. You may wish to download a copy of your draft or complete annual report during the report preparation process, for review, or after your report has been submitted and approved, for your own records.

The **Download Report as MS Word Doc** button near the bottom of the Annual Report Contents page generates and allows you to view or download the most recently saved version of your current report in rich text format.



Note – About file formats…
The **Download Report as MS Word Doc** *button generates a "Rich Text Format" or RTF file. For PC users, this file by default has an .RTF file extension. You may save the file with a .DOC extension, which indicates to your computer that you would like to open the file with MS Word. Many computers open RTF files using MS Word by default. However, you may also open RTF files in other word processing programs if you wish.*

Note – About naming downloaded files…
Because another user at your Center may download your report at any time, multiple versions of your report may exist in MS Word format. When downloading your report, it is a good idea to identify the report version in the document name.

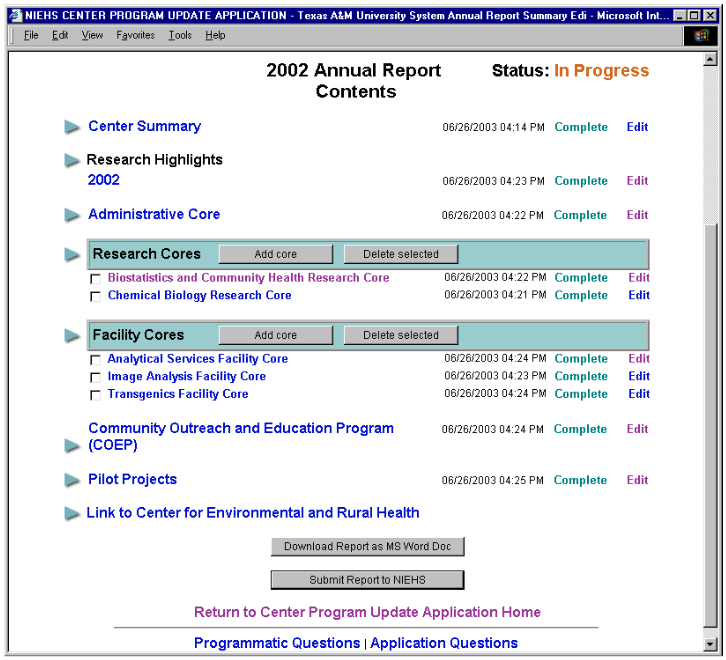
1.7 Finalizing your annual report

After you have completed and saved all report sections, you may submit your report to NIEHS. NIEHS will review your report and perhaps comment on one or more sections. You may then make changes to your report in response to those comments, provide comments of your own to NIEHS, and re-submit your report. After one or more review cycles, NIEHS will approve your report and release it for public display on the NIEHS Center Program web site.

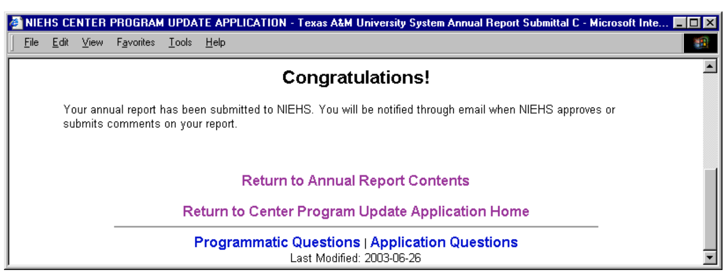
1.7.1 Submitting your report to NIEHS

Only users who log in with a username ending in "1" can submit reports using this Application.

After you complete work on all report sections and save each section using the **Save – Complete** button, the status of each section is **Complete**. At this point, you may submit your report to NIEHS by clicking on the **Submit Report to NIEHS** button at the bottom of the Annual Report Contents page.



When you click on this button, NIEHS is sent an email message from the Application indicating that your Center has submitted your annual report. At the same time, your report status changes from **In Progress** to **Submitted**. Reports that are in **Submitted** status can be viewed by NIEHS staff when they log in to the Application.



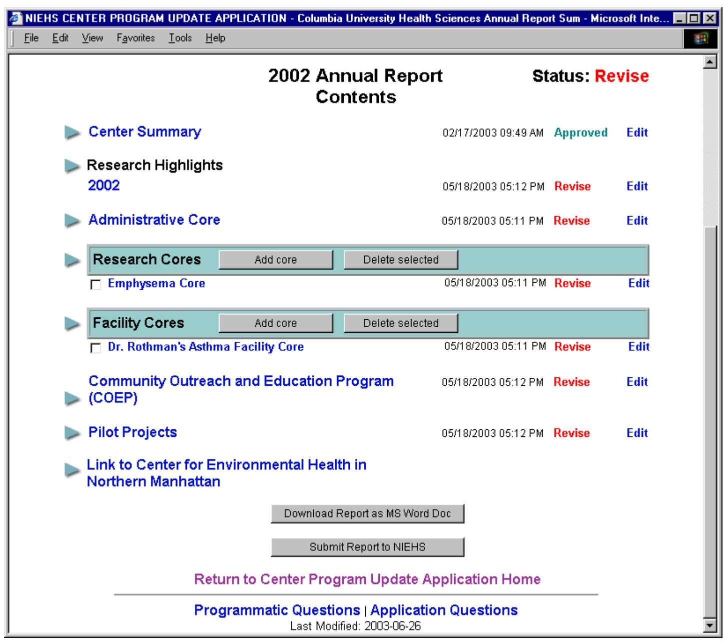
NIEHS staff will review each section of your submitted report. For each section, they may enter comments and will either a) approve the section as is, by saving the section in **Approved** status, or b) not approve the section in its current state, by saving the section in **Revise** status.

When NIEHS staff complete their review each section, the Application sends your Center Business Administrator an email message indicating whether NIEHS a) has approved your entire report or b) requests that you revise your report. If NIEHS has approved your report, your report status is **Approved**. If NIEHS has requested revision to your report, its status is **Revise**.

1.7.2 Receiving comments from NIEHS

Only users who log in with a username ending in “1” can receive and view comments using this Application.

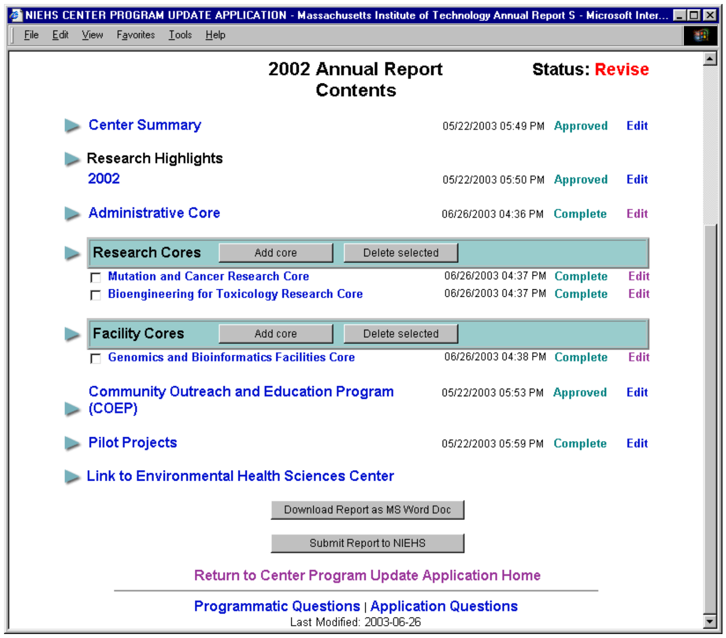
When you receive an email message indicating that NIEHS has either approved or requested revision to your report, you may read NIEHS’s comments on your report. To do this, log in to the Application and go to the Annual Report Contents page. Each section is in either **Revise** or **Approved** status. Click on the **Edit** link for any report section. Any comments provided by NIEHS appear in the last sub-section on the screen, in the box labeled “Comments.”



1.7.3 Revising and re-submitting your report

Only users who log in with a username ending in “1” can respond to comments and edit and re-submit reports using this Application. Users who log in with a username ending in “2” may review reports during the edit process.

If NIEHS has requested revision to your report, your report is in **Revise** status, and you may make changes to any section. You may do this in the same way that you created your report initially: by entering or modifying the text in the various forms for each report section. Save each report section in either **In Progress** or **Complete** status, as appropriate. Note that before you can re-submit your report, you must review every section that is in **Revise** status and save it with **Complete** status. It is not necessary to make any changes to **Approved** sections, but you may do so if you wish.



You may also enter your own comments in the Comments sub-section on the edit screen for any report section. When you add comments, mark your entries with your initials and the date to distinguish them from NIEHS's comments. Do not type over comments entered by NIEHS; if you do, they will be erased. All comments, regardless of the source, are entered into the same box. Save your comments by clicking on the **Save – In Progress** or **Save – Complete** button, as appropriate.

When you are ready to re-submit your report to NIEHS and all sections are in **Complete** or **Approved** status, click on the **Submit Report to NIEHS** button located on the Annual Report Contents page.

When you click on this button, NIEHS is again sent an email message from the Application indicating that your Center has submitted your annual report. At the same time, your report status changes from **Revise** to **Re-submitted**. NIEHS staff can view reports that are in **Re-submitted** status when they log in to the Application.

1.7.4 Approving and displaying your report to the public

The cycle of submitting reports, receiving comments from NIEHS, and re-submitting reports continues until NIEHS approves your report. When your report is approved, all report sections are in **Approved** status. Your report status changes to **Approved** and your Center Business Administrator is notified via email.

Shortly after your report is approved, NIEHS will release your report for public display. The report is then automatically displayed on the Center Program public web site, in the same format seen using the preview feature.

1.8 Making emergency edits to your report

When your report is in **Released** status, you cannot edit it.

However, if you or NIEHS find an egregious error in the report or if important information contained in your report changes for any reason, it may be necessary to edit the report.

If you believe you need to edit your released report, notify the Center Program Analyst. In order for you to edit your report, NIEHS must put it into **Emergency Edit** status.

When your report is put into **Emergency Edit** status, your Center Administrator is notified via email. You may then edit the report again.

Note – About the display of events in Emergency Edit status…
When your report is put into Emergency Edit status, you may again edit it. However, the released version of the report remains on display to the public until the report is re-released.

From the Annual Report Contents page, click on the report section or sections that you would like to edit. Save your work as needed.

When you are ready to submit your revised report to NIEHS, click on the **Submit report to NIEHS** button. The cycle of submitting, receiving comments from NIEHS, and re-submitting proceeds as described above in **Section 1.7 Finalizing your annual report** until NIEHS approves and re-releases your report. When your report is approved and then released, its status changes to **Approved** and then **Released**, and your Center Business Administrator is notified via email. The revised version of your report is automatically displayed on the Center Program public web site, over-writing the old version.

2. CENTER SUMMARY

2.1 Purpose

The Center Summary provides an overview of your Center. After a short introduction, it should describe your Center's research focus, research and facility cores, COEP, and pilot projects. It should also address any changes in environmental health science research focus in the past year and highlight interactions with other Centers.

2.2 Edit screen data entry sub-sections

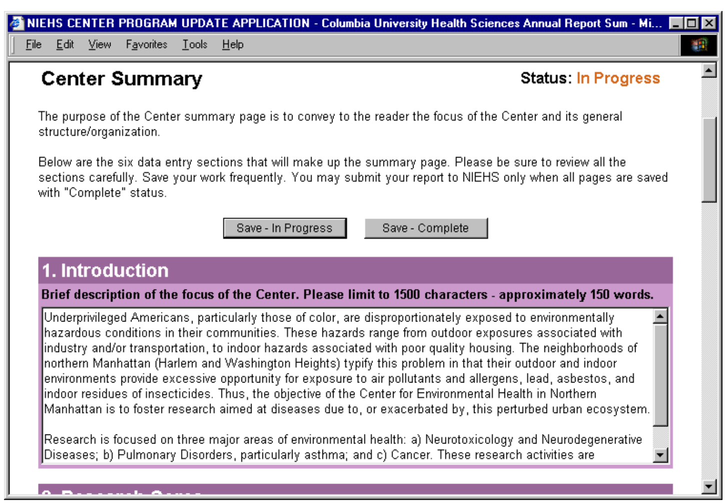
The Center Summary section consists of six sub-sections for data entry and one for comments, described below.

Center Summary Sub-section	Maximum Length
1. Introduction	1,500 characters
2. Research Cores	1,500 characters
3. Facility Cores	1,500 characters
4. Community Outreach and Education	1,500 characters
5. Pilot Projects	1,500 characters
6. Year of Last Competitive Renewal	4 characters
7. Comments	4,000 characters

2.2.1 Introduction

The Introduction should briefly describe the focus of the Center.

The data entry space for the Introduction is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

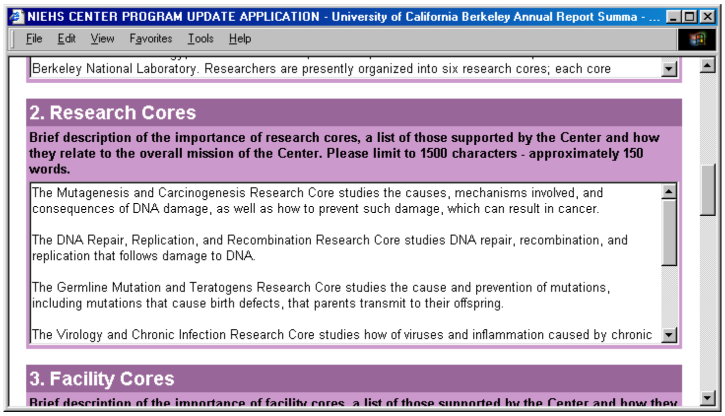


You may enter multiple paragraphs, but you are limited to a total of 1,500 characters (approximately 150 words, one paragraph). Your Center Summary section cannot be saved if you have entered too many characters in the Introduction.

2.2.2 Research Cores

The Research Cores sub-section should briefly describe the importance of research cores. It should provide a list of cores supported by the Center and describe how they relate to the overall mission of the Center.

The data entry space for the Research Cores sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

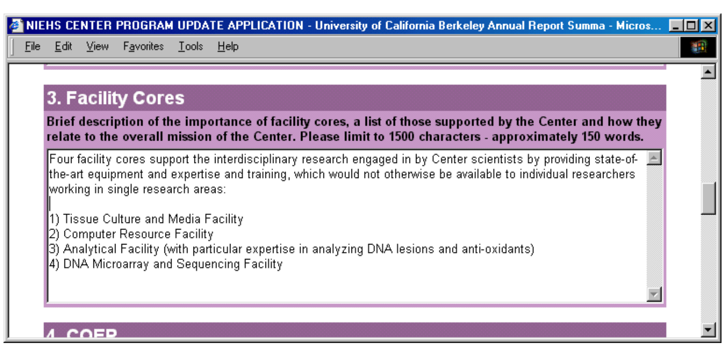


You may enter multiple paragraphs, but you are limited to a total of 1,500 characters (approximately 150 words, one paragraph). Your Center Summary section cannot be saved if you have entered too many characters in the Research Cores sub-section.

2.2.3 Facility Cores

The Facility Cores sub-section should briefly describe the importance of facility cores. It should provide a list of cores supported by the Center and describe how they relate to the overall mission of the Center.

The data entry space for the Facility Cores sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

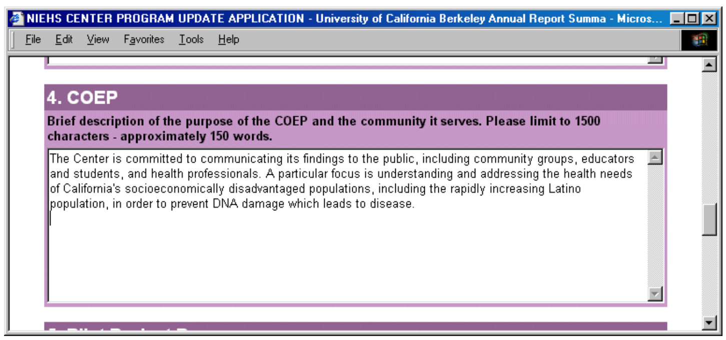


You may enter multiple paragraphs, but you are limited to a total of 1,500 characters (approximately 150 words, one paragraph). Your Center Summary section cannot be saved if you have entered too many characters in the Facility Cores sub-section.

2.2.4 COEP

The COEP sub-section should briefly describe the purpose of the COEP and the community it serves.

The data entry space for the COEP sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

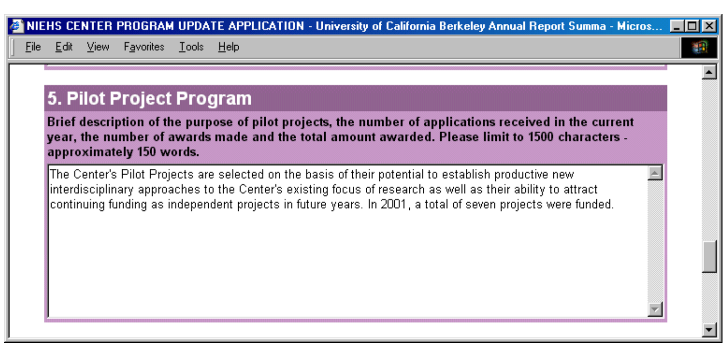


You may enter multiple paragraphs, but you are limited to a total of 1,500 characters (approximately 150 words, one paragraph). Your Center Summary section cannot be saved if you have entered too many characters in the COEP sub-section.

2.2.5 Pilot Project Program

The Pilot Project Program sub-section should briefly describe the purpose of pilot projects, the number of applications received in the current year, the number of awards made, and the total amount awarded.

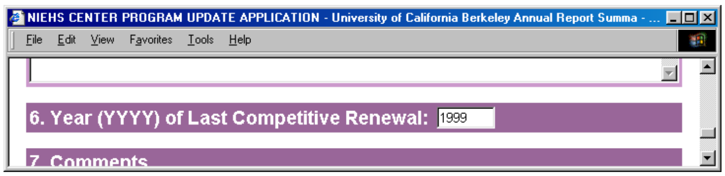
The data entry space for the Pilot Project Program sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You may enter multiple paragraphs, but you are limited to a total of 1,500 characters (approximately 150 words, one paragraph). Your Center Summary section cannot be saved if you have entered too many characters in the Pilot Project Program sub-section.

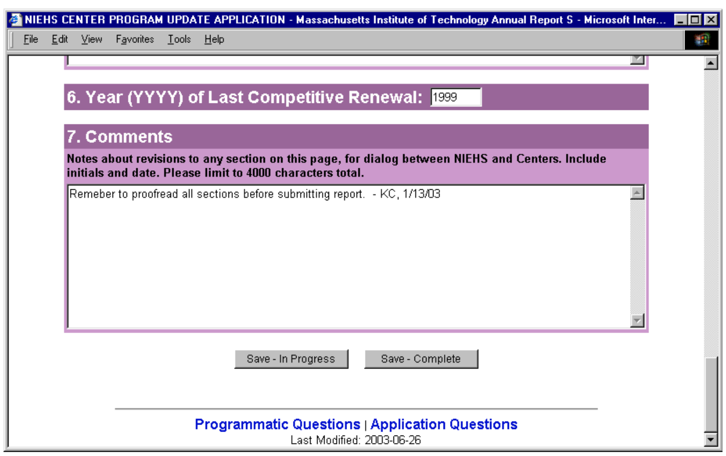
2.2.6 *Year of Last Competitive Renewal*

The data entry space for the year of last competitive renewal is a box that holds four characters. Place your cursor in the box and enter the four-digit year during which your Center last underwent a competitive renewal of its NIEHS Core Center grant.



2.2.7 *Comments*

The last sub-section on the page is a space for comments on the Center Summary. You may wish to enter notes in this space during the report preparation process. After you submit your report to NIEHS, NIEHS will view your report on-line and will have access to this area to enter comments about revisions to the Center Summary section. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.



You may enter multiple paragraphs, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000. Your Center Summary section cannot be saved if there are too many characters in the Comments sub-section.

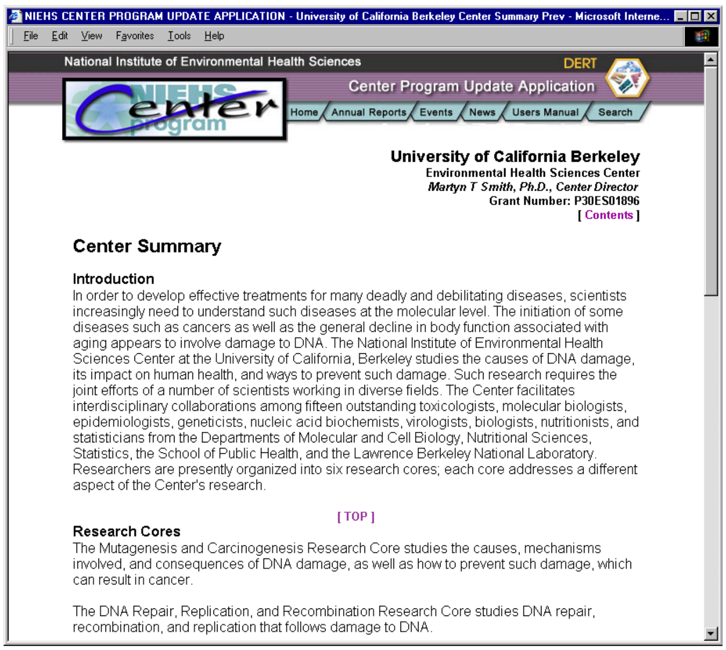
2.3 Display format for preview and public web site

The title of the page, "Center Summary," is displayed at the top of the page in large, bold font, left-justified.

The title of each of the first five sub-sections is displayed in bold font, left-justified. The text entered in each sub-section is displayed on the line immediately below the respective sub-section title. Paragraphs are not indented.

Neither the year of last competitive renewal nor comments are displayed, but both are retained in the Application database for NIEHS records.

A link to the top of the page is inserted between each sub-section.



3. Research Highlights

3.1 Purpose

The Research Highlights section provides an opportunity to describe one or two of the most innovative research accomplishments of your Center during the past year. Each Highlight should emphasize the importance of the research and its contribution to the field of environmental health science and/or public health. Each Highlight should also list two or three related publications.

3.2 Edit screen data entry sub-sections

The Research Highlights section consists of four sub-sections for data entry and one for comments, described below, for each of two Highlights.

Research Highlights Sub-section	Maximum Length
1. Title	200 characters
2. Summary	2,000 characters
3. Publications – from PubMed	n/a
4. Publications – not in PubMed	n/a
5. Comments	4,000 characters

Information for each Highlight is entered on a separate page. You may toggle between the two pages using the links labeled **Switch to Highlight #1** and **Switch to Highlight #2** (located above and to the right of the **Save** buttons), as appropriate. Be sure to save your work before switching to a different Highlight.

Note: About switching between highlights…

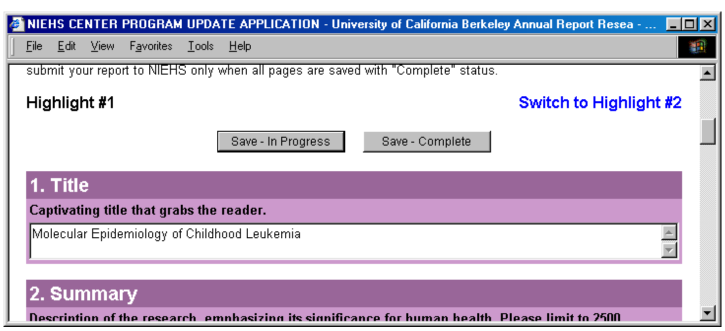
If you are working on a Highlight and click on the **Switch to Highlight #1** *or* **Switch to Highlight #2** *links, you will lose any unsaved information on first Highlight. The same is true for any page within this Application: if you click on a link within the Application or otherwise move to a new page, you will lose any unsaved information on the page on which you were working. If you accidentally move to a new page without first saving your work, you may be able to use your browser's* **Back** *button to return to the page with your unsaved work on it. However, it is always best to save your work before leaving a page.*

Note: About saving highlights…

The **Save – In Progress** *and* **Save – Complete** *buttons on the Highlight #1 and Highlight #2 edit screens give both Highlights the same status. Note that if you click on the* **Save – Complete** *button for one Highlight, the Application saves both Highlights in* **Complete** *status – and this may be undesirable. Therefore, to avoid the risk of submitting your report with one incomplete Highlight, you may wish to save your Highlights using the* **Save – In Progress** *button until you are finished working on BOTH Highlights.*

3.2.1 Title

The data entry space for the title of each Research Highlight is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

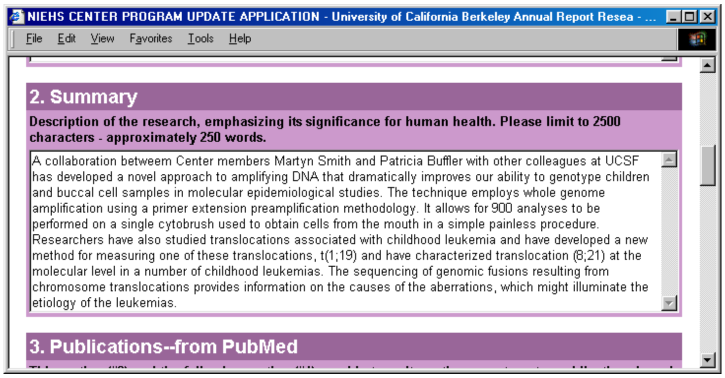


You are limited to a total of 200 characters. If you have entered too many characters in the title, you cannot 1) save your Research Highlights section or 2) add publications.

3.2.2 Summary

The Summary sub-section should describe the research highlighted, emphasizing its significance for human health.

The data entry space for the Summary sub-section for each Research Highlight is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

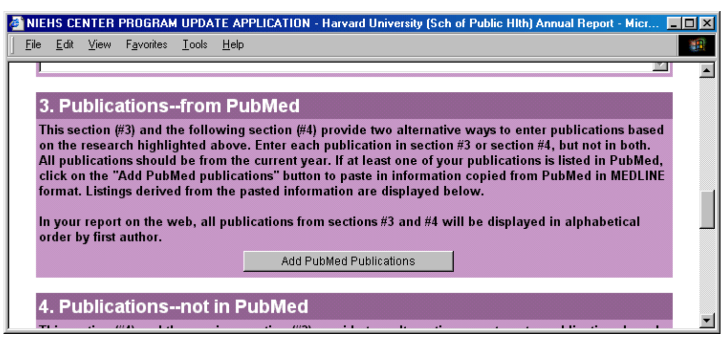


You may enter multiple paragraphs in the Summary sub-section, but you are limited to 2,500 characters (approximately 250 words, two or three paragraphs). If you have entered too many characters in the Summary, you cannot 1) save your Research Highlights section or 2) add publications.

3.2.3 Publications from PubMed

You may enter information about publications (from the current year) based on the research highlighted into either of two sub-sections. The first, Publications—from PubMed, is described in this section. For details about entering publications that are not in PubMed, see **Section 2.2.4** below.

If you believe that at least one of your publications is listed in PubMed, the National Library of Medicine's on-line publications database, click on the **Add PubMed Publications** button.



This takes you to a page with another data entry form, consisting of a single large text box for entering your PubMed publications.

The page is labeled with “Highlight #1” or “Highlight #2” to identify the Highlight for which you are adding publications. Beneath this label are some brief instructions and a link – **Recommended procedure for using PubMed** – to more detailed instructions for entering PubMed publications. Below this are the following three buttons:

Open PubMed
Opens the PubMed database (http://www.ncbi.nlm.nih.gov/entrez/query.fcgi) in a new browser window.

Save
Saves the current contents of the large text box.

Return to Highlight
Returns you to the main page for the current Highlight. Remember to save your work before using this button.

For convenience, the same three buttons also appear below the large text box. The buttons above the box and below the box have the same functions.

Copy and paste bibliographic information about your publications into the large text box. The information you paste must be in MEDLINE format. If the information you paste in is not in MEDLINE format, the Application will not accept it. While you may obtain and paste information in any way you wish, it is critical that the first line of each publication entry begin with “UI” and that your entries be free of check-boxes and links. To ensure this, it is recommended that you use the procedure described below.

Note: About using an existing publications file…
If you have previously used PubMed to create a text file of MEDLINE format publication information, you may be able to use that file instead of creating a new file as described below in steps 1-11. To use an existing file, follow the recommended procedure described below, starting with step 12.

Recommended Procedure for Using PubMed

1. Click on the **Open PubMed** button to open the PubMed database (http://www.ncbi.nlm.nih.gov/entrez/query.fcgi) in a new browser window.

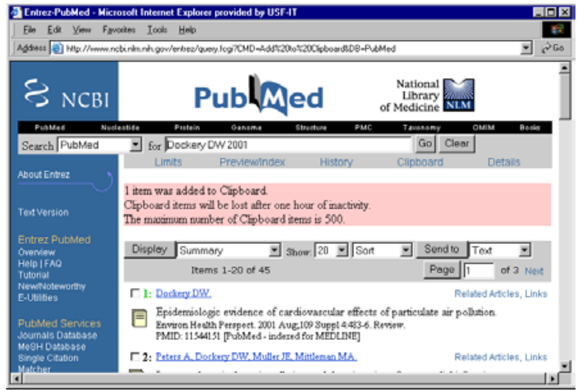
2. Enter search terms (e.g., “Dockery DW 2001”) into the PubMed search field at the top of the page and click on the **Go** button to locate a publication.

3. From the list of search results, select the desired publication by clicking in the check-box next to it.

4. In the pull-down menu to right of the **Send to** button, select Clipboard.

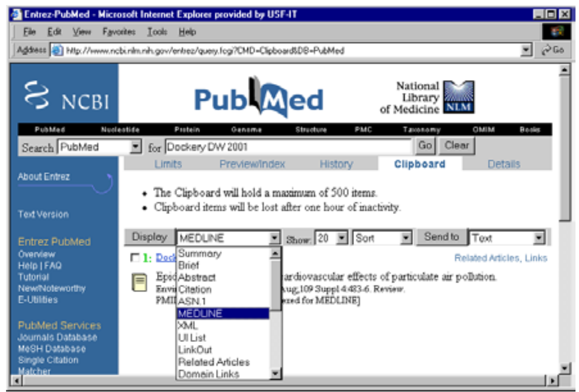
5. Then click on the **Send to** button to add the selected publication to your clipboard.

6. Repeat steps 2 through 5 to add more publications to your clipboard.

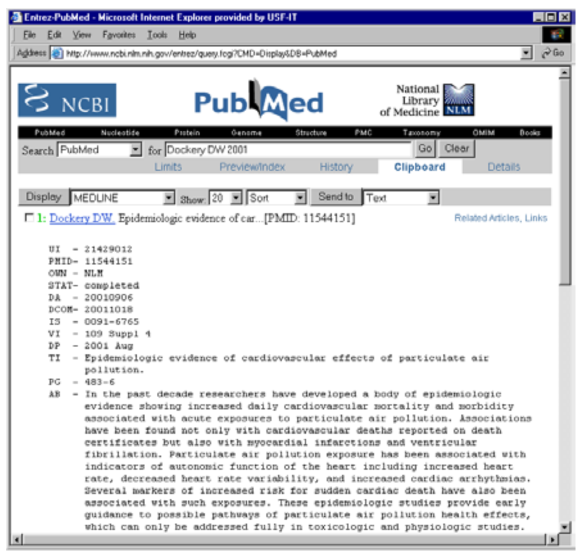


7. After you have added all publications to your clipboard, click on the Clipboard link to view the contents of your clipboard.

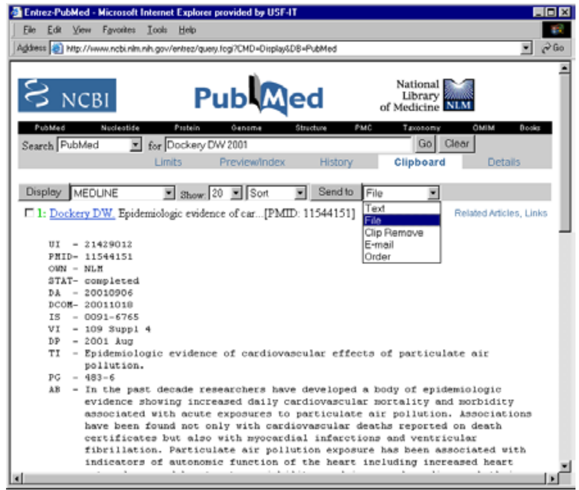
8. In the pull-down menu to right of the **Display** button, select MEDLINE.



9. Then click on the **Display** button to display the publications on your clipboard in MEDLINE format. This display will be very long.



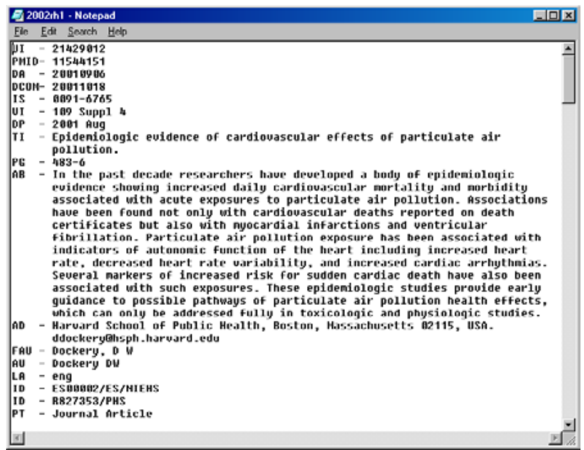
10. In the pull-down menu to right of the **Send to** button, select File.



11. Then click on the **Send to** button to create a file containing the MEDLINE format information for all of your publications.

You may wish to save the file on your computer with a descriptive name, such as "2002RH1" (for 2002 Research Highlight #1), and in TXT format.

12. Open the file. You may open it with any text editor or word processor, such as Notepad, WordPad, MS Word, etc.



13. Select all the contents of the file (e.g., by dragging your mouse over all the text or by using the Edit | Select All menu feature) and copy (e.g., using Control+C or Edit | Copy menu feature).

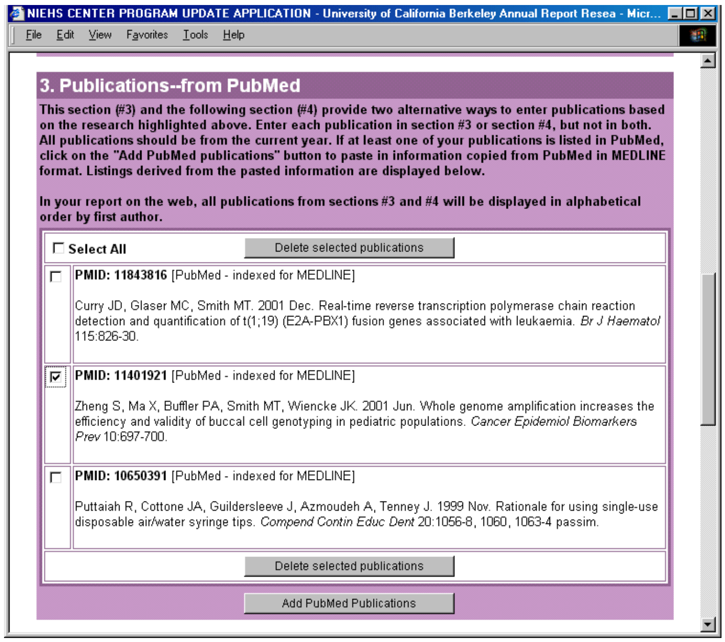
14 Return to the browser window in which this Application is open.

15. Paste the selected publication information into the large text box, labeled "PubMed Publications." Save your work by clicking on the **Save** button.

Note: About saving PubMed publications…
The **Save** *button saves your PubMed publications. However, it does not save your entire Highlight section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the Highlight #1 or Highlight #2 page to save your Highlights.*

Note – About MEDLINE format…
Publication records in MEDLINE format are typically very long and may contain a lot of information that appears extraneous. However, when you copy and paste MEDLINE format information from PubMed into the PubMed Publications text box, the Application extracts the necessary information for display.

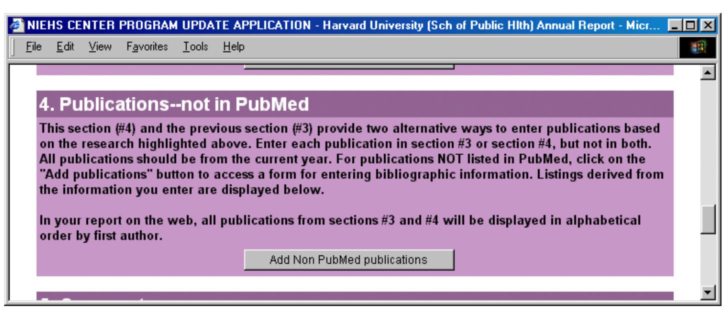
If you have entered multiple PubMed publications on this page and want to delete one or more of them, first save your work. Then click on the **Return to Highlight** button. Back on the main page for the appropriate Highlight, select the desired publication(s) by clicking in the appropriate check-box(es) in the Publications-from PubMed sub-section. Then click on the **Delete selected publications** button.



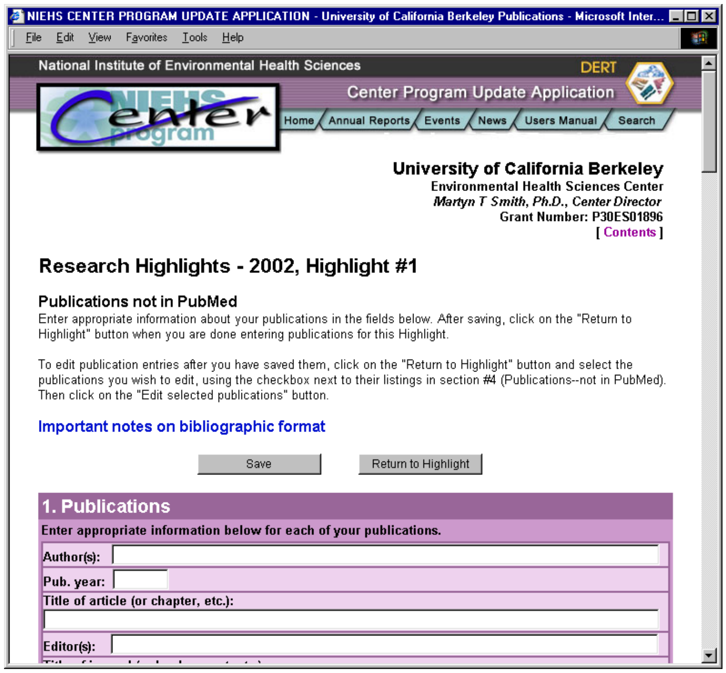
While this Application allows you to enter many PubMed publications, note that NIEHS asks you to provide only two or three publications in total (PubMed plus any non-PubMed) for each Highlight.

3.2.4 Publications not in PubMed

You may enter information about publications (from the current year) based on the research highlighted into either of two sub-sections. The first, used for entering publications that are contained in the National Library of Medicine's on-line PubMed database, is described in **Section 3.2.3** above. The second sub-section, for entering publications that are not in PubMed, is described in this section.



To enter publications that are not listed in PubMed, click on the **Add Non PubMed publications** button. This takes you to a page with another data entry form.



The page is labeled with "Highlight #1" or "Highlight #2" to identify the Highlight for which you are adding publications. Beneath this label are some brief instructions. Below this are the following two buttons:

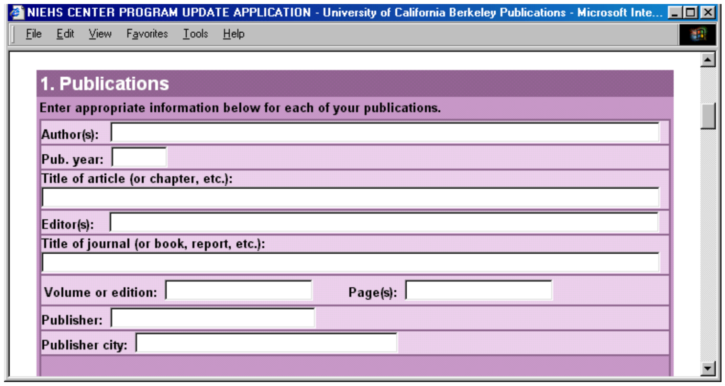
Save
Saves the current contents in all of the data entry boxes and clears your entries out of the boxes so that you may enter additional publications into those boxes.

Return to Highlight
Returns you to the main page for the current Highlight. Remember to save your work before using this button.

Under the buttons is the data entry form, which provides ten sets of data entry boxes (one set per publication). Each set consists of boxes the following:

- Author(s)
- Publication year
- Title of article (or chapter, etc.)
- Editor(s)
- Title of journal (or book, report, etc.)
- Volume or edition
- Page(s)
- Publisher

- Publisher city



To enter text, place your cursor in the appropriate box and begin typing or paste in text copied from another document or web page.

Note that every article must have a title. You cannot save your publications until you enter a title for every publication.

Also note that you must enter authors in a specific format. If a publication has multiple authors, enter all author names into the same box (labeled "Author(s)") in the format [Lastname] [FirstInitial][MiddleInitial]. Do not put a comma between an author's last name and initials. Separate multiple authors with commas.

Most or all of your publications should be journal articles. Do not enter editor, publisher, or publisher city information for journal articles. Provide this information only for other types of publications, such as book chapters and reports.

While this Application allows you to enter many non-PubMed publications, note that NIEHS asks you to provide only two or three publications in total (PubMed plus any non-PubMed) for each Highlight. Enter information for your non-PubMed publications into the boxes provided, using the guidelines below.

Note: About saving non-PubMed publications…
The **Save** *button saves your non-PubMed publications. However, it does not save your entire Highlight section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the Highlight #1 or Highlight #2 page to save your Highlights.*

Data Entry Guidelines for Publications Not in PubMed

Author(s)

- Enter all author names and initials (without periods) into this box.
- Do ***not*** insert a comma between last name and initials.
- Put only a space between last name and initials.
- Separate multiple authors with commas. For example, for a publication with the following three authors: Susan S. Smith; John J. Jones, Jr.; and William W. White; enter the following:

  Smith SS, Jones JJ Jr, White WW

Pub. year

- Four-digit year of publication.

Title of article (or chapter)

- Full title in lower case.

Editor(s)

- Generally not required for journal articles.
- Use the same format as used for authors.

Title of journal (or book, report, etc.)

- Title in title case.
- For journals, abbreviate according to Biosis or Index Medicus.

Volume or edition

- Volume for journal articles. If available, also include the journal number in parentheses immediately after the volume. For example, for a journal article appearing in volume 12 number 3, enter the following:

  12(3)
- Edition for books. For example, for the second edition of a book, enter the following:

  2nd ed.

Page(s)

- Use the following format:

  [First page number]-[Last page number]
- Do not insert spaces before or after the hyphen.
- For the last page number, omit any leading digits that are the same as in the first page number. For example for an article that begins on page 441 and ends on page 448, enter the following:

  441-8

Publisher

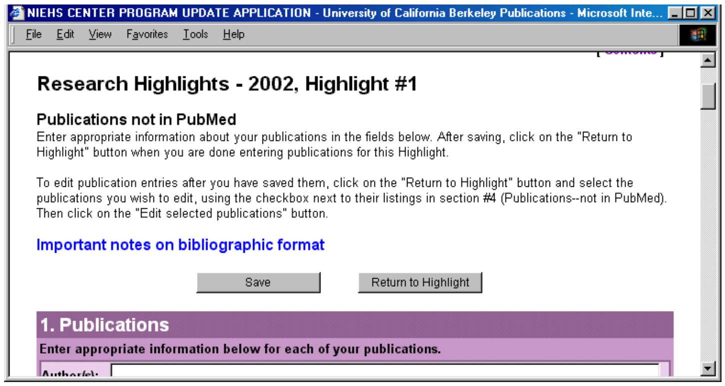
- Not required for journal articles.

Publisher city

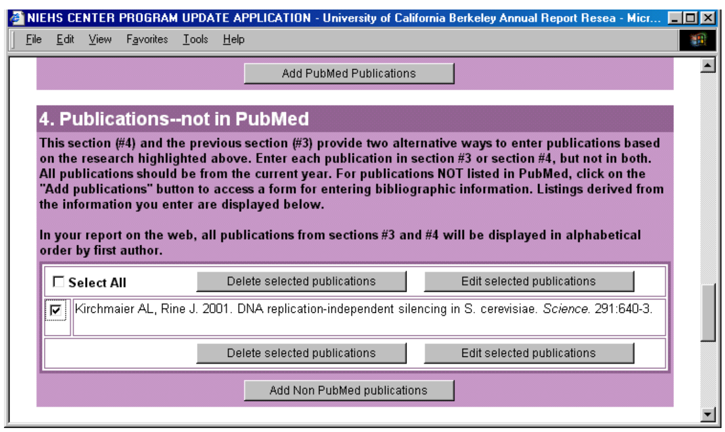
- Not required for journal articles.

Save your work frequently.

If you have entered multiple non-PubMed publications on this page and want to delete one or more of them, first save your work using the **Save** button. Then click on the **Return to Highlight** button.



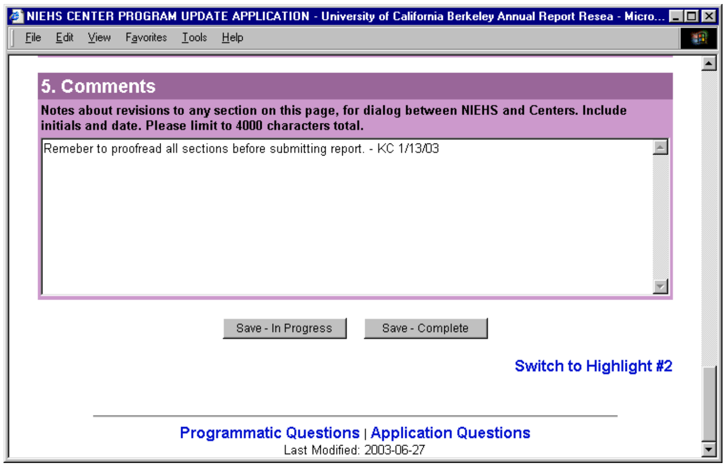
Back on the main page for the appropriate Highlight, select the desired publication(s) by clicking in the appropriate check-box(es) in the Publications—not in PubMed sub-section. Then click on the **Delete selected publications** button.



You may also select publications to edit by clicking in the appropriate check-boxes in the Publications—not in PubMed sub-section and then clicking on the **Edit selected publications** button.

3.2.5 Comments

The last sub-section on the page for each Highlight is a space for comments. You may wish to enter notes in this space during the report preparation process. After you submit your report to NIEHS, NIEHS will view your report on-line and will have access to this area to enter comments about revisions to each Highlight. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.



You may enter multiple paragraphs in the Comments sub-section, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000 (approximately 400 words). If you have entered too many characters in the Comments sub-section, you cannot 1) save your Research Highlights section or 2) add publications.

3.3 Display format for preview and public web site

The title of the page, "Research Highlights," is displayed at the top of the page in large, bold font, left-justified. The year of the report is identified.

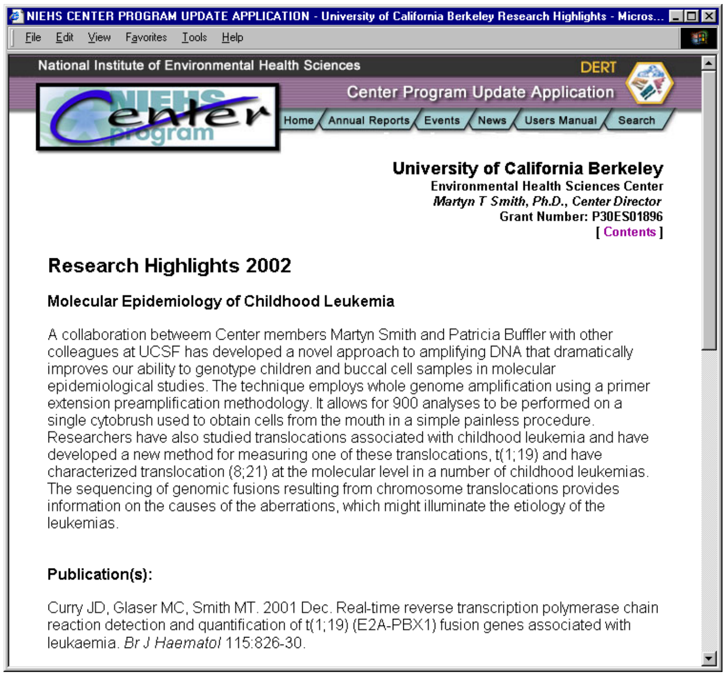
Beneath, the title of the first Research Highlight is displayed in bold font, left-justified. Under this is the text of the summary, in plain font. Under this is the sub-section heading Publication(s) in bold font, followed by publication citations in the formats shown below.

For journal articles:
[Authors]. [Year]. [Article title]. [*Journal title*]. [Volume]([Number]):[Pages].

For other publications:
[Authors]. [Year]. [Chapter title]. In [Editors], ed. [*Book/Report Title*]. [PublisherCity]:[Publisher]. [Edition]:[Pages].

The title, summary, and publications for the second Research Highlight are displayed below the first.

Comments are not displayed.


NIEHS CENTER PROGRAM UPDATE APPLICATION - University of California Berkeley Research Highlights - Micros...
File Edit View Favorites Tools Help
National Institute of Environmental Health Sciences
DERT
Center Program Update Application
NIEHS Center program
Home
Annual Reports
Events
News
Users Manual
Search
University of California Berkeley
Environmental Health Sciences Center
Martyn T Smith, Ph.D., Center Director
Grant Number: P30ES01896
[Contents]
Research Highlights 2002
Molecular Epidemiology of Childhood Leukemia
A collaboration betweem Center members Martyn Smith and Patricia Buffler with other colleagues at UCSF has developed a novel approach to amplifying DNA that dramatically improves our ability to genotype children and buccal cell samples in molecular epidemiological studies. The technique employs whole genome amplification using a primer extension preamplification methodology. It allows for 900 analyses to be performed on a single cytobrush used to obtain cells from the mouth in a simple painless procedure. Researchers have also studied translocations associated with childhood leukemia and have developed a new method for measuring one of these translocations, t(1;19) and have characterized translocation (8;21) at the molecular level in a number of childhood leukemias. The sequencing of genomic fusions resulting from chromosome translocations provides information on the causes of the aberrations, which might illuminate the etiology of the leukemias.
Publication(s):
Curry JD, Glaser MC, Smith MT. 2001 Dec. Real-time reverse transcription polymerase chain reaction detection and quantification of t(1;19) (E2A-PBX1) fusion genes associated with leukaemia. Br J Haematol 115:826-30.

4. Administrative Core

4.1 Purpose

The Administrative Core section should describe the core's responsibilities and structure, including core members and internal and external advisory committees.

4.2 Edit screen data entry sub-sections

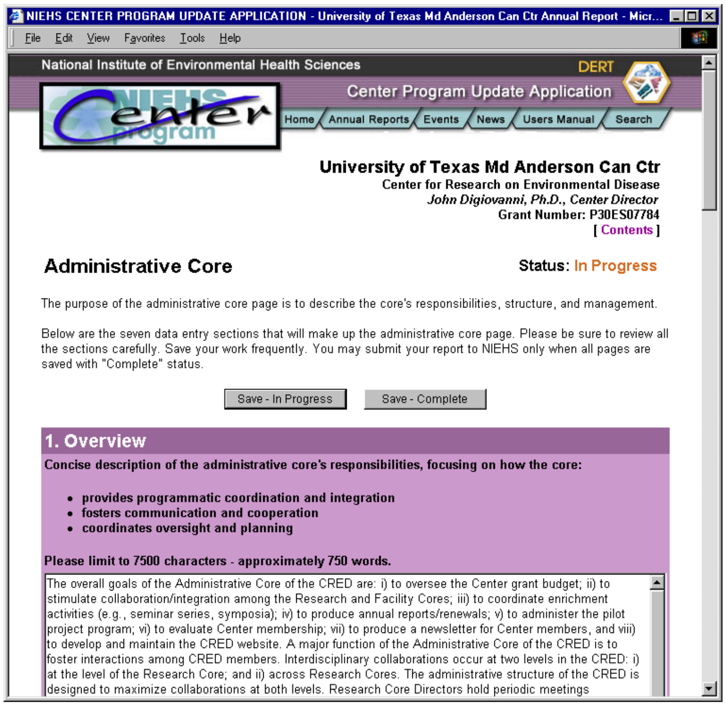
The Administrative Core section consists of seven sub-sections for data entry and one for comments, described below.

Administrative Core Sub-section	Maximum Length
1. Overview	7,500 characters
2. Core Members	25 members
3. Internal Advisory Committee	750 characters
4. Internal Advisory Committee Members	25 members
5. External Advisory Committee	750 characters
6. External Advisory Committee Members	25 members
7. Institutional Commitment	750 characters
8. Comments	4,000 characters

4.2.1 Overview

The Overview should provide a concise description of the core's responsibilities, focusing on how the core provides programmatic coordination and integration, fosters communication and cooperation, and coordinates oversight and planning.

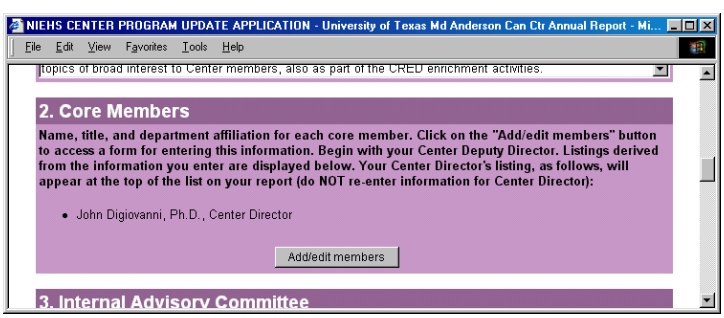
The data entry space for the Overview is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You may enter multiple paragraphs, but you are limited to a total of 7,500 characters (approximately 750 words, one and a half pages). If you have entered too many characters in the Overview, you cannot 1) save your Administrative Core section or 2) add or edit any core or committee member information.

4.2.2 Core Members

Your Center Director's name, degree, and title are automatically displayed in the Core Members sub-section. This information comes from NIEHS' grants database, called IMPAC II. If you believe that this information is incorrect or is not displayed as you would like to see it on the NIEHS Center Program web site (http://www.niehs.nih.gov/centers/), you may make changes through the NIH Commons tool. For more information about this tool, contact the Center Program Analyst.



Enter information about all other administrative core members on a separate data entry form. To access the form, click on the **Add/edit members** button.

The form is labeled "Administrative Core, Core Members." Beneath the label are some brief instructions. Below this are the following two buttons:

Save
Saves the current contents of the page.

Return to Core
Returns you to the main page for the Administrative Core section. Remember to save your work before using this button.

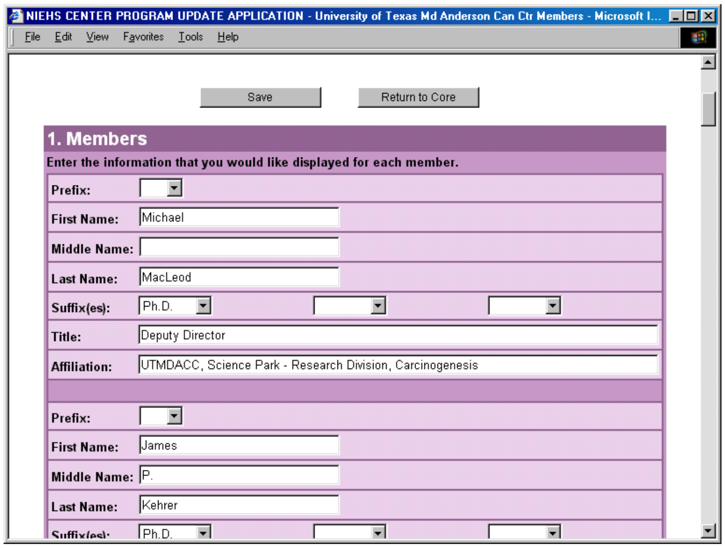
For convenience, the same two buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

Note: About saving members…
The **Save** *button saves member information. However, it does not save your entire Administrative Core section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main Administrative Core edit screen.*

Under the buttons is the data entry form, which provides 25 sets of data entry boxes (one set per member). Each set consists of the following boxes:

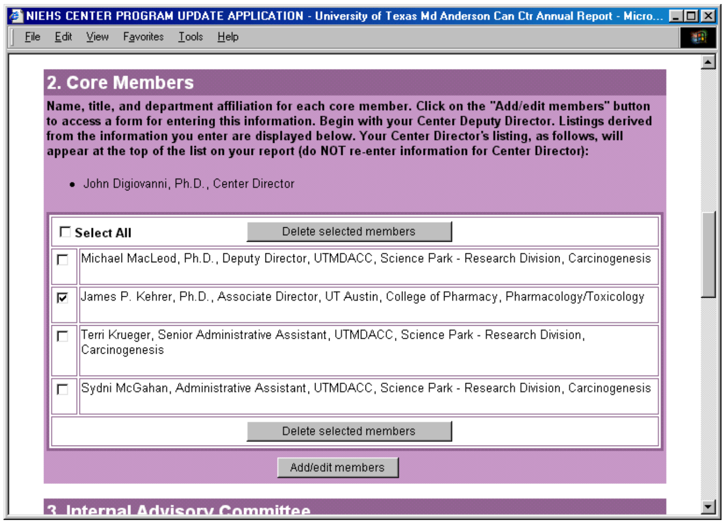
- Prefix
- First name
- Middle name
- Last name

- Suffix(es)
- Title
- Affiliation



Enter each member's name, title, and department or institutional affiliation as you would like them to appear to the public. Use initials followed by a period in place of full names as appropriate. If you wish to use a prefix (e.g., "Dr."), select it from the drop-down menu provided. You may select up to three suffixes from the drop-down menus provided. If you select more than one suffix, they are listed in the order shown on the data entry screen (left to right), separated by commas (e.g., "M.D., Ph.D."). If a member holds more than one title, enter all titles as you would like them to be displayed, separated by commas (e.g., "Deputy Director, Professor of Biology").

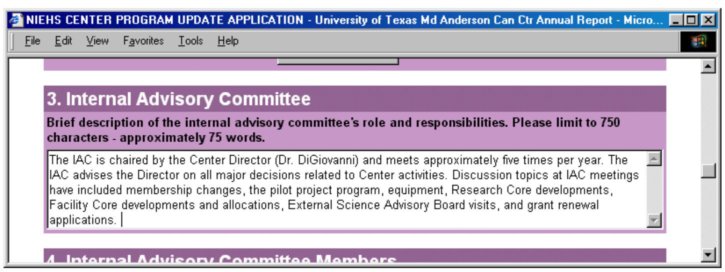
To delete one or more members, you may return to the main Administrative Core edit screen and select the member(s) to delete by clicking the check-box(es) next to the appropriate name(s). Then click the **Delete selected members** button.



4.2.3 Internal Advisory Committee

The Internal Advisory Committee sub-section should describe the committee's role and responsibilities.

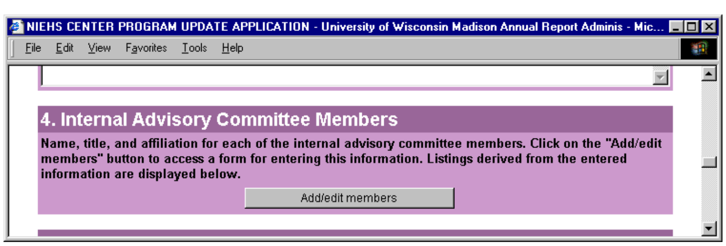
The data entry space for this sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You are limited to a total of 750 characters (approximately 75 words, one paragraph). If you have entered too many characters in the Internal Advisory Committee sub-section, you cannot 1) save your Administrative Core section or 2) add or edit any core or committee member information.

4.2.4 Internal Advisory Committee Members

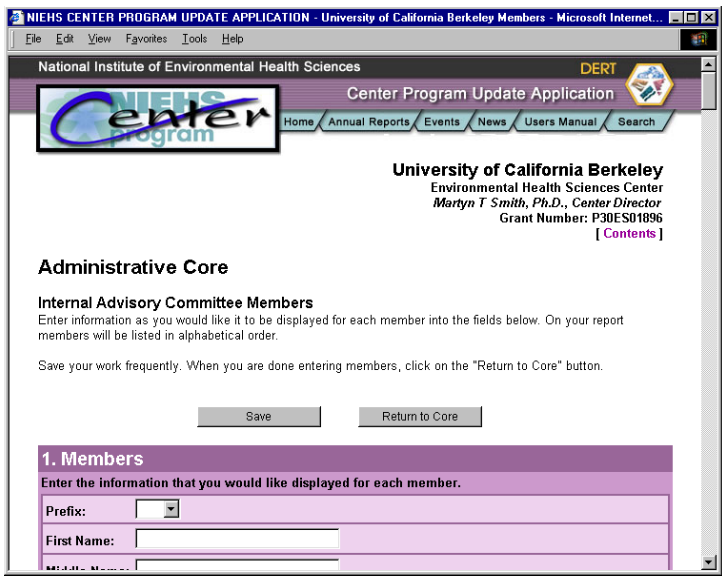
Enter information about all internal advisory committee members on a separate data entry form, which is opened with the **Add/edit members** button.



The form is labeled "Administrative Core, Internal Advisory Committee Members." Beneath the label are some brief instructions. Below this are the following two buttons:

Save
Saves the current contents of the page.

Return to Core
Returns you to the main page for the Administrative Core section. Remember to save your work before using this button.



For convenience, the same two buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

Note: About saving members…
The **Save** *button saves member information. However, it does not save your entire Administrative Core section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main Administrative Core edit screen.*

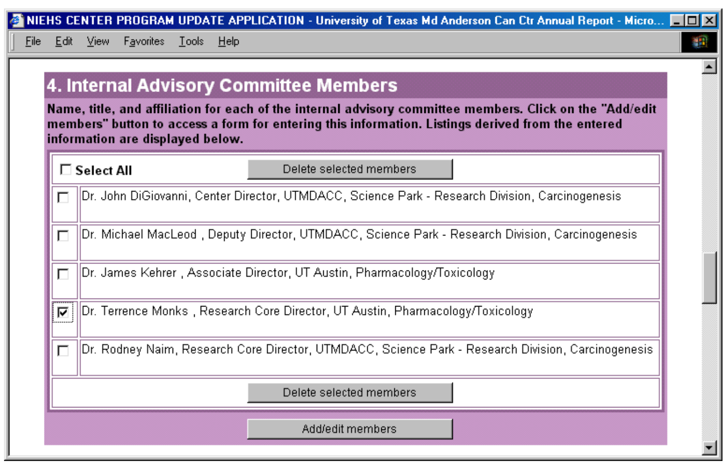
Under the buttons is the data entry form, which provides 25 sets of data entry boxes (one set per member). Each set consists of the following boxes:

- Prefix
- First name
- Middle name
- Last name
- Suffix(es)

- Title
- Affiliation

Enter each member's name, title, and department or institutional affiliation as you would like them to appear to the public. Use initials followed by a period in place of full names as appropriate. If you wish to use a prefix (e.g., "Dr."), select it from the drop-down menu provided. You may select up to three suffixes from the drop-down menus provided. If you select more than one suffix, they are listed in the order shown on the data entry screen (left to right), separated by commas (e.g., "M.D., Ph.D."). If a member holds more than one title, enter all titles you would like to them to be displayed, separated by commas (e.g., "Committee Chair, Professor of Biology").

To delete one or more members, you may return to the main Administrative Core edit screen and select the member(s) to delete by clicking the check-box(es) next to the appropriate name(s). Then click the **Delete selected members** button.



4.2.5 External Advisory Committee

The External Advisory Committee sub-section should describe the committee's role and responsibilities.

The data entry space for this sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

You are limited to a total of 750 characters (approximately 75 words, one paragraph). If you have entered too many characters in the External Advisory Committee sub-section, you cannot 1) save your Administrative Core section or 2) add or edit any core or committee member information.

4.2.6 External Advisory Committee Members

Enter information about all external advisory committee members on a separate data entry form. To access the form, click on the **Add/edit members** button.

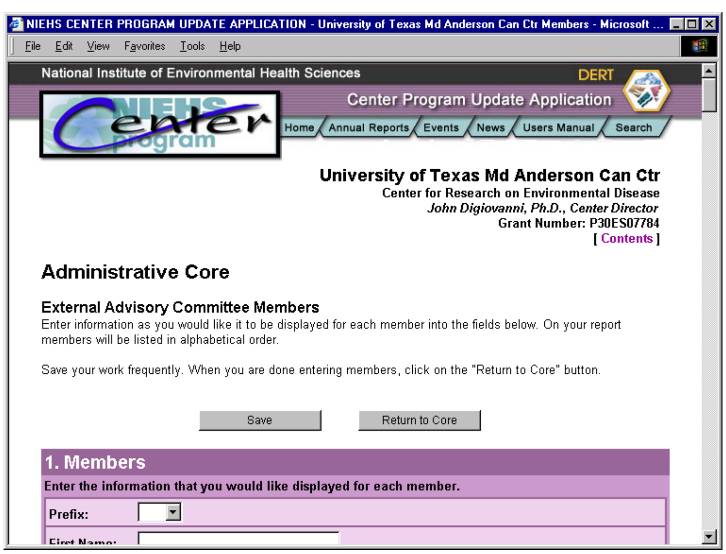
The form is labeled "Administrative Core, External Advisory Committee Members." Beneath the label are some brief instructions. Below this are the following two buttons:

Save

Saves the current contents of the page.

Return to Core

Returns you to the main page for the Administrative Core section. Remember to save your work before using this button.



For convenience, the same two buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

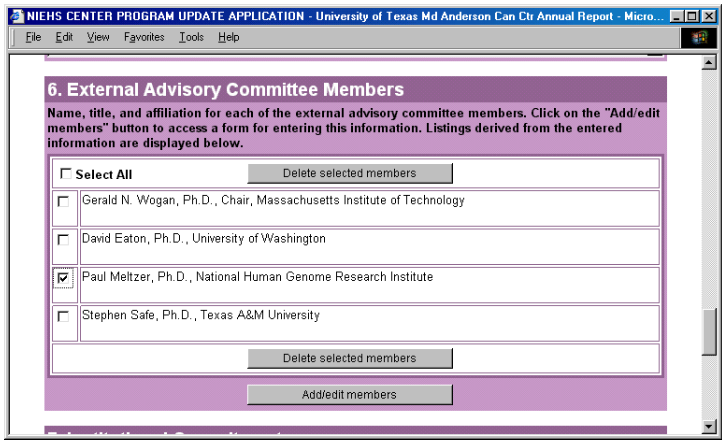
Note: About saving members…
The **Save** *button saves member information. However, it does not save your entire Administrative Core section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main Administrative Core edit screen.*

Under the buttons is the data entry form, which provides 25 sets of data entry boxes (one set per member). Each set consists of the following boxes:

- Prefix
- First name
- Middle name
- Last name
- Suffix(es)
- Title
- Affiliation

Enter each member's name, title, and department or institutional affiliation as you would like them to appear to the public. Use initials followed by a period in place of full names as appropriate. If you wish to use a prefix (e.g., "Dr."), select it from the drop-down menu provided. You may select up to three suffixes from the drop-down menus provided. If you select more than one suffix, they are listed in the order shown on the data entry screen (left to right), separated by commas (e.g., "M.D., Ph.D."). If a member holds more than one title, enter all titles as you would like them to be displayed, separated by commas (e.g., "Committee Chair, Professor of Biology").

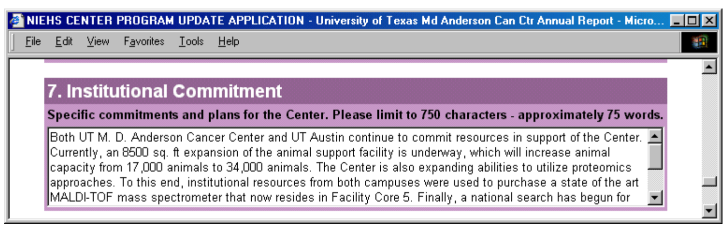
To delete one or more members, you may return to the main Administrative Core edit screen by clicking on the **Return to core** button, and then select the member(s) to delete by clicking the check-box(es) next to the appropriate name(s). Then click the **Delete selected members** button.



4.2.7 Institutional Commitment

The Institutional Commitment sub-section should briefly describe specific commitments and plans for the Center.

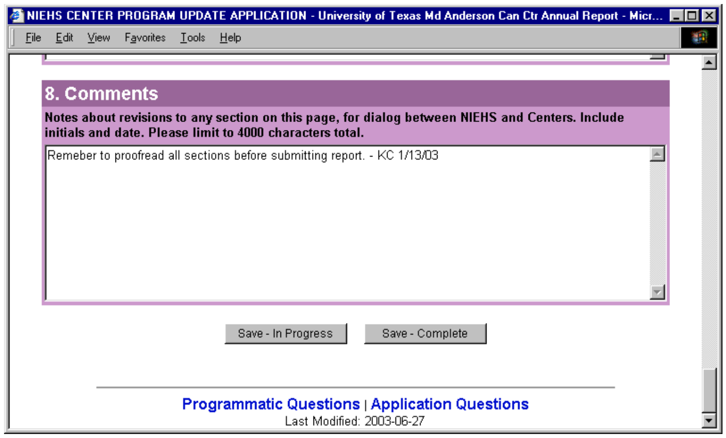
The data entry space for the Institutional Commitment sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You are limited to a total of 750 characters (approximately 75 words, one paragraph). If you have entered too many characters in the Institutional Commitment sub-section, you cannot 1) save your Administrative Core section or 2) add/edit core or committee member information.

4.2.7 Comments

The last sub-section on the page is a space for comments on the Administrative Core. You may wish to enter notes in this space during the report preparation process. After you submit your report to NIEHS, NIEHS will view your report on-line and will have access to this area to enter comments about revisions to the Administrative Core section. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.



You may enter multiple paragraphs, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000. If you have entered too many characters in the Comments sub-section, you cannot 1) save your Administrative Core section or 2) add or edit any core or committee member information.

4.3 Display format for preview and public web site

The title of the page, “Administrative Core,” is displayed at the top of the page in large, bold font, left-justified.

Beneath the page title is a bulleted list of the sub-sections on this page:

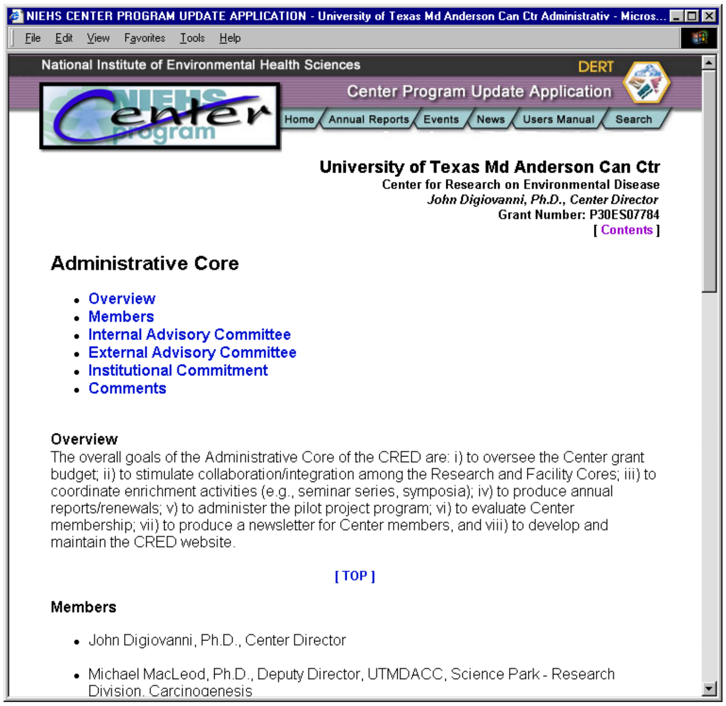
- **Overview**
- **Members**
- **Internal Advisory Committee**
- **External Advisory Committee**
- **Institutional Commitment**

Each of the bulleted items in the list is a link to the appropriate sub-section lower on the page.

The title of each sub-section is displayed in bold font, left-justified. The text entered in each sub-section is displayed on the line immediately below the respective sub-section title. Core and committee members are displayed as bulleted lists. Your Center Director is listed at the top of the Core Members sub-section. Paragraphs are not indented.

A link to the top of the page is inserted between each sub-section.

Comments are not displayed.


NIEHS CENTER PROGRAM UPDATE APPLICATION - University of Texas Md Anderson Can Ctr Administrativ - Micros...
File Edit View Favorites Tools Help
National Institute of Environmental Health Sciences
DERT
Center Program Update Application
Home
Annual Reports
Events
News
Users Manual
Search
University of Texas Md Anderson Can Ctr
Center for Research on Environmental Disease
John Digiovanni, Ph.D., Center Director
Grant Number: P30ES07784
[Contents]
Administrative Core
Overview
Members
Internal Advisory Committee
External Advisory Committee
Institutional Commitment
Comments
Overview
The overall goals of the Administrative Core of the CRED are: i) to oversee the Center grant budget; ii) to stimulate collaboration/integration among the Research and Facility Cores; iii) to coordinate enrichment activities (e.g., seminar series, symposia); iv) to produce annual reports/renewals; v) to administer the pilot project program; vi) to evaluate Center membership; vii) to produce a newsletter for Center members, and viii) to develop and maintain the CRED website.
[TOP]
Members
John Digiovanni, Ph.D., Center Director
Michael MacLeod, Ph.D., Deputy Director, UTMDACC, Science Park - Research Division, Carcinogenesis

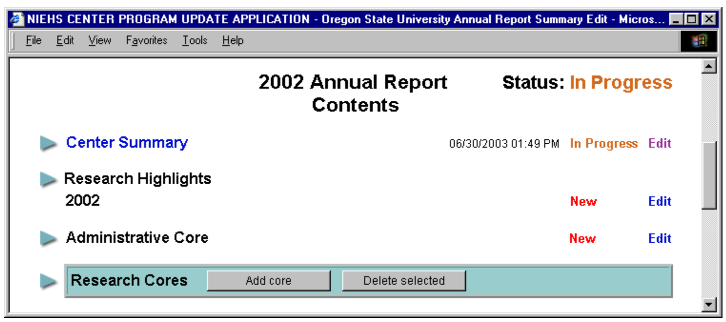
5. Research Cores

5.1 Purpose

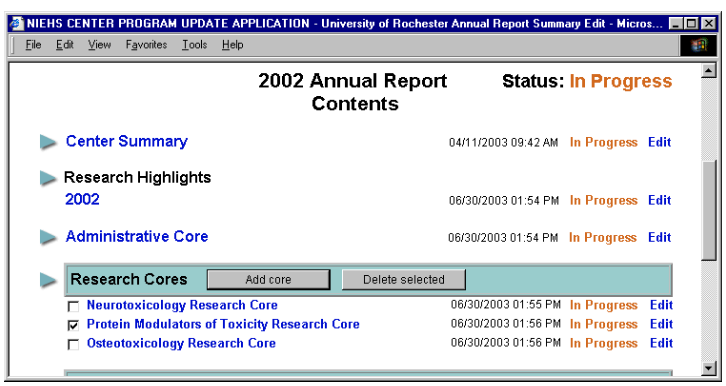
The Research Cores section consists of separate pages for each of your Center's research cores. Each Research Core page should describe the goals, structure, and progress of one research core. Add new cores and delete existing cores as needed from the Annual Report Contents page.

5.2 Adding and deleting cores

On the Annual Report Contents page, an **Add core** button appears next to the section title Research Cores. Click on this button to add a new research core. This displays a blank form on the Research Cores edit screen. See **Section 5.3** below for details about the edit screen. After you have created and saved a Research Core page in this way, the name of the core is displayed on the Annual Report Contents page, under the Research Cores section.



To delete an entire research core, select it by clicking the check-box next to its name. Then click on the **Delete selected** button, next to the **Add core** button.



Note: About adding and deleting cores…
Only users who log in with a username ending in "1" can add or delete cores using this Application. Users who log in with a username ending in "2" do not see the **Add core** *or* **Delete selected** *buttons or the check-boxes next to core names.*

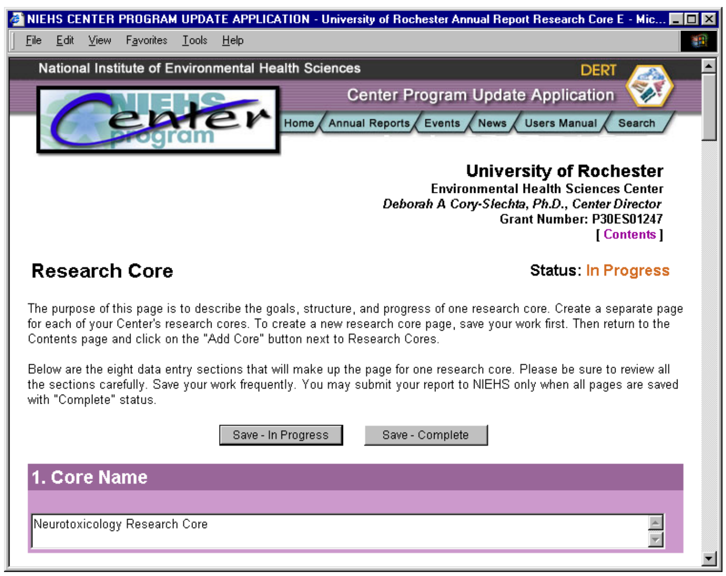
5.3 Edit screen data entry sub-sections

Each Research Core section consists of eight sub-sections for data entry and one for comments, described below.

Research Core Sub-section	Maximum Length
1. Core Name	200 characters
2. Overview	2,500 characters
3. Core Director	n/a
4. Core Members	25 members
5. Key Words	50 characters each
6. Progress Report	25,000 characters
7. Publications – from PubMed	n/a
8. Publications – not in PubMed	n/a
9. Comments	4,000 characters

5.3.1 Core Name

The data entry space for the Core Name is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



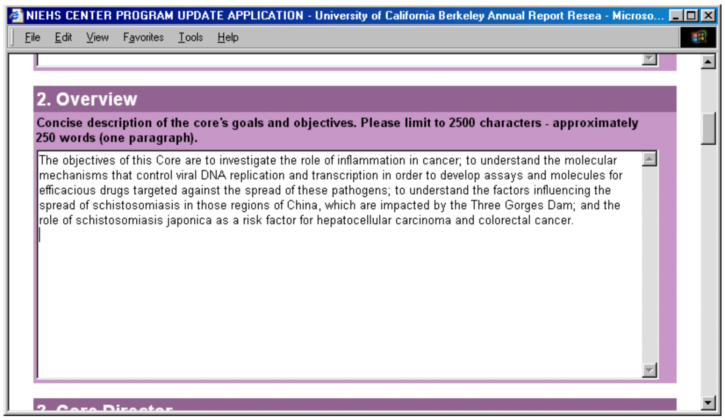
You are limited to a total of 200 characters. If you have entered too many characters in the Core Name, you cannot 1) save your Research Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

Core Name is critical information. For this reason it is recommended that you enter Core Name first, before proceeding to work on the other sub-sections for the Research Core section. Until you enter a Core Name, you cannot 1) save your Research Core section or 2) add core members, or 3) add publications.

5.3.2 Overview

The Overview should provide a concise description of the core's goals and objectives.

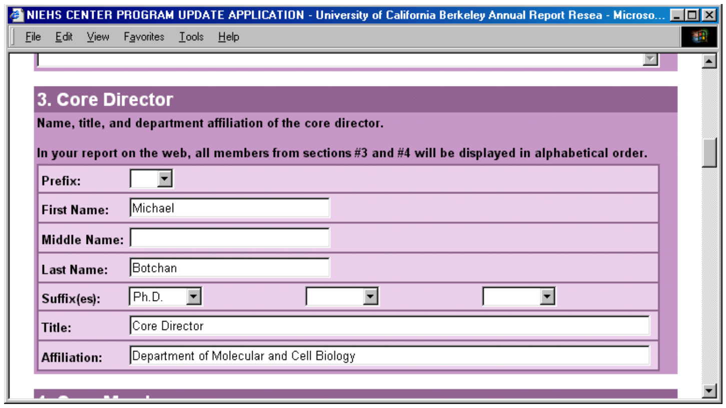
The data entry space for the Overview is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You may enter multiple paragraphs, but you are limited to a total of 2,500 characters (approximately 250 words, two or three paragraphs). If you have entered too many characters in the Overview, you cannot 1) save your Research Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

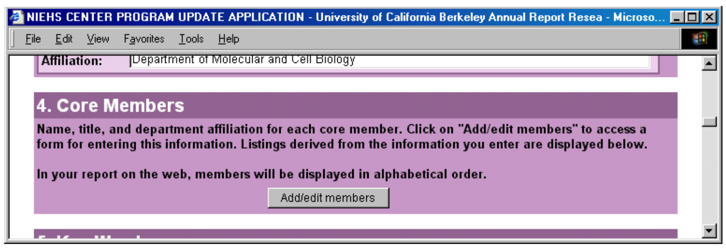
5.3.3 Core Director

Enter the Core Director's name, title, and department or institutional affiliation, as you would like them to appear to the public. Use initials followed by a period in place of full names as appropriate. If you wish to use a prefix (e.g., "Dr."), select it from the drop-down menu provided. You may select up to three suffixes from the drop-down menus provided. If you select more than one suffix, they are listed in the order shown on the data entry screen (left to right), separated by commas (e.g., "M.D., Ph.D."). If the Core Director holds more than one title, enter all titles as you would like them to be displayed, separated by commas (e.g., "Core Director, Professor of Biology").

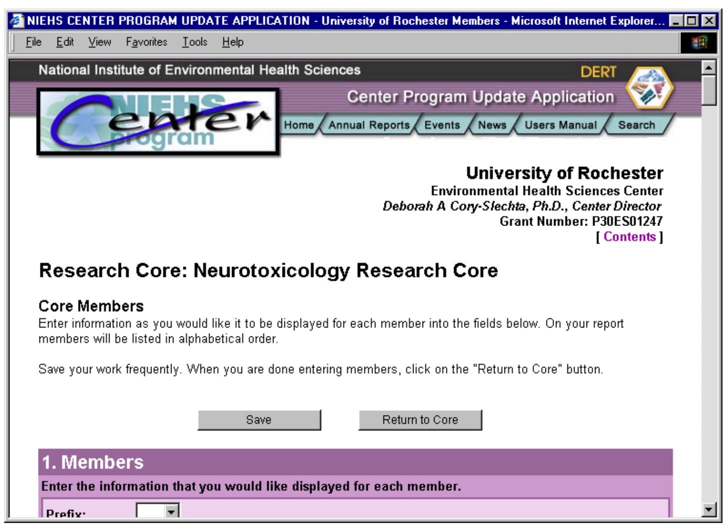


5.3.4 Core Members

To enter information about core members, click on the **Add/edit members** button.



This displays another data entry form, labeled "Core Members."



Beneath the label are some brief instructions. Below this are the following two buttons:

Save

Saves the current contents of the page.

Return to Core

Returns you to the main page for the appropriate research core. Remember to save your work before using this button.

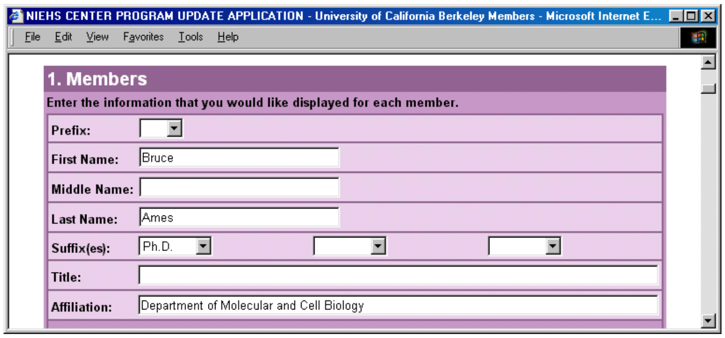
For convenience, the same two buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

Note: About saving members…
The **Save** *button saves member information. However, it does not save your entire Research Core section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main Research Core edit screen.*

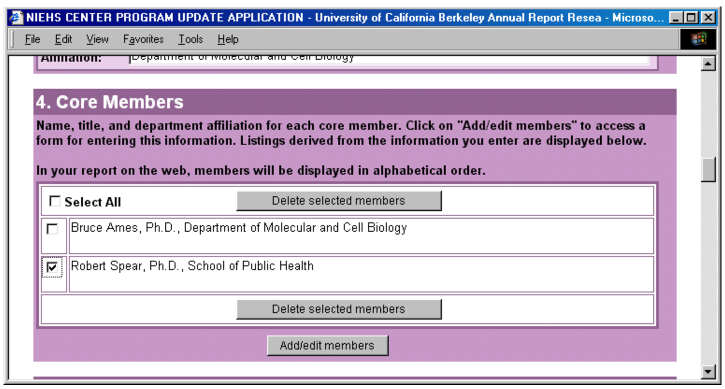
Under the buttons is the data entry form, which provides 25 sets of data entry boxes (one set per member). Each set consists of the following boxes:

- Prefix
- First name
- Middle name
- Last name
- Suffix(es)
- Title
- Affiliation

Enter each member's name, title, and department or institutional affiliation as you would like them to appear to the public. Use initials followed by a period in place of full names as appropriate. If you wish to use a prefix (e.g., "Dr."), select it from the drop-down menu provided. You may select up to three suffixes from the drop-down menus provided. If you select more than one suffix, they are listed in the order shown on the data entry screen (left to right), separated by commas (e.g., "M.D., Ph.D."). If a member holds more than one title, enter all titles as you would like them to be displayed, separated by commas (e.g., "Core Co-Director, Professor of Biology").



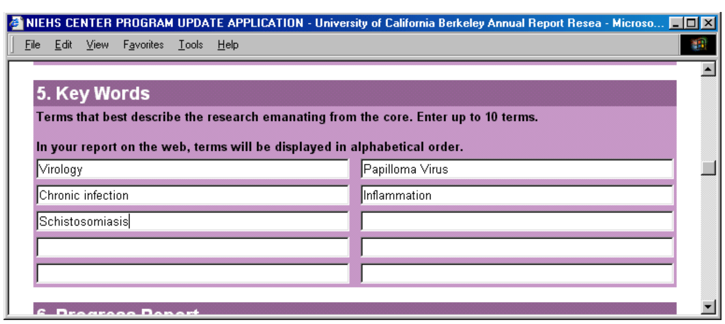
To delete one or more members, you may return to the main Research Core edit screen by clicking on the **Return to core** button, and then select the member(s) to delete by clicking the check-box(es) next to the appropriate name(s). Then click the **Delete selected members** button.



5.3.5 Key Words

Key words should describe the research emanating from the core. Enter up to ten terms.

The data entry spaces for key words are boxes where you may enter free text. To enter text, place your cursor in a box and begin typing or paste in text copied from another document or web page.

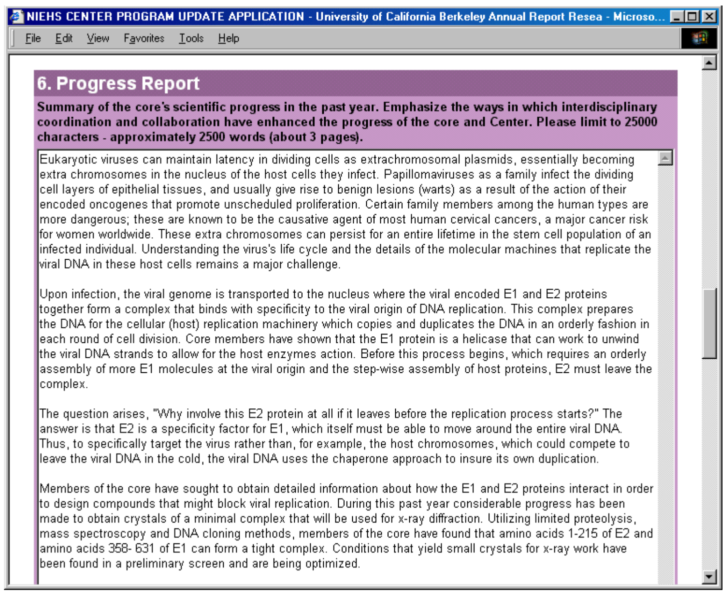


Each key word is limited to 50 characters.

5.3.6 Progress Report

The Progress Report sub-section should summarize the core's scientific progress in the past year and emphasize the ways in which interdisciplinary coordination has enhanced the progress of the core and Center.

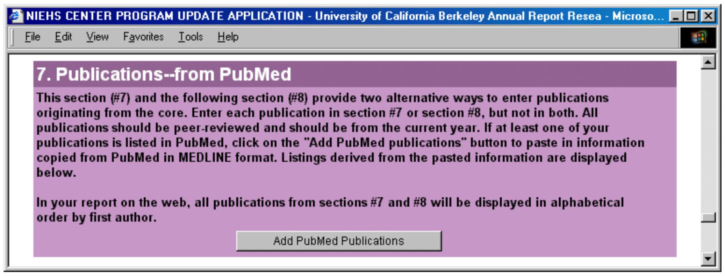
The data entry space for the Progress Report is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You may enter multiple paragraphs, but you are limited to a total of 25,000 characters (approximately 2,500 words, three to five pages). If you have entered too many characters in the Progress Report, you cannot 1) save your Research Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

5.3.7 Publications from PubMed

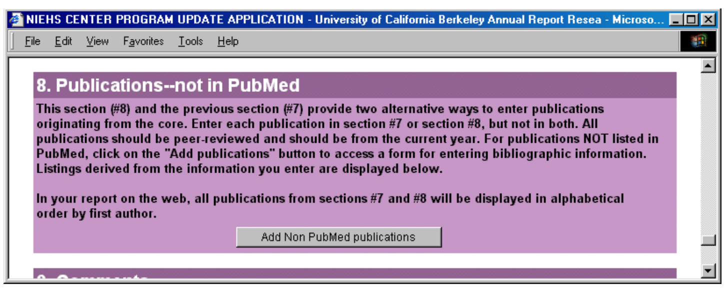
As for the Research Highlights section, you may enter information about publications originating from the core during the current year into either of two sub-sections. The first, Publications—from PubMed, allows you to copy and paste bibliographic information in MEDLINE format from PubMed, the National Library of Medicine's on-line publications database. The second is described below in **Section 5.3.8**.



Information about PubMed publications is entered on a separate form, which you may access by clicking on the **Add PubMed Publications** button. The method for entering PubMed publication information for research cores is analogous to that for Research Highlights. See **Section 3.2.3** (page 33) for details.

5.3.8 Publications not in PubMed

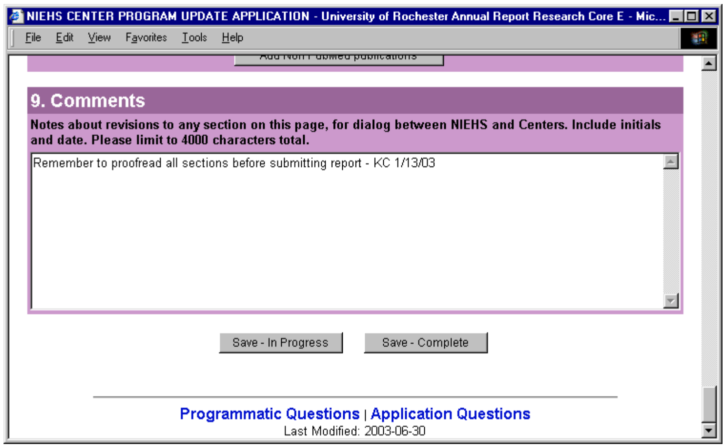
As for the Research Highlights section, you may enter information about publications originating from the core during the current year into either of two sub-sections. The first is described above in **Section 5.3.7**. The second, Publications—not in PubMed, allows you to type bibliographic information about publications into individual fields (for author, title, etc.). It is intended for publications that are not contained in PubMed.



Information about non-PubMed publications is entered on a separate form, which you may access by clicking on the **Add Non PubMed publications** button. The method for entering non-PubMed publication information for research cores is analogous to that for Research Highlights. See **Section 3.2.4** (page 38) for details.

5.3.9 Comments

The last sub-section on the page is a space for comments on the Research Core section. You may wish to enter notes in this space during the report preparation process. After you submit your report to NIEHS, NIEHS will view your report on-line and will have access to this area to enter comments about revisions to the Research Core section. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.



You may enter multiple paragraphs, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000. If you have entered too many characters in the Comments sub-section, you cannot 1) save your Research Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

5.4 Display format for preview and public web site

Each core is displayed on a separate page. For each research core, the core name is displayed at the top of the page, in large, bold font, left-justified.

Beneath the core name is a bulleted list of the sub-sections on the page:

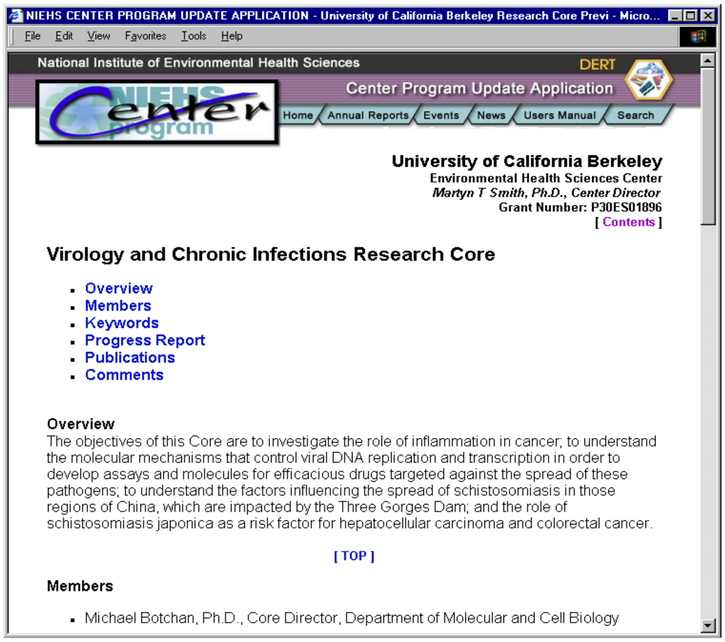
- **Overview**
- **Members**
- **Key Words**
- **Progress Report**
- **Publications**

Each of the bulleted items in the list is a link to the appropriate sub-section lower on the page.

The title of each sub-section is displayed in bold font, left-justified. The information entered in each sub-section is displayed on the line immediately below the respective sub-section title. Core members are displayed in a bulleted list. Paragraphs are not indented. Key words are displayed in alphabetical order in a bulleted list.

A link to the top of the page is inserted between each sub-section.

Comments are not displayed.


NIEHS CENTER PROGRAM UPDATE APPLICATION - University of California Berkeley Research Core Previ - Micro...
File Edit View Favorites Tools Help
National Institute of Environmental Health Sciences
DERT
Center Program Update Application
Home
Annual Reports
Events
News
Users Manual
Search
University of California Berkeley
Environmental Health Sciences Center
Martyn T Smith, Ph.D., Center Director
Grant Number: P30ES01896
[Contents]
Virology and Chronic Infections Research Core
Overview
Members
Keywords
Progress Report
Publications
Comments
Overview
The objectives of this Core are to investigate the role of inflammation in cancer; to understand the molecular mechanisms that control viral DNA replication and transcription in order to develop assays and molecules for efficacious drugs targeted against the spread of these pathogens; to understand the factors influencing the spread of schistosomiasis in those regions of China, which are impacted by the Three Gorges Dam; and the role of schistosomiasis japonica as a risk factor for hepatocellular carcinoma and colorectal cancer.
[TOP]
Members
Michael Botchan, Ph.D., Core Director, Department of Molecular and Cell Biology

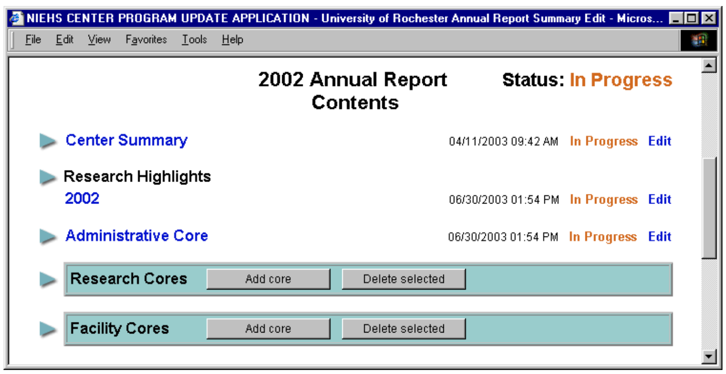
6. Facility Cores

6.1 Purpose

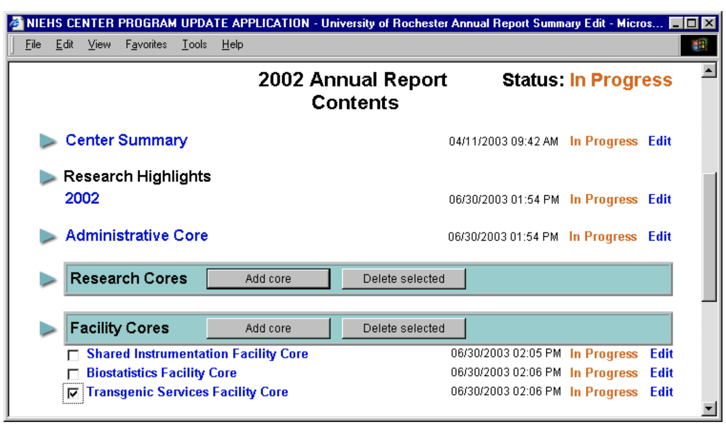
The Facility Cores section consists of separate pages for each of your Center's facility cores. Each Facility Core page should describe the core's goals and interactions with research cores. Add new cores and delete existing cores as needed from the Annual Report Contents page.

6.2 Adding and deleting cores

On the Annual Report Contents page, an **Add core** button appears next to the section title Facility Cores. Click on this button to add a new facility core. This takes you to the Facility Cores edit screen, with a blank form for entering information for a new core. See **Section 6.3** below for details. After you have created and saved a Facility Core page in this way, the name of the core is displayed on the Annual Report Contents page, under the Facility Cores section.



To delete an entire facility core, select it by clicking the check-box next to its name. Then click on the **Delete selected** button, next to the **Add core** button.



Note: About adding and deleting cores…
Only users who log in with a username ending in "1" can add or delete cores using this Application. Users who log in with a username ending in "2" do not see the **Add core** *or* **Delete selected** *buttons or the check-boxes next to core names.*

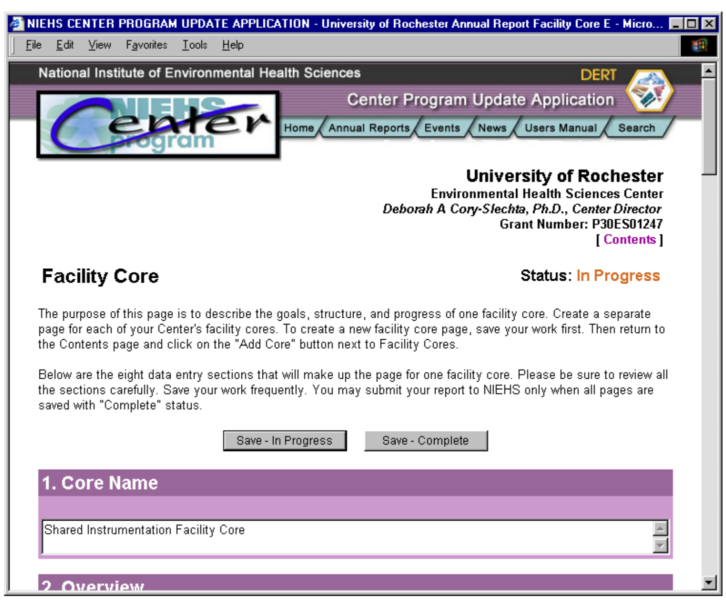
6.3 Edit screen data entry sub-sections

Each Facility Core section consists of eight sub-sections for data entry and one for comments, described below.

Facility Core Sub-section	Maximum Length
1. Core Name	200 characters
2. Overview	2,500 characters
3. Core Director	n/a
4. Core Members	25 members
5. Facilities and Equipment	7,500 characters
6. Usage and Benefits	7,500 characters
7. Publications – from PubMed	n/a
8. Publications – not in PubMed	n/a
9. Comments	4,000 characters

6.3.1 Core Name

The data entry space for the Core Name sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You are limited to a total of 200 characters. If you have entered too many characters in the Core Name sub-section, you cannot 1) save your Facility

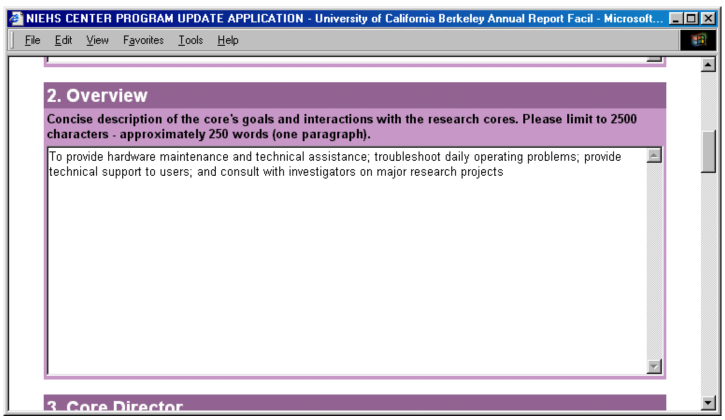
Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

Core Name is critical information. For this reason it is recommended that you enter your Core Name first, before proceeding to work on the other sub-sections for the Facility Core section. Until you enter a core name, you cannot 1) save your Facility Core section or 2) add core members, or 3) add publications.

6.3.2 Overview

The Overview should provide a concise description of the core's goals and interactions with the research cores.

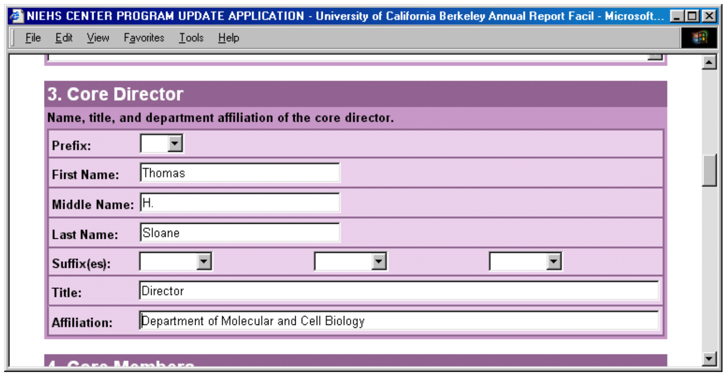
The data entry space for the Overview sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You may enter multiple paragraphs, but you are limited to a total of 2,500 characters (approximately 250 words, two to three paragraphs). If you have entered too many characters in the Overview, you cannot 1) save your Facility Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

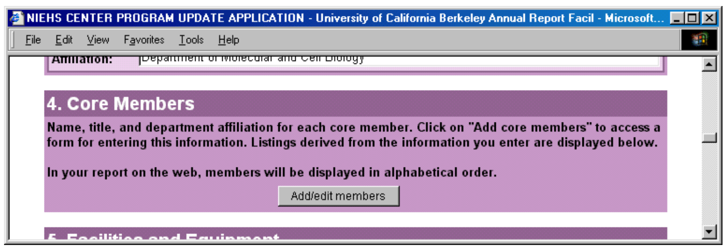
6.3.3 Core Director

Enter the Core Director's name, title, and department or institutional affiliation, as you would like them to appear to the public. Use initials followed by a period in place of full names as appropriate. If you wish to use a prefix (e.g., "Dr."), select it from the drop-down menu provided. You may select up to three suffixes from the drop-down menus provided. If you select more than one suffix, they are listed in the order shown on the data entry screen (left to right), separated by commas (e.g., "M.D., Ph.D."). If the Core Director holds more than one title, enter all titles as you would like them to be displayed, separated by commas (e.g., "Core Director, Professor of Biology").

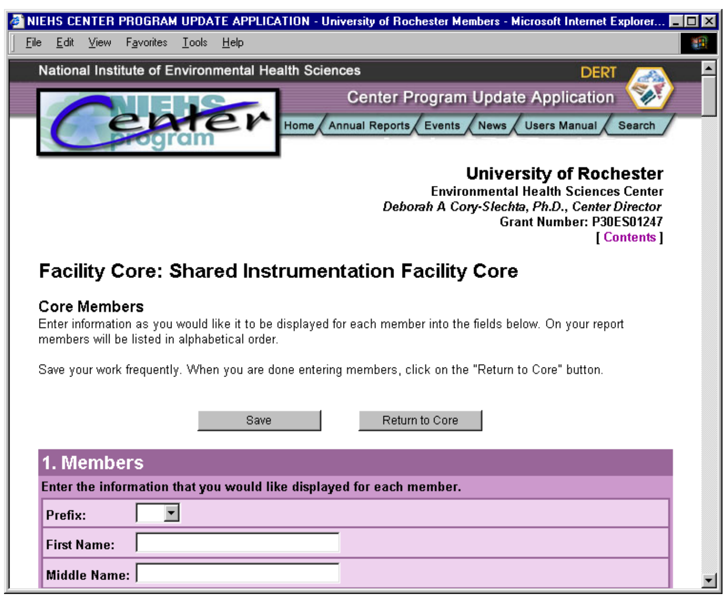


6.3.4 Core Members

To enter information about core members, click on the **Add/edit members** button.



This takes you to a page with another data entry form, labeled "Core Members."



Beneath the label are some brief instructions. Below this are the following two buttons:

Save

Saves the current contents of the page.

Return to Core

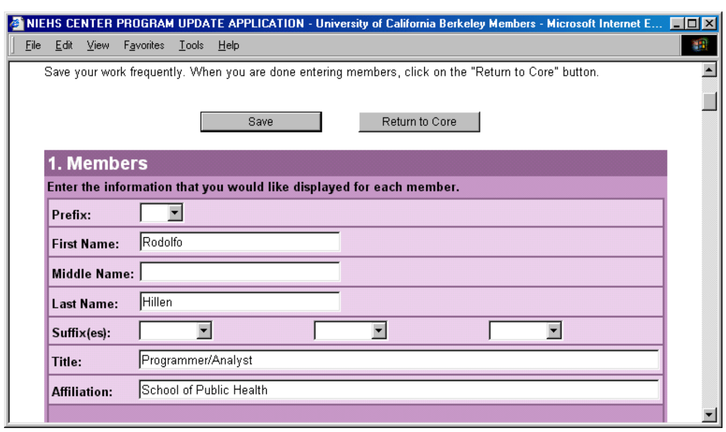
Returns you to the main page for the appropriate facility core. Remember to save your work before using this button.

For convenience, the same two buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

> **Note: About saving members…**
>
> *The* **Save** *button saves member information. However, it does not save your entire Facility Core section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main Facility Core edit screen.*

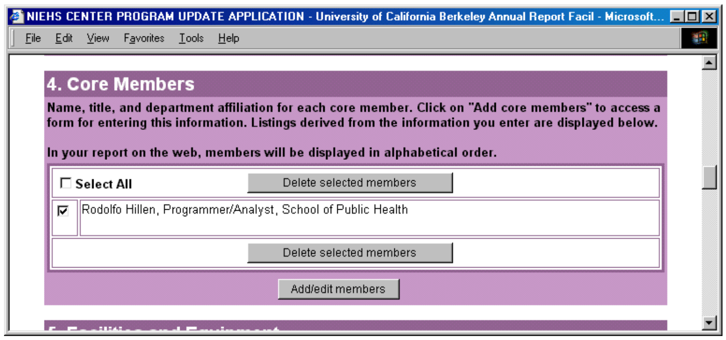
Under the buttons is the data entry form, which provides 25 sets of data entry boxes (one set per member). Each set consists of the following boxes:

- Prefix
- First name
- Middle name
- Last name
- Suffix(es)
- Title
- Affiliation



Enter each member's name, title, and department or institutional affiliation as you would like them to appear to the public. Use initials followed by a period in place of full names as appropriate. If you wish to use a prefix (e.g., "Dr."), select it from the drop-down menu provided. You may select up to three suffixes from the drop-down menus provided. If you select more than one suffix, they are listed in the order shown on the data entry screen (left to right), separated by commas (e.g., "M.D., Ph.D."). If a member holds more than one title, enter all titles as you would like them to be displayed, separated by commas (e.g., "Core Co-Director, Professor of Biology").

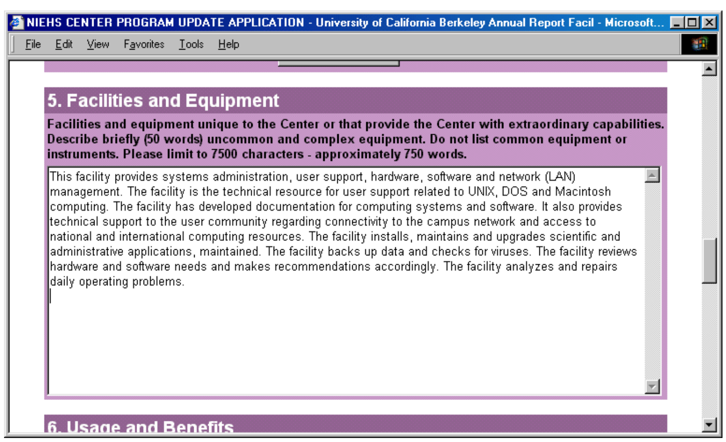
To delete one or more members, you may return to the main Facility Core edit screen by clicking on the **Return to core** button, and then select the member(s) to delete by clicking the check-box(es) next to the appropriate name(s). Then click the **Delete selected members** button.



6.3.5 Facilities and Equipment

The Facilities and Equipment sub-section should describe the facilities and equipment unique to the Center or that provide the Center with extraordinary capabilities.

The data entry space for the Facilities and Equipment sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

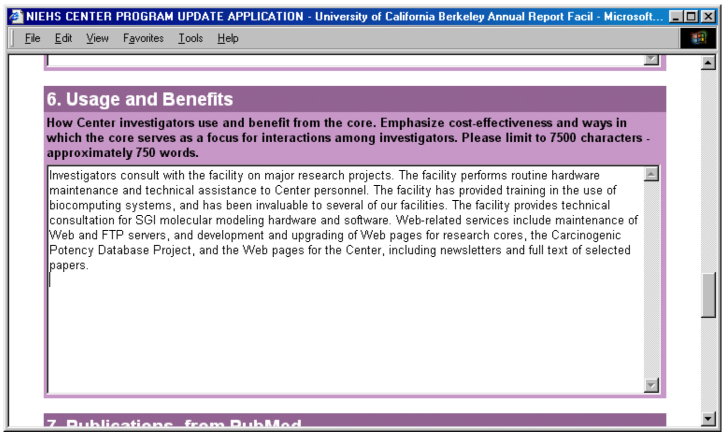


You may enter multiple paragraphs, but you are limited to a total of 7,500 characters (approximately 750 words, one and a half pages). If you have entered too many characters in the Facilities and Equipment sub-section, you cannot 1) save your Facility Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

6.3.6 Usage and Benefits

The Usage and Benefits sub-section should describe how Center investigators use and benefit from the core.

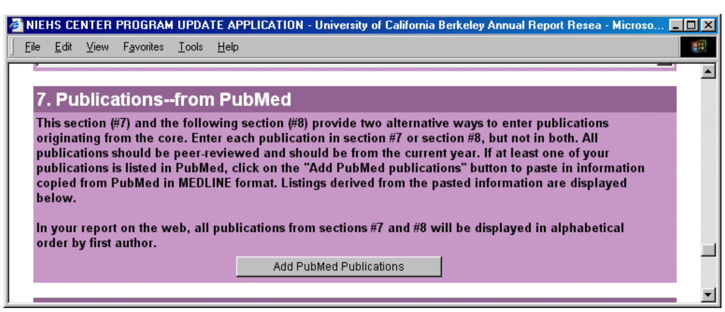
The data entry space for the Usage and Benefits sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You may enter multiple paragraphs, but you are limited to a total of 7,500 characters (approximately 750 words, one and a half pages). If you have entered too many characters in the Usage and Benefits sub-section, you cannot 1) save your Facility Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

6.3.7 Publications from PubMed

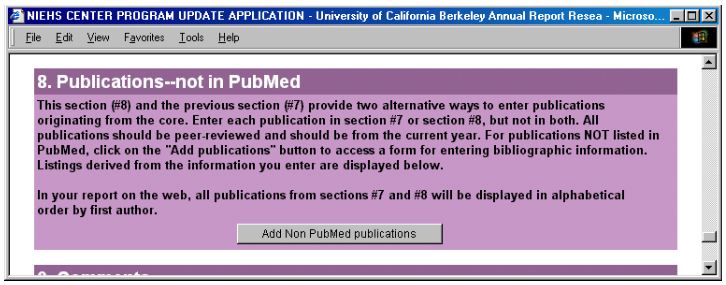
As for the Research Highlights section, you may enter information about publications originating from the core during the current year into either of two sub-sections. The first, Publications—from PubMed, allows you to copy and paste bibliographic information in MEDLINE format from PubMed, the National Library of Medicine's on-line publications database. The second is described below in **Section 6.3.8**.



Information about PubMed publications is entered on a separate form, which you may access by clicking on the **Add PubMed Publications** button. The method for entering PubMed publication information for facility cores is analogous to that for Research Highlights. See **Section 3.2.3** (page 33) for details.

6.3.8 Publications not in PubMed

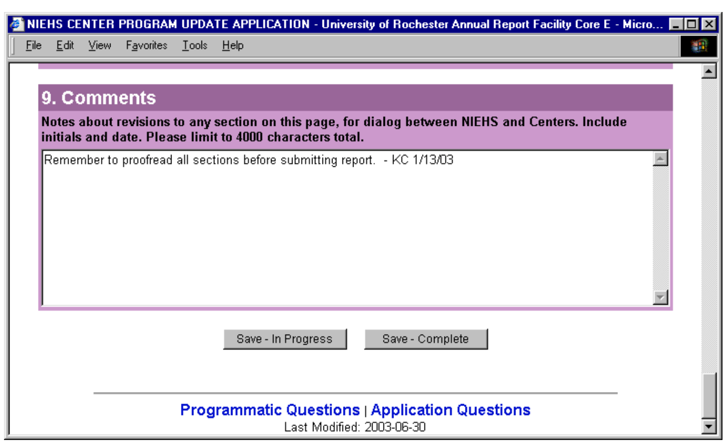
As for the Research Highlights section, you may enter information about publications originating from the core during the current year into either of two sub-sections. The first is described above in **Section 6.3.7**. The second, Publications—not in PubMed, allows you to type bibliographic information about publications into individual fields (for author, title, etc.). It is intended for publications that are not contained in PubMed.



Information about non- PubMed publications is entered on a separate form, which you may access by clicking on the **Add Non PubMed publications** button. The method for entering non-PubMed publication information for facility cores is analogous to that for Research Highlights. See **Section 3.2.4** (page 38) for details.

6.3.9 Comments

The last sub-section on the page is a space for comments on the Facility Core section. You may wish to enter notes in this space during the report preparation process. After you submit your report to NIEHS, NIEHS will view your report on-line and will have access to this area to enter comments about revisions to the Facility Core section. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.



You may enter multiple paragraphs, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000. If you have entered too many characters in the Comments sub-section, you cannot 1) save your Facility Core section, 2) add or edit any core member information, or 3) add or edit any publication information.

6.4 Display format for preview and public web site

Each core is displayed on a separate page. For each facility core, the core name is displayed at the top of the page, in large, bold font, left-justified.

Beneath the core name is a bulleted list of the sub-sections on the page:

- **Overview**
- **Members**
- **Facilities and Equipment**
- **Usage and Benefits**
- **Publications**

Each of the bulleted items in the list is a link to the appropriate sub-section lower on the page.

The title of each sub-section is displayed in bold font, left-justified. The information entered in each sub-section is displayed on the line immediately below the respective sub-section title. Core members are displayed as bulleted lists. Paragraphs are not indented.

A link to the top of the page is inserted between each sub-section.

Comments are not displayed.

7. COEP

7.1 Purpose

The Community Outreach and Education Program (COEP) section should describe the purpose, structure, and accomplishments of the COEP.

7.2 Edit screen data entry sub-sections

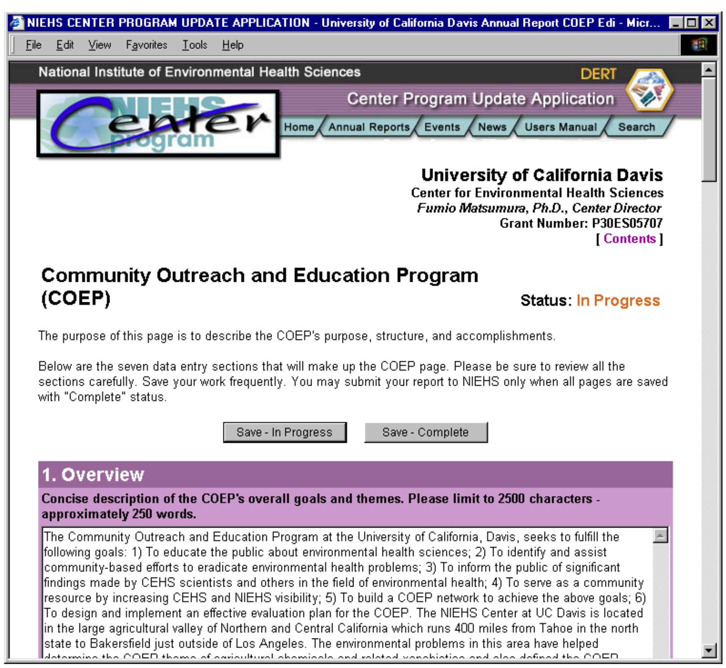
The COEP section consists of seven sub-sections for data entry and one for comments, described below.

COEP Sub-section	Maximum Length
1. Overview	2,500 characters
2. COEP Members	25 members
3. Collaborations	2,500 characters
4. Highlights	3 highlights, 2,500 characters each
5. Materials	25 materials, 500 characters each
6. Publications – from PubMed	n/a
7. Publications – not in PubMed	n/a
8. Comments	4,000 characters

7.2.1 Overview

The Overview should provide a concise description of the COEP's purpose, structure, and accomplishments.

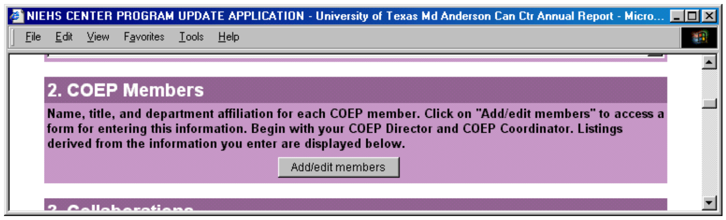
The data entry space for the Overview sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



You may enter multiple paragraphs, but you are limited to a total of 2,500 characters (approximately 250 words, two to three paragraphs). If you have entered too many characters in the Overview, you cannot 1) save your COEP section, 2) add or edit any COEP member information, or 3) add or edit any material or publication information.

7.2.2 COEP Members

Enter information about COEP members on a separate data entry form. To access the form, click on the **Add/edit members** button.



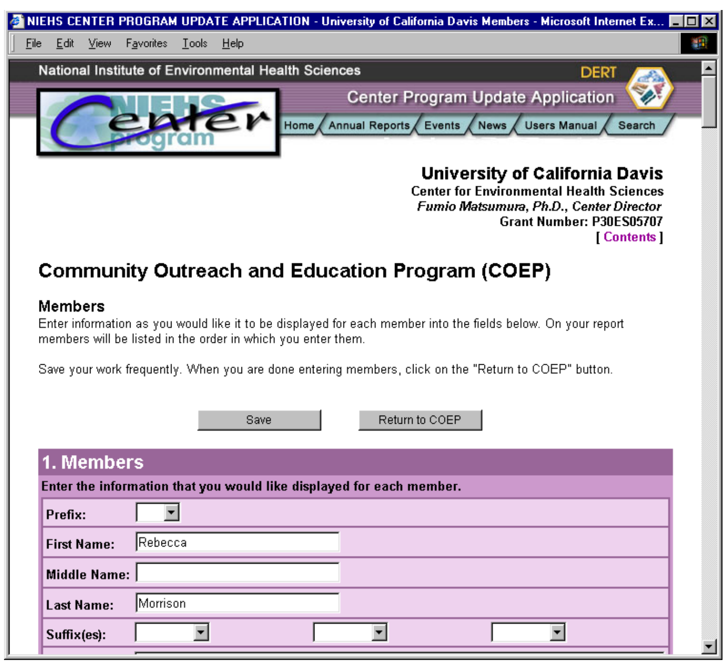
The form is labeled "Community Outreach and Education Program (COEP), Members." Beneath the label are some brief instructions. Below this are the following two buttons:

Save

Saves the current contents of the page.

Return to COEP

Returns you to the main page for the COEP section. Remember to save your work before using this button.



For convenience, the same two buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

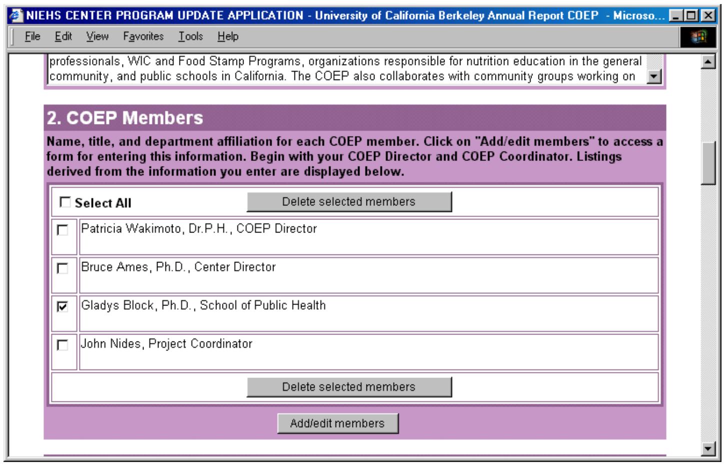
Note: About saving members…
The **Save** *button saves member information. However, it does not save your entire COEP section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main COEP edit screen.*

Under the buttons is the data entry form, which provides 25 sets of data entry boxes (one set per member). Each set consists of the following boxes:

- Prefix
- First name
- Middle name
- Last name
- Suffix(es)
- Title
- Affiliation

Beginning with your COEP's Director and Coordinator, enter each member's name, title, and department or institutional affiliation as you would like them to appear to the public. Use initials followed by a period in place of full names as appropriate. If you wish to use a prefix (e.g., "Dr."), select it from the drop-down menu provided. You may select up to three suffixes from the drop-down menus provided. If you select more than one suffix, they are listed in the order shown on the data entry screen (left to right), separated by commas (e.g., "M.D., Ph.D."). If a member holds more than one title, enter all titles as you would like them to be displayed, separated by commas (e.g., "COEP Co-Director, Professor of Biology").

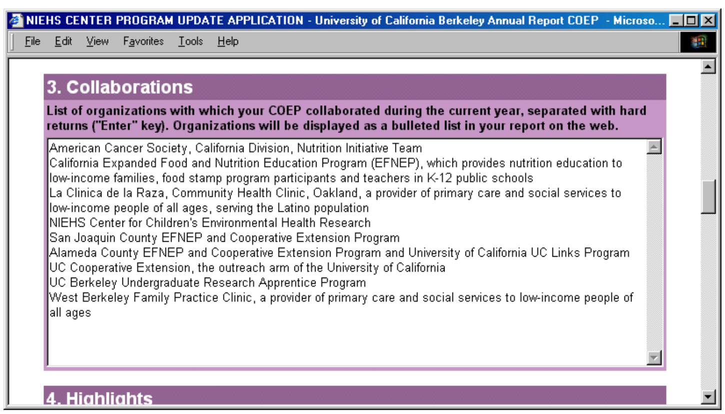
To delete one or more members, you may return to the main COEP edit screen by clicking on the **Return to core** button, and then select the member(s) to delete by clicking the check-box(es) next to the appropriate name(s). Then click the **Delete selected members** button.



7.2.3 Collaborations

The Collaborations sub-section is a list of organizations with which your COEP collaborated during the current year.

The data entry space for the Collaborations sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page. Separate each organization with a hard return (using the "Enter" key) so that each organization name appears on a different line.

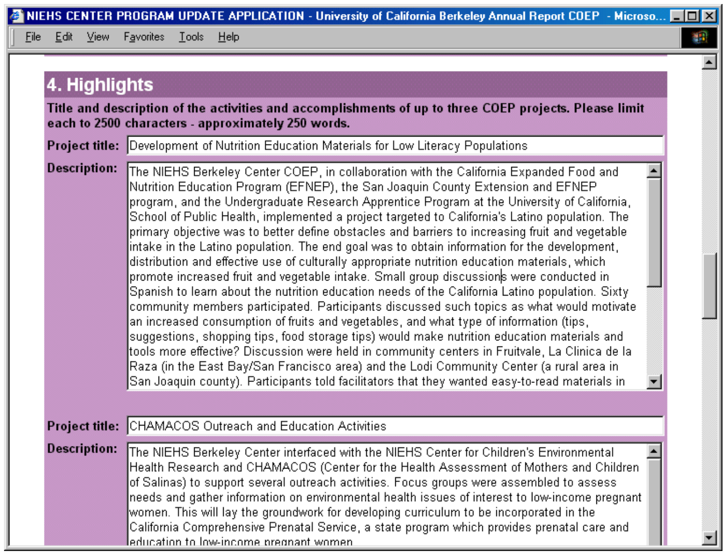


You are limited to a total of 2,500 characters (approximately 250 words). If you have entered too many characters in the Collaborations sub-section, you cannot 1) save your COEP section, 2) add or edit any COEP member information, or 3) add or edit any material or publication information.

7.2.4 Highlights

The Highlights sub-section should describe the accomplishments of up to three COEP projects or activities from the current year.

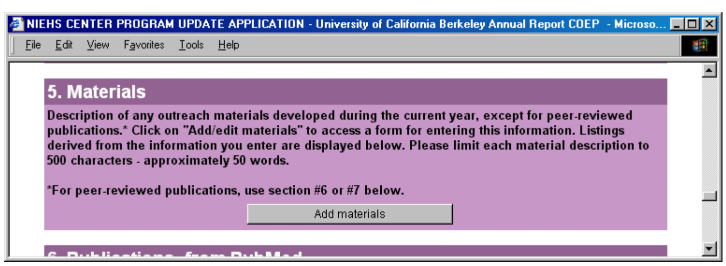
The data entry space for the Highlights sub-section is made up of three pairs of boxes where you may enter free text. Each pair of boxes consists of an area for entering a project title and an area for entering a description of the highlight. To enter text, place your cursor in a box and begin typing or paste in text copied from another document or web page.



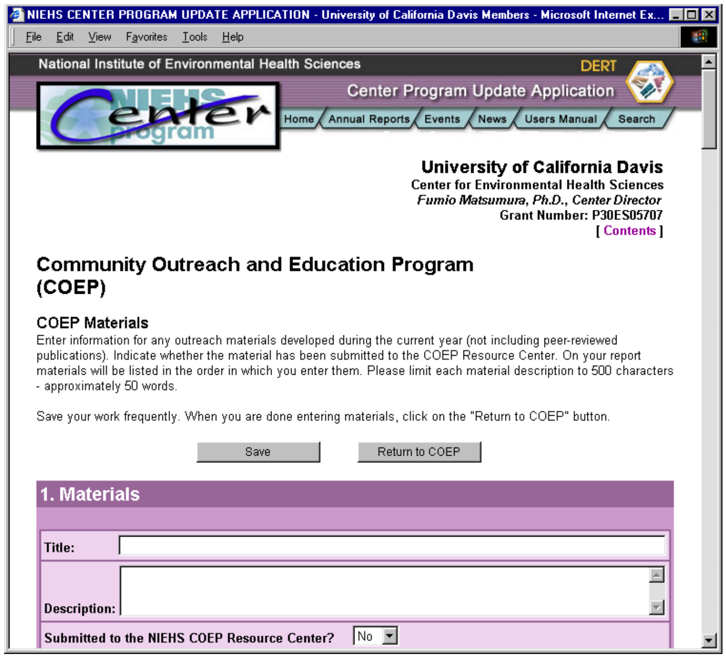
You are limited to 200 characters for each project title and 2,500 characters (approximately 250 words, two to three paragraphs) for each description. If you have entered too many characters in any part of the Highlights sub-section, you cannot 1) save your COEP section, 2) add or edit any COEP member information, or 3) add or edit any material or publication information.

7.2.5 Materials

The Materials sub-section is a list of outreach materials developed by the COEP during the current year. If the COEP produced any journal publications, those should be supplied in either the Publications – from PubMed or Publications – not in PubMed sub-section, described below in **Sections 7.2.6** and **7.2.7**. Journal publications should not be entered in the Materials sub-section.



To enter information about outreach and educational materials produced by the COEP during the current year, click on the **Add/edit materials** button. This takes you to a page with another data entry form, labeled "COEP Materials."



Beneath this label are some brief instructions. Below this are the following two buttons:

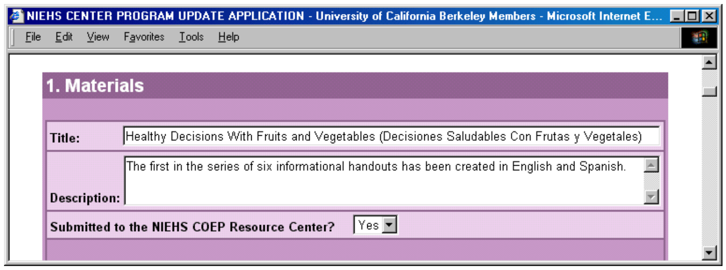
Save
Saves the current contents of the page.

Return to COEP
Returns you to the main page for the COEP section.
Remember to save your work before using this button.

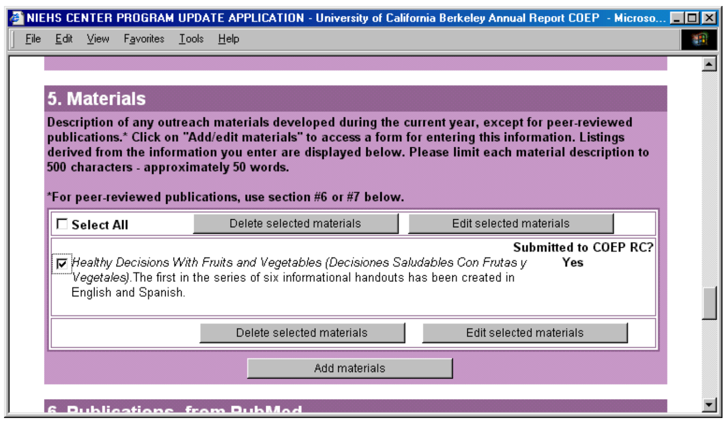
For convenience, the same two buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

Note: About saving materials…
The **Save** *button saves material information. However, it does not save your entire COEP section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main COEP edit screen.*

Under the buttons is the data entry form, which provides 25 sets of data entry boxes (one set per material). Each set provides space to enter the material title and description. Also for each material, indicate (using the drop-down box provided) whether the material has been submitted to the NIEHS COEP Resource Center.

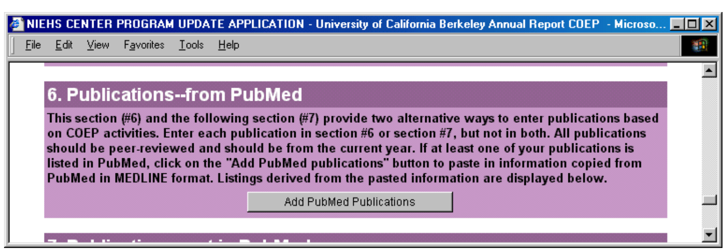


To delete one or more materials, you may return to the main COEP edit screen by clicking on the **Return to COEP** button and select the material(s) to delete by clicking the check-box(es) next to the appropriate title(s). Then click the **Delete selected materials** button.



7.2.7 *Publications from PubMed*

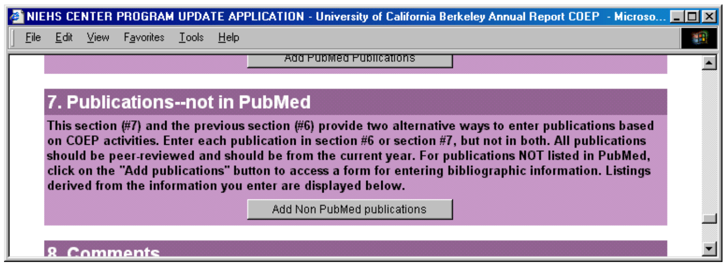
As for the Research Highlights section, you may enter information about publications originating from the COEP during the current year into either of two sub-sections. The first, Publications—from PubMed, allows you to copy and paste bibliographic information in MEDLINE format from PubMed, the National Library of Medicine's on-line publications database. The second is described below in **Section 7.2.8**.



Information about PubMed publications is entered on a separate form, which you may access by clicking on the **Add PubMed Publications** button. The method for entering PubMed publication information for the COEP is analogous to that for Research Highlights. See **Section 3.2.3** (page 33) for details.

7.2.8 Publications not in PubMed

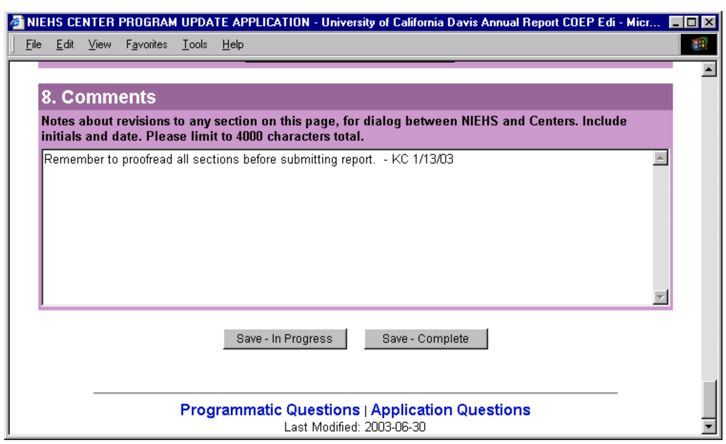
As for the Research Highlights section, you may enter information about publications originating from the COEP during the current year into either of two sub-sections. The first is described above in **Section 7.2.7**. The second, Publications—not in PubMed, allows you to type bibliographic information about publications into individual fields (for author, title, etc.). It is intended for publications that are not contained in PubMed.



Information about non- PubMed publications is entered on a separate form, which you may access by clicking on the **Add Non PubMed publications** button. The method for entering non-PubMed publication information for the COEP is analogous to that for Research Highlights. See **Section 3.2.4** (page 38) for details.

7.2.9 Comments

The last sub-section on the page is a space for comments on the COEP section. You may wish to enter notes in this space during the report preparation process. After you submit your report to NIEHS, NIEHS will view your report on-line and will have access to this area to enter comments about revisions to the COEP section. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.



You may enter multiple paragraphs, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000. If you have entered too many characters in the Comments sub-section, you cannot 1) save your

COEP section, 2) add or edit any COEP member information, or 3) add or edit any material or publication information.

7.3 Display format for preview and public web site

The title of the page, "Community Outreach and Education Program (COEP)," is displayed at the top of the page in large, bold font, left-justified.

Beneath the page title is a bulleted list of the sub-sections on this page:

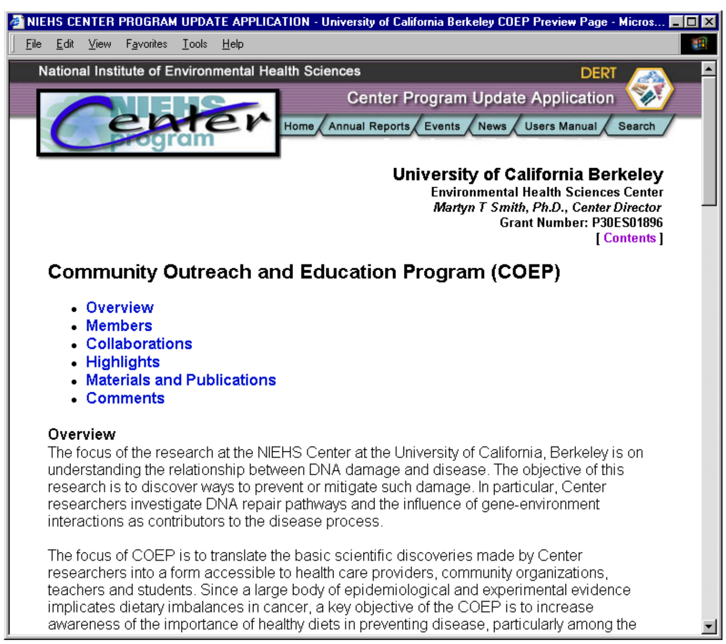
- **Overview**
- **Members**
- **Collaborations**
- **Highlights**
- **Materials and Publications**

Each of the bulleted items in the list is a link to the appropriate sub-section lower on the page.

The title of each sub-section is displayed in bold font, left-justified. The text entered in each sub-section is displayed on the line immediately below the respective sub-section title. Core members and Collaborations are displayed as bulleted lists. In the Materials and Publications sub-section, materials are listed first, followed by PubMed publications and then non-PubMed publications. Paragraphs are not indented.

A link to the top of the page is inserted between each sub-section.

Comments are not displayed.



8. Pilot Projects

8.1 Purpose

The Pilot Projects page should describe current and past projects and illustrate the value of pilot projects to the Center.

8.2 Edit screen data entry sub-sections

The Pilot Project section consists of three sub-sections for data entry and one for comments, described below.

Pilot Projects Sub-section	Maximum Length
1. Overview	2,500 characters
2. Project Descriptions – Current Year	1,500 characters for each description
3. Project Descriptions – Last Five Years	
4. Comments	4,000 characters

8.2.1 Overview

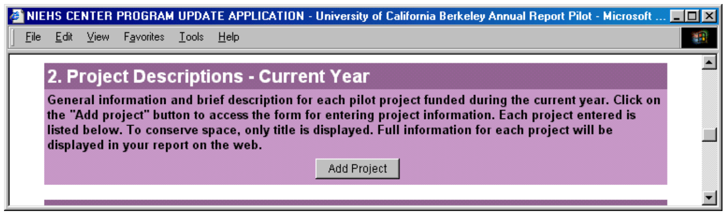
The Overview should provide a concise description of the pilot project program's purposes and benefits to the Center.

The data entry space for the Overview is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

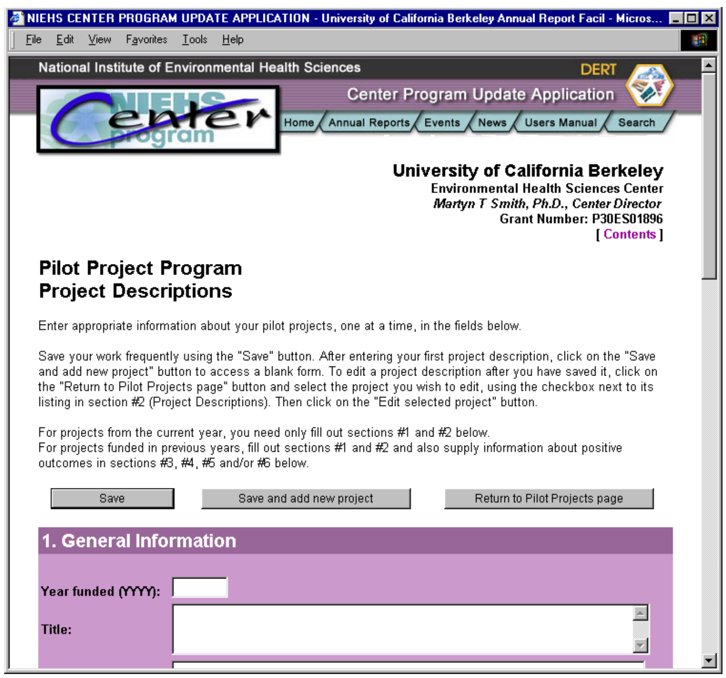
You may enter multiple paragraphs, but you are limited to a total of 2,500 characters (approximately 250 words, two to three paragraphs). If you have entered too many characters in the Overview, you cannot 1) save your Pilot Projects section or 2) add or edit any projects.

8.2.2 Project Descriptions – Current Year

In this sub-section, provide general information and a brief description for each pilot project funded during the current year.



To enter information about a project, click on the **Add project** button. This takes you a page with another data entry form, labeled "Project Descriptions."



Beneath this label are some brief instructions. Below this are the following three buttons:

Save

Saves the current contents of the page.

Save and add new project

Saves the current contents of the page and displays a blank form.

Return to Pilot Projects page

Returns you to the main page for the Pilot Projects section. Remember to save your work before using this button.

For convenience, the same three buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

Note: About saving pilot projects…

The **Save** *button saves pilot project information. However, it does not save your entire Pilot Projects section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main Pilot Projects edit screen.*

Under the buttons is the data entry form, which consists of six data entry sub-sections, described below.

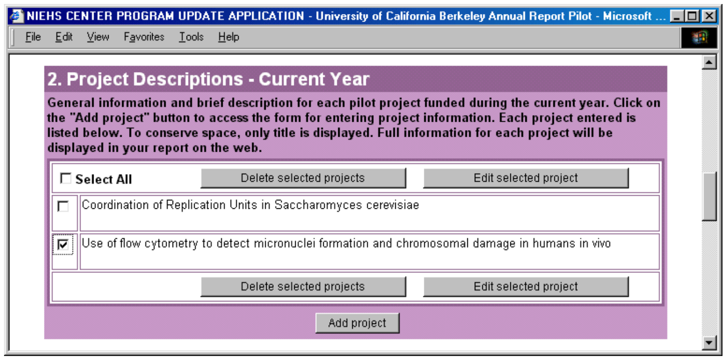
Pilot Project Descriptions Sub-section	Maximum Length
1. General Information	title: 200 characters
2. Description	1,500 characters
3. Positive Outcomes – Publications in PubMed	n/a
4. Positive Outcomes – Publications not in PubMed	n/a
5. Positive Outcomes – Grants	250 characters each
6. Positive Outcomes – Other	750 characters

For projects funded in the current year, supply information for the General Information and Description sub-sections. The remaining sub-sections apply to positive outcomes resulting from past projects; you do not need to fill out these sub-sections for projects funded in the current year.

Save your work frequently using the **Save** button. If you would like to add information for a new project, click on the **Save and add new project** button. This saves your entries and displays a blank project description form. Alternatively, you may click on the **Return to Pilot Projects page** button and then click on the **Add project** button to access a blank project description form.

To delete a project after you have saved it, return to the main Pilot Projects edit screen using the **Return to Pilot Projects page** button and select the project to delete by clicking the check-box next to its title. Then click the **Delete selected projects** button.

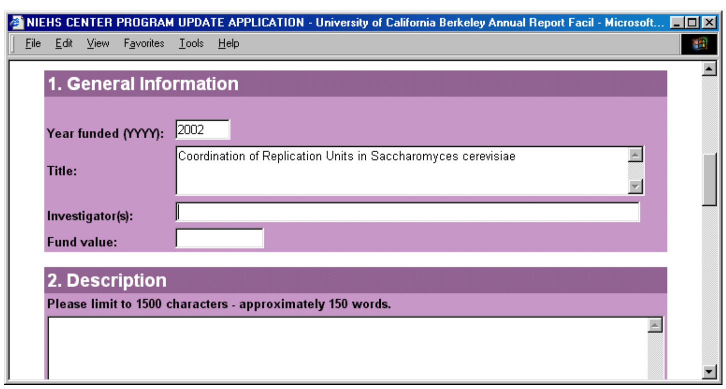
You may also select a project to edit by clicking in the appropriate check-box and then clicking on the **Edit selected project** button.



8.2.2.1 Project Descriptions - General Information

In the General Information sub-section, enter the year the project was funded (which should be the current year), its title, investigator, and value in the spaces provided. Fund value is not displayed to the public.

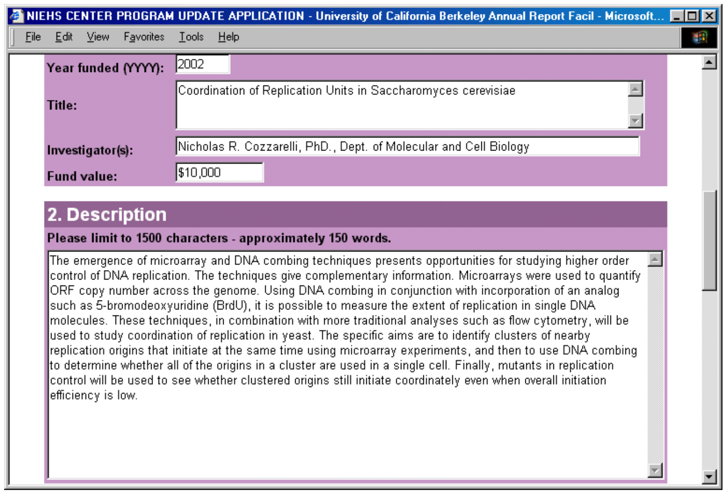
Year funded and project title are critical pieces of information. For this reason it is recommended that you enter these first, before proceeding to work on the other sub-sections for the Project Description. Until you enter this information, you cannot save your Project Description.



The data entry spaces for year funded, project title, investigator, and value are boxes where you may enter free text. To enter text, place your cursor in any of the boxes and begin typing or paste in text copied from another document or web page. For project title, you are limited to 200 characters. For fund value, enter a dollar amount. If you have entered too many characters in the title, you cannot save your Project Description.

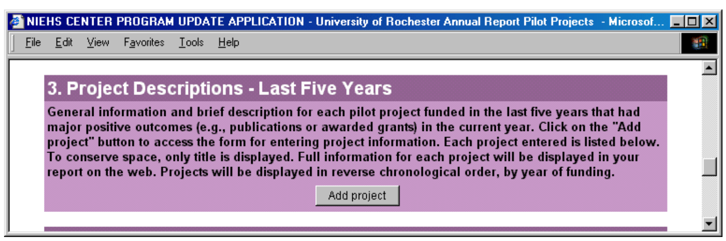
8.2.2.2 Project Descriptions - Description

For the Description sub-section, enter free text in the box provided. You may enter multiple paragraphs, but you are limited to a total of 1,500 characters (approximately 150 words, one or two paragraphs). If you have entered too many characters in the Description, you cannot 1) save your Project Description or 2) add or edit any publication or grant information.

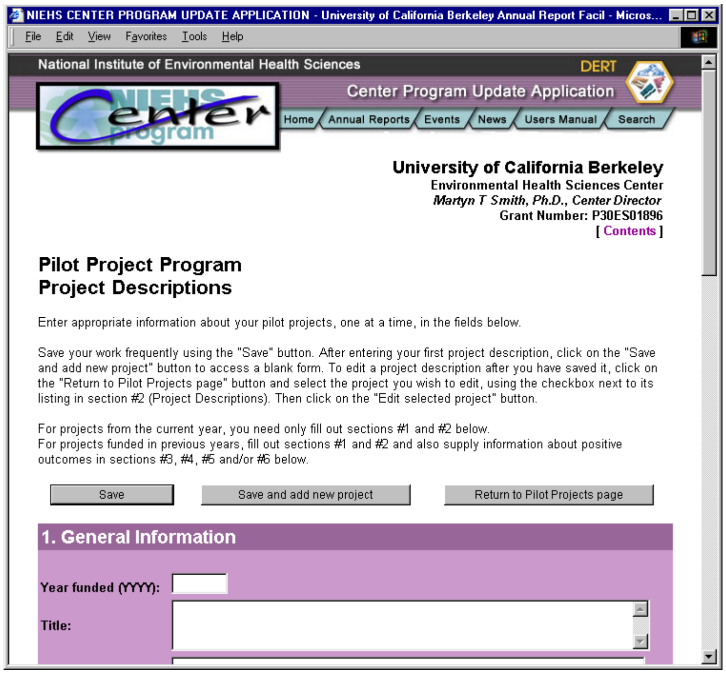


8.2.3 Project Descriptions – Last Five Years

In this sub-section, provide general information and a brief description for each pilot project funded during the last five years, as well as any project funded during an earlier year, if it had positive outcomes in the current year.



To enter information about a project, click on the **Add project** button. This takes you to a page with another data entry form, labeled “Project Descriptions.”



Beneath this label are some brief instructions. Below this are the following three buttons:

Save
Saves the current contents of the page.

Save and add new project
Saves the current contents of the page and displays a blank form.

Return to Pilot Projects page
Returns you to the main page for the Pilot Projects section. Remember to save your work before using this button.

For convenience, the same three buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

Note: About saving pilot projects…
The **Save** *button saves pilot project information. However, it does not save your entire Pilot Projects section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main Pilot Projects edit screen.*

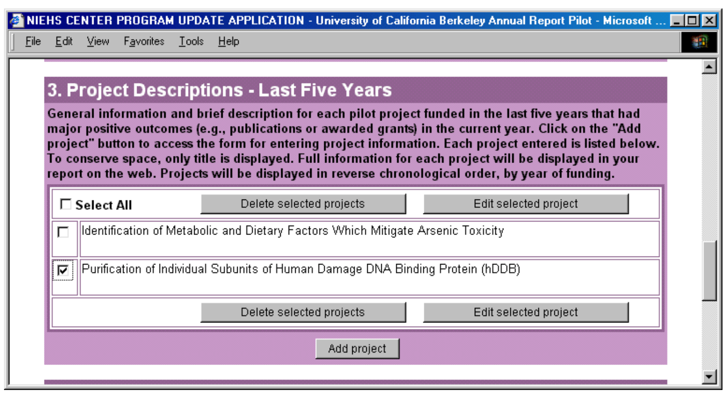
Under the buttons is the data entry form, which consists of six data entry sub-sections, listed in the table below.

Pilot Project Descriptions Sub-section	Maximum Length
1. General Information	n/a
2. Description	1,500 characters
3. Positive Outcomes – Publications in PubMed	n/a
4. Positive Outcomes – Publications not in PubMed	n/a
5. Positive Outcomes – Grants	250 characters each
6. Positive Outcomes – Other	750 characters

Save your work frequently using the **Save** button. If you would like to add information for a new project, click on the **Save and add new project** button. This saves your entries and displays a blank project description form. Alternatively, you may click on the **Return to Pilot Projects page** button and then click on the **Add project** button to access a blank project description form.

To delete a project after you have saved it, return to the main Pilot Projects edit screen using the **Return to Pilot Projects page** button and select the project to delete by clicking the check-box next to its title. Then click the **Delete selected projects** button.

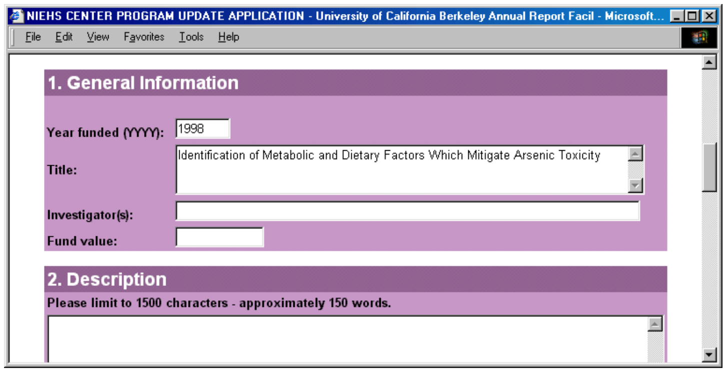
You may also select a project to edit by clicking in the appropriate check-box and then clicking on the **Edit selected project** button.



8.2.3.1 Project Descriptions - General Information

In the General Information sub-section, enter the year the project was initially funded, its title, investigator, and value in the spaces provided. Fund value is not displayed to the public.

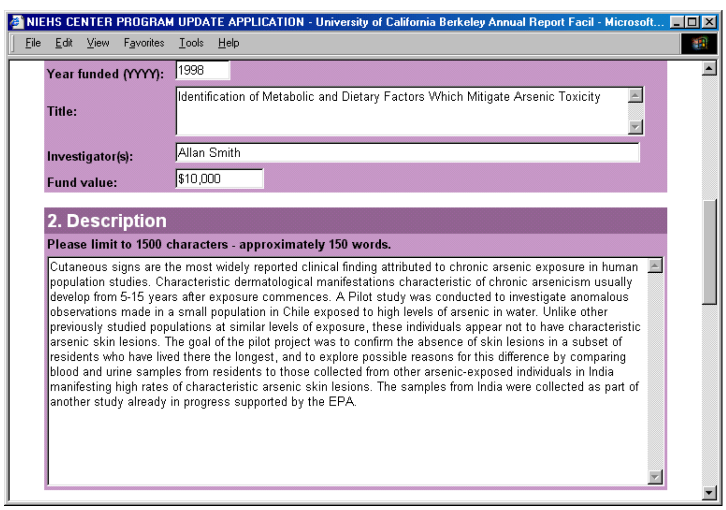
Year funded and project title are critical pieces of information. For this reason it is recommended that you enter these first, before proceeding to work on the other sub-sections for the Project Description. Until you enter this information, you cannot 1) save your Project Description, or 2) add any information about publications or grants.



The data entry spaces for year funded, project title, investigator, and value are boxes where you may enter free text. To enter text, place your cursor in any of the boxes and begin typing or paste in text copied from another document or web page. For project title, you are limited to 200 characters. For fund value, enter a dollar amount. If you have entered too many characters in the title, you cannot 1) save your Project Description or 2) add or edit any publication or grant information.

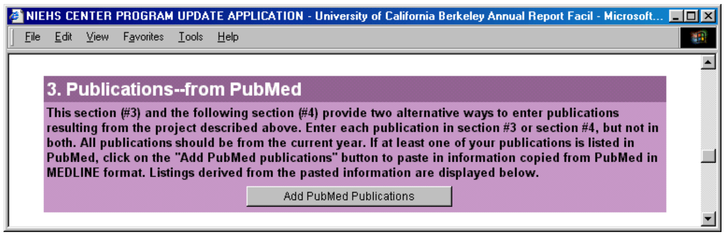
8.2.3.2 Project Descriptions - Description

For the Description sub-section, enter free text in the box provided. You may enter multiple paragraphs, but you are limited to a total of 1,500 characters (approximately 150 words, one or two paragraphs). If you have entered too many characters in the Description, you cannot 1) save your Project Description or 2) add or edit any publication or grant information.



8.2.3.3 Project Descriptions - Positive Outcomes - Publications from PubMed

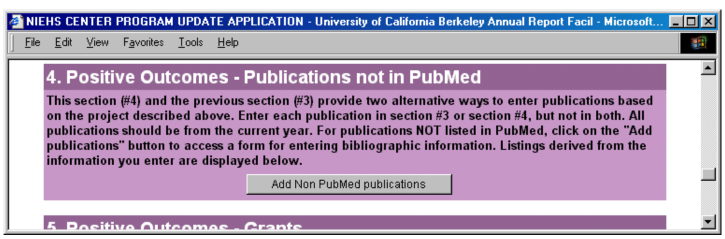
As for the Research Highlights section, you may enter information about publications originating from a pilot project during the current year into either of two sub-sections. The first, Publications—from PubMed, allows you to copy and paste bibliographic information in MEDLINE format from PubMed, the National Library of Medicine's on-line publications database. The second is described below in **Section 8.2.3.4**.



Information about PubMed publications is entered on a separate form, which you may access by clicking on the **Add PubMed Publications** button. The method for entering PubMed publication information for a pilot project is analogous to that for Research Highlights. See **Section 3.2.3** (page 33) for details.

8.2.3.4 Project Descriptions - Positive Outcomes - Publications not in PubMed

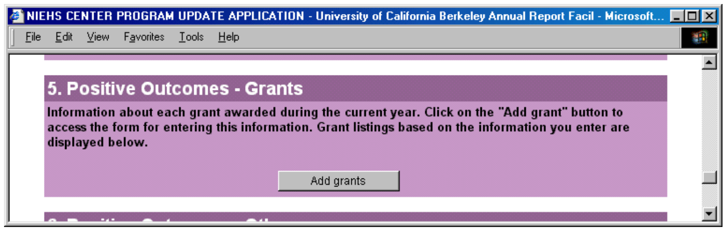
As for the Research Highlights section, you may enter information about publications originating from a pilot project during the current year into either of two sub-sections. The first is described above in **Section 8.2.3.3**. The second, Publications—not in PubMed, allows you to type bibliographic information about publications into individual fields (for author, title, etc.). It is intended for publications that are not contained in PubMed.



Information about non-PubMed publications is entered on a separate form, which you may access by clicking on the **Add Non PubMed publications** button. The method for entering non-PubMed publication information for a pilot project is analogous to that for Research Highlights. See **Section 3.2.4** (page 38) for details.

8.2.3.5 Project Descriptions – Positive Outcomes - Grants

To enter information about individual grants resulting from past pilot projects, click on the **Add grants** button.



This takes you to a page with another data entry form, labeled "Positive Outcomes - Grants."

Beneath this label are some brief instructions. Below this are the following two buttons:

Save

Saves the current contents of the page.

Return to project

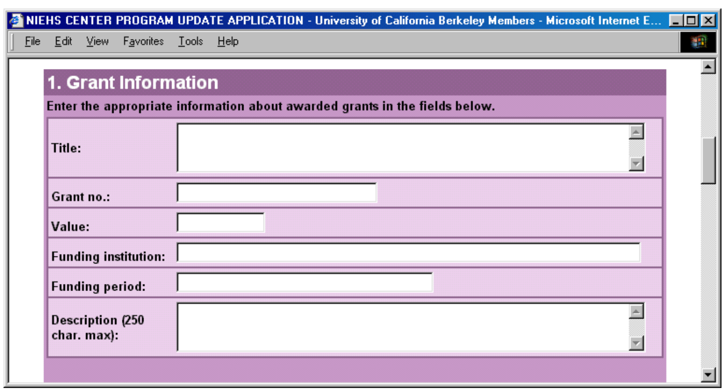
Returns you to the main page for the appropriate Project Description. Remember to save your work before using this button.

For convenience, the same two buttons also appear at the bottom of the page. The buttons at the top and the bottom of the page have the same functions.

Note: About saving grants…
The **Save** *button saves grant information. However, it does not save your entire Pilot Projects section. Remember to use the* **Save – In Progress** *or* **Save – Complete** *button on the main Pilot Projects edit screen.*

Under the buttons is the data entry form, which provides five sets of data entry boxes (one set per grant). You may enter information for up to five grants. For each grant enter the following information in the spaces provided: title, grant number, value, funding institution, funding period, and description.

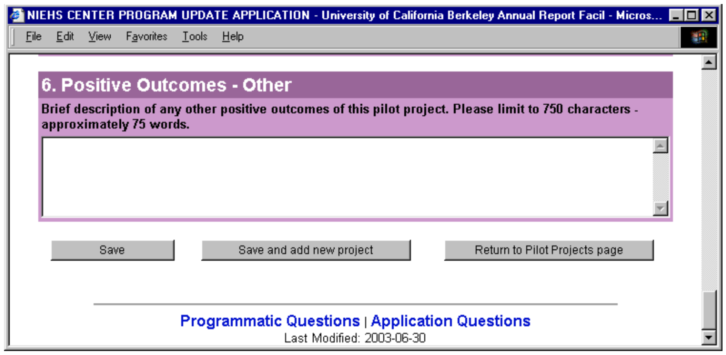
The data entry space for each piece of information is a box where you may enter free text. To enter text, place your cursor in any of the boxes and begin typing or paste in text copied from another document or web page. For value, enter a dollar amount. The title is limited to 200 characters, and the description is limited to 250 characters. If you have entered too many characters in these sub-sections, you cannot save your grants.



To delete one or more grants, you may return to the main Project Description edit screen by clicking on the **Return to project** button. Then select the grant(s) to delete by clicking the check-box(es) next to the appropriate title(s). Then click the **Delete selected grants** button.

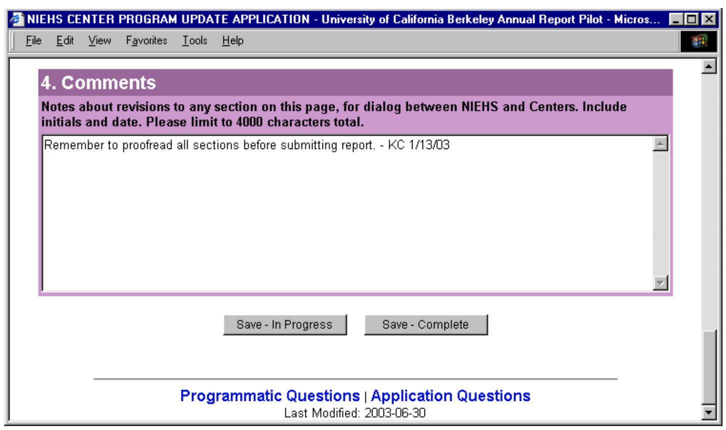
8.2.3.6 Project Descriptions – Positive Outcomes - Other

Enter information about any other positive outcomes in the Positive Outcomes – Other sub-section. The data entry space for this sub-section is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page. You may enter multiple paragraphs, but you are limited to a total of 750 characters (approximately 75 words, one paragraph). If you have entered too many characters in the Positive Outcomes – Other sub-section, you cannot 1) save your Project Description section or 2) add or edit any publication or grant information.



8.2.4 Comments

The last sub-section on the Pilot Projects page is a space for comments on the Pilot Projects section. You may wish to enter notes in this space during the report preparation process. After you submit your report to NIEHS, NIEHS will view your report on-line and will have access to this area to enter comments about revisions to the Pilot Projects section. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.



You may enter multiple paragraphs, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000. If you have entered too many characters in the Comments sub-section, you cannot 1) save your Pilot Projects section or 2) add or edit any projects.

8.3 Display format for preview and public web site

The title of the page, “Pilot Projects,” is displayed at the top of the page in large, bold font, left-justified.

Beneath the page title displays the overview, followed by the project descriptions for projects funded in the current year, and then the project descriptions for projects funded in previous years.

For each project description, the year funded, title, investigator, and description are listed on separate lines. Publications and grants are displayed in bulleted lists. “Other” positive outcomes are displayed below publications and grants.

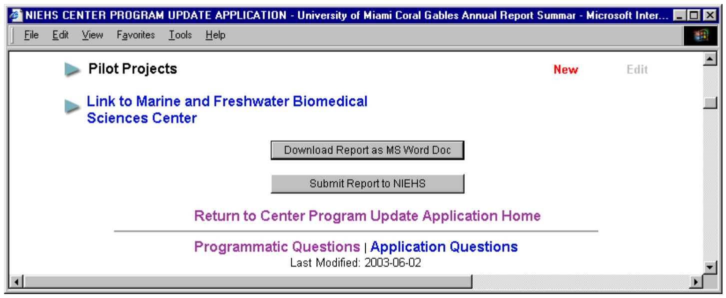
A link to the top of the page is inserted between each sub-section.

Fund values and comments are not displayed.

9. LINK TO CENTER WEB SITE

9.1 General Information

At the bottom of your Annual Report Contents page is a link to your Center's web site. When a user clicks on this link, your Center's web site will display.



This Application does not provide Center users with the option to change this link. If there your Center web site's address has changed, please contact the Center Program Analyst.

IV. EVENTS

The Events and Conferences page of the NIEHS Center Program web site lists information about upcoming and past Center-related events.

This chapter provides instructions for using the Application to prepare, preview, submit, and revise your Center's event listings. It covers the following subjects:

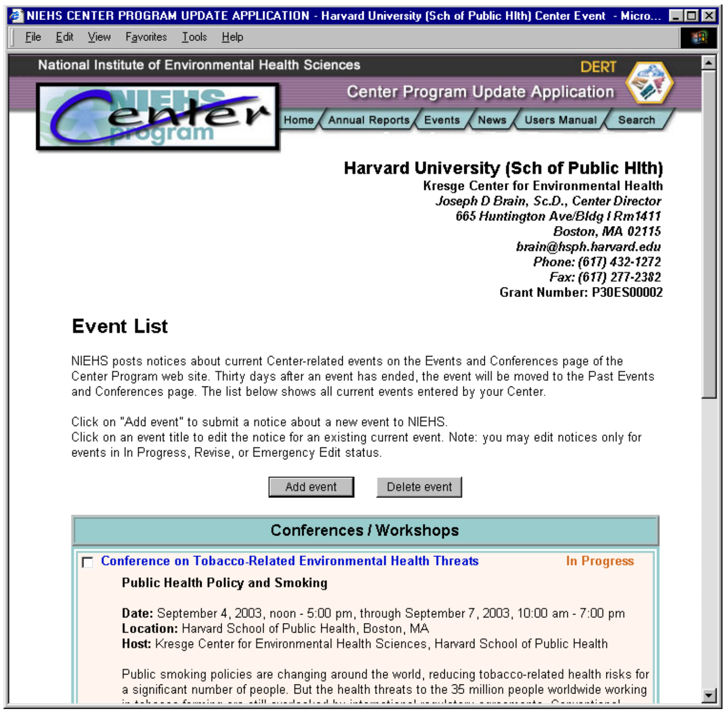
1. Event List Page
2. Event Submission Form
3. Public Event Pages

To get started on submitting an event, click on "Events" in either the green tab menu at the top of any page or the body of the Application Home page.

1. Event List Page

1.1 Purpose

The Event List page displays basic information about your Center and the listings for your Center's current events (as well as past events up to 30 days old).



From the Application Home page, go to the Event List page by clicking on "Events" in either the green tab menu at the top of the page or the body of the Application Home page. Come to this page to:

- See how your institution name, Center name, Center Director name and contact information, and grant number are displayed on the public NIEHS Center Program web site
- Link to a form for submitting an event listing to be displayed on the Events and Conferences page of the Center Program web site (only for users who log in with a username ending in "1")
- See how event listings are or will be displayed to the public
- Check on the status of event listings (see table below for status definitions)
- Edit or delete event listings (only for users who log in with a username ending in "1")

Note – About correcting your Center/Center Director's info…

Your institution name, Center name, Center Director contact information (name, address, email, phone, and fax), and grant number are displayed in the upper right corner of the Event List page.

This information comes from NIEHS' grants database, called IMPAC II. If you believe that this information is incorrect or is not displayed as you would like to see it on the NIEHS Center Program web site (http://www.niehs.nih.gov/centers/), you may make changes through the NIH Commons tool. For more information about this tool, contact the Center Program Analyst.

1.2 Event statuses

At all times throughout the event submission process, your event listing is assigned one of several statuses. Status is used to indicate several important types of information to you and to NIEHS, as shown in the table below.

Event Status	Meaning
New	The Center has not saved the event yet.
In Progress	The Center has begun work on the event and has saved it at least once. NIEHS cannot view the event listing.
Submitted	The Center has completed and submitted the event to NIEHS for review. The Center cannot edit the event. NIEHS can view and edit the event. NIEHS has not yet completed its review.
Revise	NIEHS has reviewed the event and requests that the Center revise it. The Center can edit the event. NIEHS cannot view the event.
Released	The Center cannot edit the event. NIEHS can view the event. NIEHS has released the event for display to the public.
Emergency Edit	NIEHS has requested revision to an event that has already been released for public display. The Center can edit the event. NIEHS cannot view the event. The released version of the event is still on display to the public.

1.3 Display Format

The Event List page lists your events in the approximate format in which they are displayed to the public.

Note – About formatting…
This Application is programmed to display event listings in a pre-defined format. The format of titles, sub-titles, dates, text, etc. are all defined by the Application. This ensures consistency in formatting across Centers.

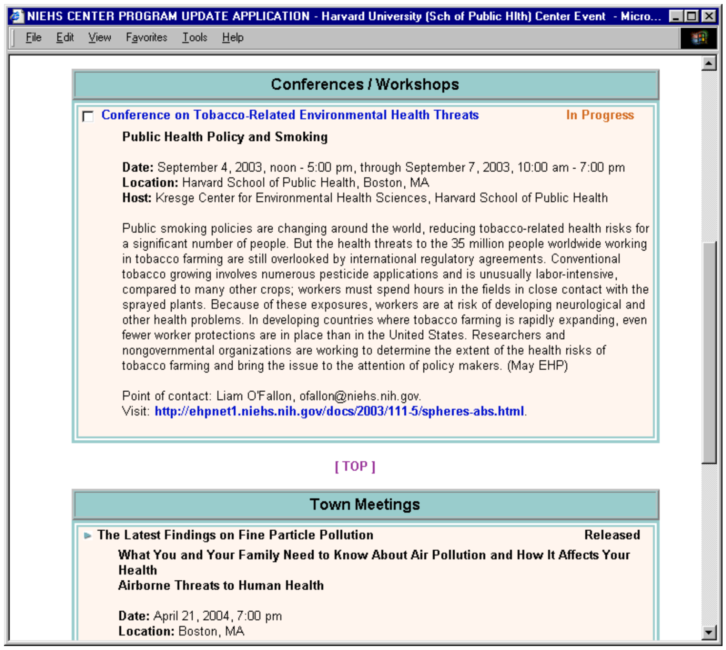
The Event List page displays the title, status, and most recently saved details for each event submitted by your Center administrator, provided that the event is not more than 30 days past.

The events are listed in four categories: Conferences/Workshops, Town Meetings, Center/COEP Director Annual Meetings, and Other. Events are listed in ascending chronological order by start date and time within each of these categories.

Note – About events displayed to the public…
The Event List page shows only those events submitted by your Center. You cannot view events submitted by other Centers using this Application. *In contrast, on the Center Program web site, all events not more than 30 days past – your Center's events, along with the events submitted by all other Centers – are displayed to the public on the same page.* *Once an event is more than 30 days past, it is not displayed on the Event List page of this Application. It is also moved to the Past Events and Conferences page of the Center Program web site, where past events from all Centers are listed.* *See* ***Section 3Public Event Pages****, below, for details about how event listing appear to the public.*

The title of each event is marked with either a bullet or a check-box, depending on your username and the event's status.

For users who log in with a username ending in "1" (users who are responsible for creating and submitting event listings), a check-box appears next to titles of events in **In Progress**, **Revise**, and **Emergency Edit** status, and a bullet mark appears next to titles of events in **Submitted** and **Released** status. A check-box allows you to select an event for deletion (see **Section 1.4 Adding, Deleting, and Editing Events** for details). Titles that are marked with check-boxes are also links. The links go to another page where you may edit the event listing (see **Section 1.4 Adding, Deleting, and Editing Events** and **Section 2 Event Submission Form** for details).



For users who login with a username ending in “2,” a bullet mark appears next to the titles of all events.

Beneath the event title displays the sub-title (if any), scientific theme (if any), note about important event changes (if any), date, location, hosting center, description, and contact information.

For users who log in with a username ending in “1,” two buttons, labeled **Add event** and **Delete event**, appear above and below the list.

For all users, a link to the Application Home page appears at the bottom of the page. You may also get to the Application Home page by clicking on the word “Home” in the green tab menu at the top of the screen. To log out of the Application, you must go to the Application Home page.

1.4 Adding, Deleting, and Editing Events

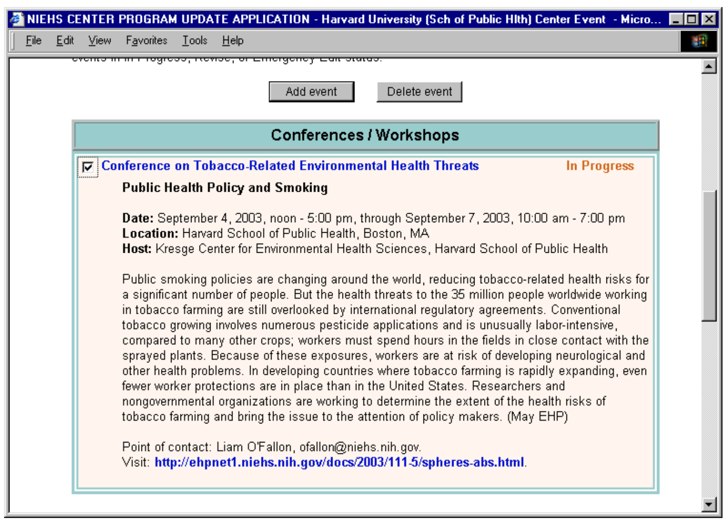
Only users who log in with a username ending in “1” can add, delete, or edit event listings using this Application.

1.4.1 Adding events

Click on the **Add event** button above or below the event list to access a blank Event Submission Form. See **Section 2 Event Submission Form**, below, for details.

1.4.2 Deleting events

If an event is in **In Progress**, **Revise**, or **Emergency Edit** status, you may delete the event listing. To delete an event, select the event by clicking in the check-box next to its title. Then click on the **Delete event** button. You may delete only one event at a time.



Note – About events that are cancelled…
If your Center’s event has been released for display to the public and is later cancelled, you may wish not to delete the event, but rather to post a notice to the public that the event has been cancelled. *You may post such a notice when an event is in* **Emergency Edit** *status. See* ***Section 2.5 Making emergency edits****, below, for details.*

1.4.3 Editing events

If an event is in **In Progress**, **Revise**, or **Emergency Edit** status, you may edit the event listing. Click on the event title to access the form for editing the listing. See **Section 2 Event Submission Form**, below, for details.

2. Event Submission Form

2.1 Purpose

The Event Submission Form allows you to create and edit event listings and submit them to NIEHS.

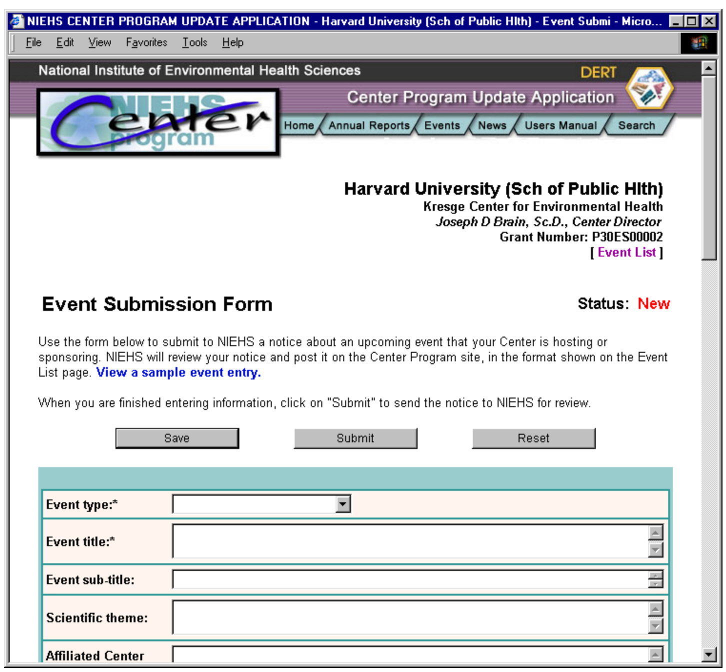
From the Event List page, you can access the Event Submission Form in two ways:

- Click on the **Add event** button to access a blank Event Submission Form and create a new event
- Click on an event title to access and edit an Event Submission Form filled in with the details about an existing event

Only users who log in with a username ending in "1" can access the Event Submission Form.

2.2 Layout and features

The Event Submission Form displays the status of your event, some brief instructions, a set of fields for entering details about your event, and a set of buttons (**Save**, **Submit**, and **Reset**) above and below the fields. At the bottom of the page is a sample event entry.



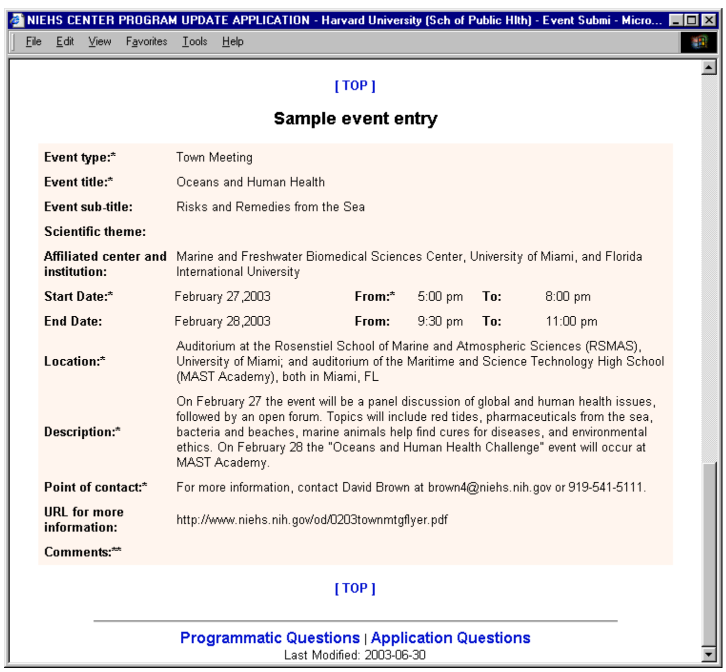
Use the form to enter information about an upcoming event (see **Section 2.3 Data entry fields** below for details).

The **Save** buttons at the top and bottom of the screen have the same function; they 1) save any event information that you have entered in the form, and 2) give the event the status of **In Progress**. **In Progress** status indicates to you that you intend to work more on the event before submitting it to NIEHS. It is good practice to use the **Save** button frequently.

The **Submit** buttons at the top and bottom of the screen have the same function; they submit your event listing to NIEHS. When you click on a **Submit** button, NIEHS is sent an email from the Application indicating that your Center has submitted an event listing. At the same time, the status of your event changes to **Submitted**. Events that are in **Submitted** status can be viewed by NIEHS staff when they log in to the Application. NIEHS can also edit events that are in **Submitted** status. See **Section 2.4 Finalizing Your Event** below for details about the submission process.

The **Reset** buttons at the top and bottom of the screen have the same function; they remove from all form fields any information you entered or changed since the time you last saved.

The "Sample event entry" at the bottom of the screen shows one example of how event information can be entered into the form. You may wish to enter more or less detailed information than is shown in this example.



NIEHS CENTER PROGRAM UPDATE APPLICATION - Harvard University (Sch of Public Hlth) - Event Submi - Micro...

File Edit View Favorites Tools Help

[TOP]

Sample event entry

Event type:*	Town Meeting
Event title:*	Oceans and Human Health
Event sub-title:	Risks and Remedies from the Sea
Scientific theme:	
Affiliated center and institution:	Marine and Freshwater Biomedical Sciences Center, University of Miami, and Florida International University
Start Date:*	February 27,2003 **From:*** 5:00 pm **To:** 8:00 pm
End Date:	February 28,2003 **From:** 9:30 pm **To:** 11:00 pm
Location:*	Auditorium at the Rosenstiel School of Marine and Atmospheric Sciences (RSMAS), University of Miami; and auditorium of the Maritime and Science Technology High School (MAST Academy), both in Miami, FL
Description:*	On February 27 the event will be a panel discussion of global and human health issues, followed by an open forum. Topics will include red tides, pharmaceuticals from the sea, bacteria and beaches, marine animals help find cures for diseases, and environmental ethics. On February 28 the "Oceans and Human Health Challenge" event will occur at MAST Academy.
Point of contact:*	For more information, contact David Brown at brown4@niehs.nih.gov or 919-541-5111.
URL for more information:	http://www.niehs.nih.gov/od/0203townmtgflyer.pdf
Comments:**	

[TOP]

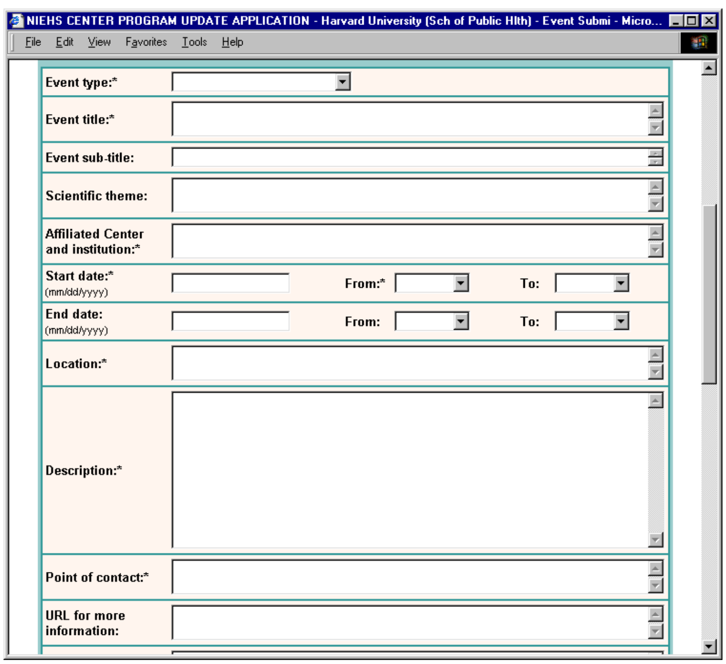
Programmatic Questions | Application Questions

Last Modified: 2003-06-30

2.3 Data entry fields

The Event Submission Form consists of 16 fields for data entry and one for comments, described below.

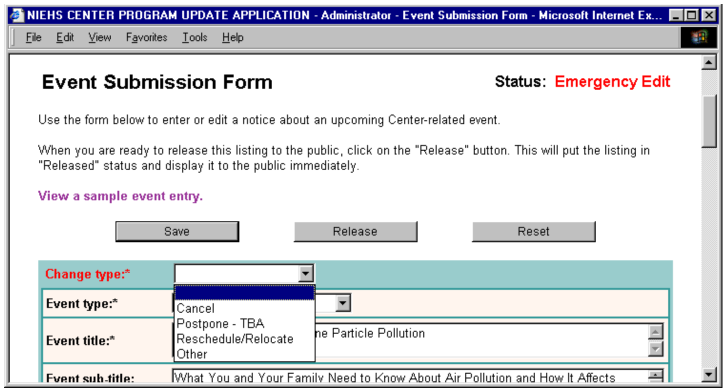
Event Submission Form Field	Maximum Length
1. Change type	n/a
2. Event type	n/a
3. Event title	250 characters
4. Event sub-title	250 characters
5. Scientific theme	250 characters
6. Affiliated Center and institution	250 characters
7. Start date	8 digits (mm/dd/yyyy)
8. From (start time on start date)	n/a
9. To (end time on start date)	n/a
10. End date	8 digits (mm/dd/yyyy)
11. From (start time on end date)	n/a
12. To (end time on end date)	n/a
13. Location	250 characters
14. Description	1,000 characters
15. Point of contact	500 characters
16. URL for more information	200 characters
17. Comments	4,000 characters



2.3.1 Change type

The data entry space for the Change type field is a pull-down menu, with four options: Cancel, Postpone – TBD, Reschedule/relocate, and Other.

This field appears in bold red font as the first field on the form when you edit an event that is or has been in **Emergency Edit** status. When you are editing an event that is not and has not been in **Emergency Edit** status, the field does not appear.



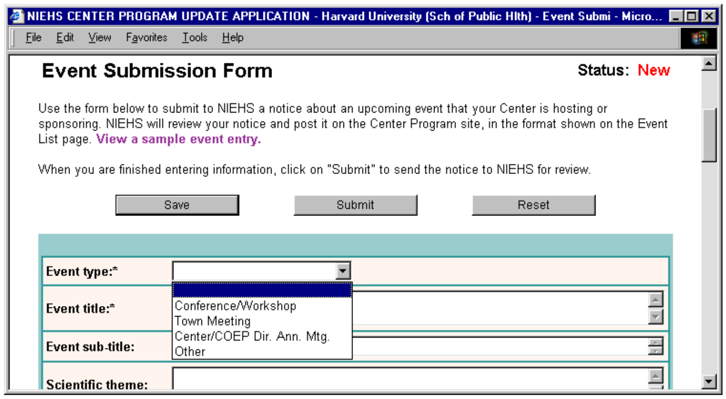
If it appears, Change type is a required field. Click on the down arrow on the right side of the field, and select one of the four options, defined below, from the menu. You cannot save or submit your event if you do not make a selection.

Depending on the change type that you select, a message may be displayed to the public (after the event is released again), alerting them to important changes that you have made.

Change Type	Meaning	Message Displayed to Public
Cancel	The event has been cancelled. The public should know that the scheduled event will not take place.	**IMPORTANT: Event Cancelled.**
Postpone – TBA	The event has been postponed and the final date/time has not been decided. The public should know that the scheduled event will not take place at the time/date listed and that they should check back later for updates.	**IMPORTANT: Event Postponed. Date TBA.**
Reschedule / relocate	The date, time, and/or location of the event have been changed. The public should be alerted to make sure they know the current date/time/location of the event.	**Note change in date and/or location.**
Other	Some information about the event has changed, but it is not necessary to draw public attention to the change.	No message displayed.

2.3.2 Event type

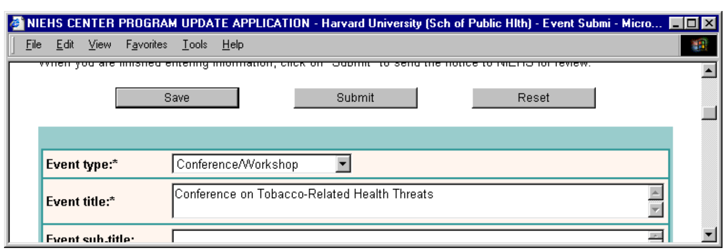
The data entry space for the Event type field is a pull-down menu, with four options: Conference/Workshop, Town Meeting, Center/COEP Dir. Ann. Mtg., and Other.



Event type is a required field. Click on the down-arrow on the right side of the field and select the most appropriate option from the menu. You cannot save or submit your event if you do not make a selection.

2.3.3 Event title

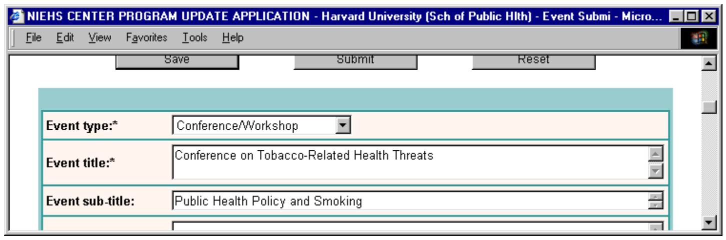
The data entry space for the Event title field is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



Event title is a required field and is limited to 250 characters (approximately 25 words). You cannot save or submit your event if you do not enter a title or if you exceed the character limit.

2.3.4 Event sub-title

The data entry space for the Event sub-title field is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



Event sub-title is not a required field. If you do enter a sub-title, however, you are limited to 250 characters (approximately 25 words). You cannot save or submit your event if you exceed the character limit.

2.3.5 Scientific theme

The data entry space for the Scientific theme field is a box where you may enter free text. Enter information in this field if your event has a theme that is not captured by the title or sub-title. It is effectively a second sub-title.

To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

Scientific theme is not a required field. If you do enter a scientific theme, however, you are limited to 250 characters (approximately 25 words). You cannot save or submit your event if you exceed the character limit.

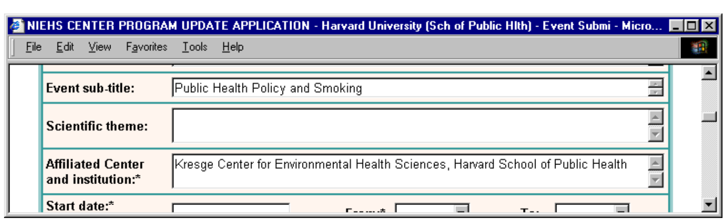
2.3.6 Affiliated Center and institution

The data entry space for the Affiliated Center and institution field is a box where you may enter free text. Enter the name of the Center and/or institution that is hosting, sponsoring, or otherwise affiliated with the event. The suggested format is:

[Center name], [University or other home institution name]

You may use a different format, however, if you wish, as appropriate.

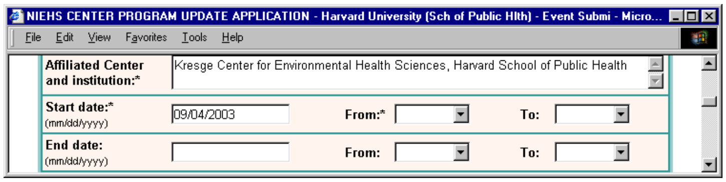
To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



Affiliated Center and institution is a required field and is limited to 250 characters (approximately 25 words). You cannot save or submit your event if you do not enter a Center/institution or if you exceed the character limit.

2.3.7 Start date

The data entry space for the start date is a small box where you may enter a date.



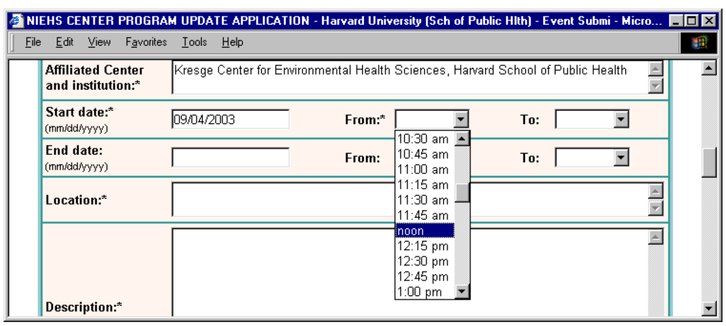
Enter the date on which the event will begin, using the two-digit month, two-digit date, and four-digit year, in the following format:

[MM]/[DD]/[YYYY]

Start date is a required field. You cannot save or submit your event if you do not enter the start date.

2.3.8 From (start time on start date)

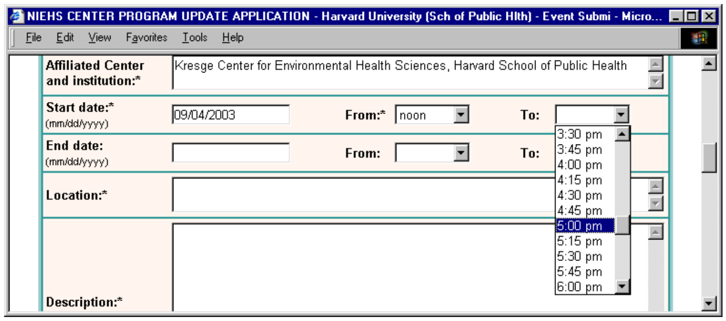
The data entry space for the starting time for the event on the start date is a pull-down menu, containing times ranging from 6:00 am to midnight, in 15-minute increments.



Start time for the start date is a required field. Click on the down-arrow on the right side of the field and select the most appropriate option from the menu. If the time has not been determined, you may select "TBD" ("to be determined"). You cannot save or submit your event if you do not make a selection.

2.3.9 To (end time on start date)

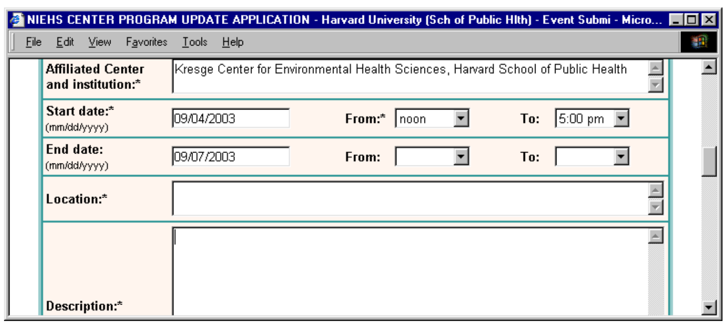
The data entry space for the ending time for the event on the start date is a pull-down menu, containing times ranging from 6:00 am to midnight, in 15-minute increments.



End time for the start date is not a required field. If you wish to specify an end time, click on the down-arrow on the right side of the field and select the most appropriate option from the menu. If the time has not been determined, you may select “TBD” (“to be determined”).

2.3.10 End date

The data entry space for the end date is a small box where you may enter a date.



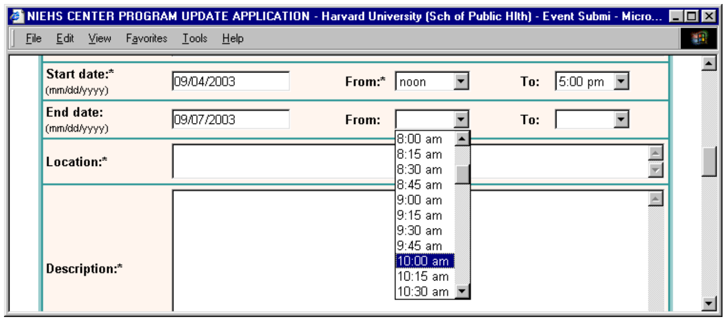
Enter the last date of the event, if it is a multi-day event. Use the two-digit month, two-digit date, and four-digit year, in the following format:

[MM]/[DD]/[YYYY]

End date is not a required field.

2.3.11 From (start time on end date)

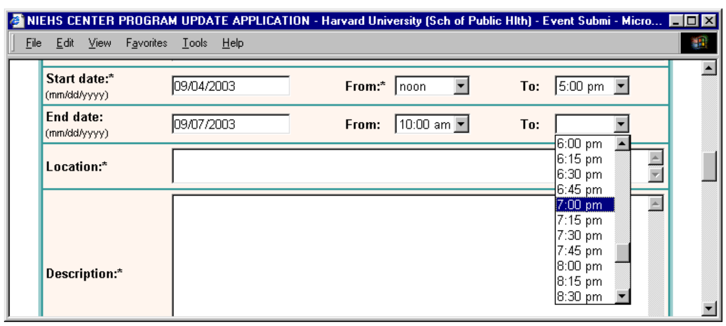
The data entry space for the starting time for the event on the last day of the event is a pull-down menu, containing times ranging from 6:00 am to midnight, in 15-minute increments.



Start time for the end date is not a required field. If you wish to specify a start time, click on the down-arrow on the right side of the field and select the most appropriate option from the menu. If the time has not been determined, you may select “TBD” (“to be determined”).

2.3.12 To (end time on end date)

The data entry space for the ending time for the event on the last day of the event is a pull-down menu, containing times ranging from 6:00 am to midnight, in 15-minute increments.

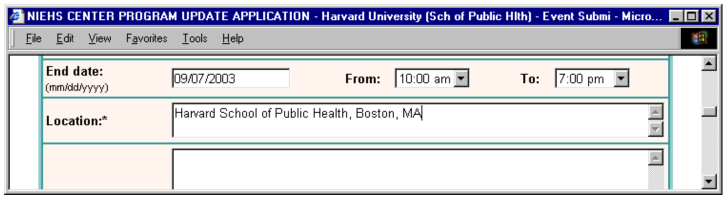


End time for the end date is not a required field. If you wish to specify an end time, click on the down-arrow on the right side of the field and select the most appropriate option from the menu. If the time has not been determined, you may select “TBD” (“to be determined”).

2.3.13 Location

The data entry space for the Location field is a box where you may enter free text. Enter the location where the event is taking place. Typically, this should consist of the city and state of the event, but may include additional details, if you wish.

To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

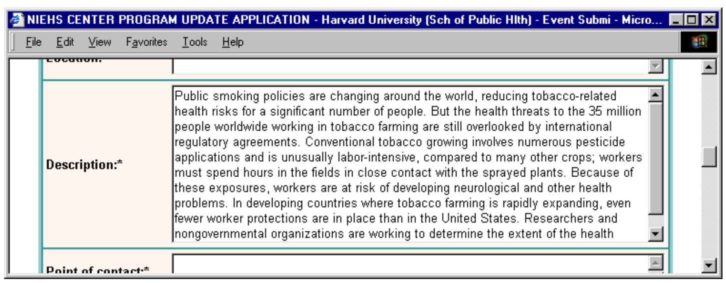


Location is a required field and is limited to 250 characters (approximately 25 words). You cannot save or submit your event if you do not enter a location or if you exceed the character limit.

2.3.14 Description

The data entry space for the Description field is a box where you may enter free text, providing some details about the purpose, content, and/or format of the event.

To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



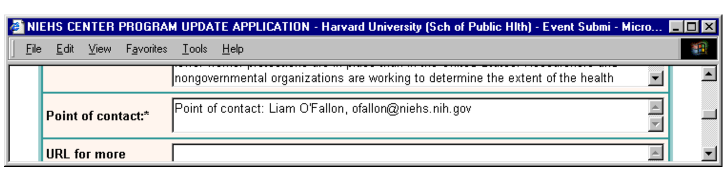
Description is a required field and is limited to 1,000 characters (approximately 100 words). You cannot save or submit your event if you do not enter a description or if you exceed the character limit.

2.3.15 Point of contact

The data entry space for the Point of contact field is a box where you may enter free text. Provide the reader with the name, telephone number, email address and/or other suitable contact information, for the event organizer or other person who can provide additional information or answer questions.

You may wish to begin your entry with "For more information, please contact:" or another appropriate phrase.

To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



Point of contact is a required field and is limited to 500 characters (approximately 50 words). You cannot save or submit your event if you do not enter a point of contact or if you exceed the character limit.

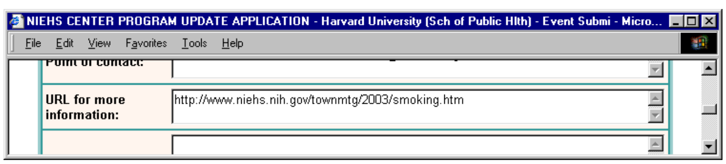
2.3.16 URL for more information

The data entry space for the URL for more information field is a box where you may enter free text. Enter a web address, if one exists, where readers may find more information about the event, such as the agenda.

Do not enter any text other than a web address. For example, do not begin your entry with "For more information, visit…"

Note that after your event is over and your event listing moves from the Events and Conferences page of the Center Program web site to the Past Events and Conferences page, any URL that you enter in this field is removed from public display. This is done to avoid the risk of posting broken links, as event-related web pages are often disabled at some point after the events are over.

To enter a URL, place your cursor in the box and begin typing or paste in a URL copied from another document or web page.

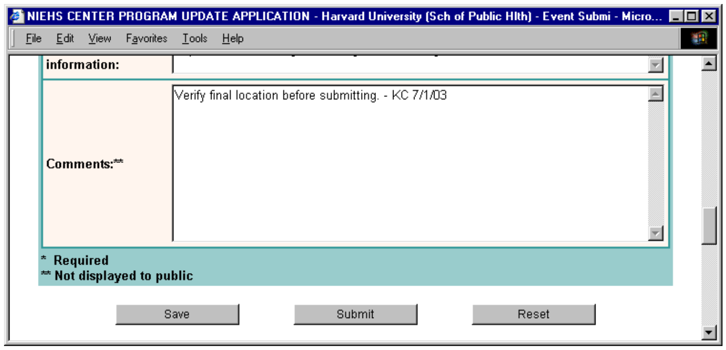


URL for more information is not a required field. If you do enter a URL, however, you are limited to 200 characters. You cannot save or submit your event if you exceed the character limit.

2.3.17 Comments

The field on the form is a space for comments. You may wish to enter notes in this space while you prepare the event listing, for your own benefit or for NIEHS to read when reviewing the event. After you submit your event to NIEHS, NIEHS will view your event and will have access to this area to enter comments about revisions. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.

Comments are not displayed to the public.



You may enter multiple paragraphs, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000. You cannot save or submit your event if you exceed the character limit.

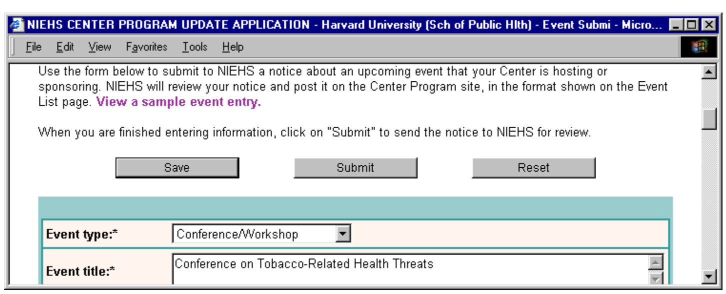
2.4 Finalizing your event

After you have filled in all required event fields, you may submit your event to NIEHS. NIEHS will review your event, may make minor changes (e.g., correcting typos), and perhaps may comment on it and ask you to revise it. You may then make changes to your event in response to those comments, provide comments of your own to NIEHS, and re-submit your event. After one or more review cycles, NIEHS will approve your event and release it for public display on the NIEHS Center Program web site.

2.4.1 Submitting your event to NIEHS

Only users who log in with a username ending in “1” can submit events using this Application.

When you are ready to submit your event to NIEHS, click on the **Submit** button at the top or bottom of the Event Submission Form.



When you click on this button, NIEHS is sent an email from the Application indicating that your Center has submitted an event. At the same time, the status of your event changes to **Submitted**. Events that are in **Submitted** status can be viewed by NIEHS staff when they log in to the Application.

NIEHS staff will review your event listing, may make minor changes or enter comments, and will then take one of the following two actions:

- NIEHS will not approve the event and will request that you revise it. The Application will send your Center Business Administrator an email message indicating that NIEHS requests that you revise your event. Your event status will change to **Revise**.
- NIEHS will approve the event. The Application will send your Center Business Administrator an email message indicating that NIEHS has approved and released your event for public display. Your event status will change to **Released**.

2.4.2 Receiving comments from NIEHS
Only users who log in with a username ending in "1" can receive and view comments using this Application.

When you receive an email message indicating that NIEHS has either approved or requested revision to your event, you may read NIEHS's comments on your event. To do this, log in to the Application and go to the Event List page. Your event is listed there in either **Revise** or **Released** status. Click on the event title to access the Event Submission Form for the event. Any comments provided by NIEHS appear in the Comments field.

2.4.3 Revising and re-submitting your event
Only users who log in with a username ending in "1" can respond to comments and edit and re-submit events using this Application. Users who log in with a username ending in "2" may review events during the edit process.

If NIEHS requested revision to your event, your report is in **Revise** status, and you may make changes to it. You may do this in the same way that you created your event initially: by entering or modifying the text in the Event Submission Form.

You may also enter your own comments in the Comments field. When you add comments, mark your entries with your initials and the date to distinguish them from NIEHS's comments. Do not type over comments entered by NIEHS; if you do, they will be erased. All comments, regardless of the source, are entered into the same field.

When you are ready to re-submit your event to NIEHS, click on the **Submit** button. When you click on this button, NIEHS is again sent an email message from the Application indicating that your Center has re-submitted an event. At the same time, your event status changes back to **Submitted**. NIEHS staff can view and make minor changes to events that are in **Submitted** status when they log in to the Application.

2.4.4 Approving and displaying your event to the public
The cycle of submitting, receiving comments from NIEHS, and re-submitting continues until NIEHS approves and releases your event. When your event is

approved, its status changes to **Released** and your Center Business Administrator is notified via email. Your event is then automatically displayed on the Center Program public web site, in a format similar to that shown on the Event List page.

2.5 Making emergency edits to your event

When your event is in **Released** status, you cannot edit it.

However, if you or NIEHS find an egregious error in the event listing, or if the event is cancelled, postponed, or changed significantly in some other way, it may be necessary to make changes to the event listing.

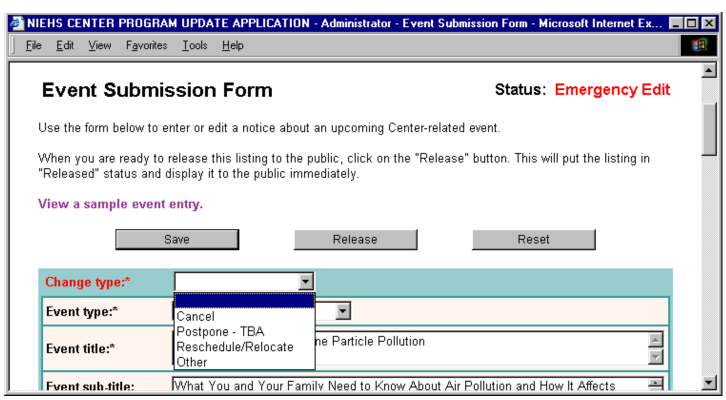
If you believe you need to edit your released event, notify the Center Program Analyst. In order for you to edit your event, NIEHS must put it into **Emergency Edit** status.

When your event is put into **Emergency Edit** status, your Center Administrator is notified via email. You may then edit the event again.

> **Note – About the display of events in Emergency Edit status…**
>
> *When your event is put into* **Emergency Edit** *status, you may again edit it. However, the released version of the event listing remains on display to the public until either a) a new version of the event is release, or b) the event is deleted.*

From the Event List page, click on the event title to access and edit the event information in the Event Submission Form.

When you edit an event that is or has been in **Emergency Edit** status, the Change type field appears in bold red font as the first field on the form.



Change type is a required field. Select one of the four options, defined below, from the pull-down menu in this field. Depending on the change type that you select, a message may be displayed to the public (after the event is released again), alerting them to important changes that you have made.

Change Type	Meaning	Message Displayed to Public
Cancel	The event has been cancelled. The public should know that the scheduled event will not take place.	**IMPORTANT: Event Cancelled.**
Postpone – TBA	The event has been postponed and the final date/time has not been decided. The public should know that the scheduled event will not take place at the time/date listed and that they should check back later for updates.	**IMPORTANT: Event Postponed. Date TBA.**
Reschedule / relocate	The date, time, and/or location of the event have been changed. The public should be alerted to make sure they know the current date/time/location of the event.	**Note change in date and/or location.**
Other	Some information about the event has changed, but it is not necessary to draw public attention to the change.	No message displayed.

Click on the **Save** button to save your work as needed. Note that if you do so, your event status changes to **In Progress**.

When you are ready to submit your revised event to NIEHS, click on the **Submit** button. The cycle of submitting, receiving comments from NIEHS, and re-submitting proceeds as described above in **Section 2.4 Finalizing your event** until NIEHS approves and re-releases your event. When your event is approved, its status changes to **Released** and your Center Business Administrator is notified via email. The revised version of your event listing is then automatically displayed on the Center Program public web site, over-writing the old version. Any messages about changes to the event, as shown in the table above, are displayed beneath the event title.

3. Public Event Pages

3.1 Purpose

The public event pages on the Center Program web site provide the public with details about upcoming and past Center-related events.

3.2 Events and Conferences page

Once released by NIEHS, upcoming events are listed on the Events and Conferences page of the Center Program web site:

http://www-apps.niehs.nih.gov/centers/public/events/events.htm

To get to this page, click on the Events & Conferences link on the Center Program home page. Events remain on this page until they are 30 days past.

If one of your Center's events displayed on this page has been cancelled, postponed, rescheduled, relocated, or needs to be edited in some other significant way, contact the Center Program Analyst. He can put the event in **Emergency Edit** status to allow you to make the necessary changes. See **Section 2.5 Making emergency edits to your event** above for details.

3.3 Past Events and Conferences page

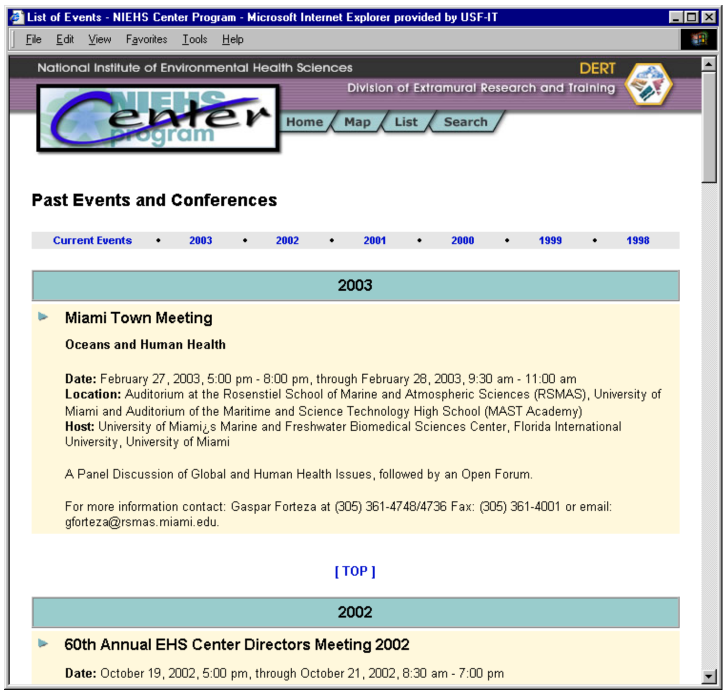
When an event is more than 30 days past, it is moved to the Past Events and Conferences page of the Center Program web site:

http://www-apps.niehs.nih.gov/centers/public/events/pastevnt.htm

To get to the Past Events and Conferences page, click on the Past Events link on the Events and Conferences page.

When an event is moved to the Past Events and Conferences page, the web site entered into the URL for more information field (if there is one) is removed from display. This is done to avoid the risk of posting broken links, as event-related web pages are often disabled at some point after the events are over.

Events remain on the Past Events and Conferences page until they are five years old, at which point they are removed from public display. The event information continues to be stored in the Application database.



V. NEWS

The Centers in the News page of the NIEHS Center Program web site lists articles, press releases, and other news items about Center-related research findings and activities.

This chapter provides instructions for using the Application to prepare, preview, submit, and revise your Center's news items. It covers the following subjects:

1. News List Page
2. News Submission Form
3. News Preview Page
4. Public News Pages

To get started on submitting a news item, click on "News" in either the green tab menu at the top of any page or the body of the Application Home page.

1. News List Page

1.1 Purpose

The News List page displays basic information about your Center and the listings for your Center's current news items.

From the Application Home page, go to the News List page by clicking on "News" in either the green tab menu at the top of the page or the body of the Application Home page. Come to this page to:

- See how your institution name, Center name, Center Director name and contact information, and grant number are displayed on the public NIEHS Center Program web site
- Link to a form for submitting a news item to be displayed on the Centers in the News page of the Center Program web site (only for users who log in with a username ending in "1")
- See how news items are or will be displayed to the public
- Check on the status of news items (see table below for status definitions)
- Edit or delete news items (only for users who log in with a username ending in "1")

Note – About correcting your Center/Center Director's info…
Your institution name, Center name, Center Director contact information (name, address, email, phone, and fax), and grant number are displayed in the upper right corner of the News List page. *This information comes from NIEHS' grants database, called IMPAC II. If you believe that this information is incorrect or is not displayed as you would like to see it on the NIEHS Center Program web site (http://www.niehs.nih.gov/centers/), you may make changes through the NIH Commons tool. For more information about this tool, contact the Center Program Analyst.*

1.2 News statuses

At all times throughout the news submission process, your news item is assigned one of several statuses. Status is used to indicate several important types of information to you and to NIEHS.

News Status	Meaning
New	The Center has not saved the item yet.
In Progress	The Center has begun work on the item and has saved it at least once. NIEHS cannot view the item.
Submitted	The Center has completed and submitted the item to NIEHS for review. The Center cannot edit the item. NIEHS can view and edit the item. NIEHS has not yet completed its review.
Revise	NIEHS has reviewed the item and requests that the Center revise it. The Center can edit the item. NIEHS cannot view the item.
Released	The Center cannot edit the item. NIEHS can view the item. NIEHS has released the item for display to the public.
Emergency Edit	NIEHS has requested revision to an item that has already been released for public display. The Center can edit the item. NIEHS cannot view the item. The released version of the item is still on display to the public.

1.3 Display Format

The News List page lists your news items in the approximate format in which they are displayed to the public.

Note – About formatting…
This Application is programmed to display news items in a pre-defined format. The format of titles, sub-titles, dates, text, etc. are all defined by the Application. This ensures consistency in formatting across Centers.

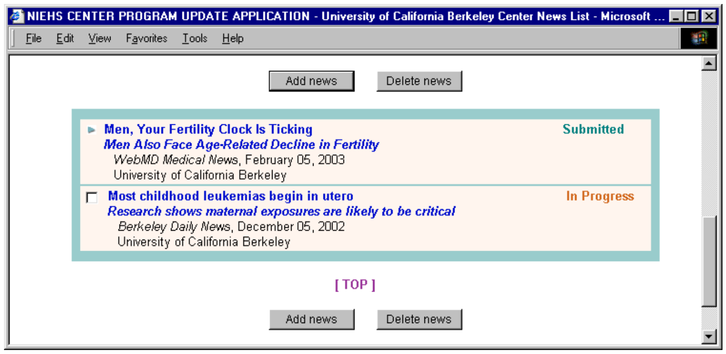
The News List page displays the title and sub-title, status, news source, date, and your Center/institution name for each news item submitted by your Center administrator, provided that the event is not more than one year old. The items are listed descending chronological order.

To conserve space, the details of your news items, including the full text of the press release, article, are not displayed on the news list page. Instead the details are displayed on individual pages for each news item.

Note – About news items displayed to the public…
The News List page shows only those items submitted by your Center. You cannot view items submitted by other Centers using this Application. *In contrast, on the Center Program web site, all news less than one year old – your Center's news, along with the items submitted by all other Centers – are displayed to the public on the same page.* *Once an item is more than a year old, it is not displayed on the News List page of this Application. It is also moved to the Centers in the News Archives page of the Center Program web site, where old news items from all Centers are listed.* *See* ***Section 3Public News Pages****, below, for details about how event listing appear to the public.*

The title of each item is marked with either a bullet or a check-box, depending on your username and the item's status.

For users who log in with a username ending in "1" (users who are responsible for creating and submitting event listings), a check-box appears next to titles of items in **In Progress**, **Revise**, and **Emergency Edit** status. A check-box allows you to select an item for deletion (see **Section 1.4 Adding, Deleting, and Editing News** for details).



For users who log in with a username ending in "1," a bullet mark appears next to titles of items in **Submitted** and **Released** status. For users who login with a username ending in "2," a bullet mark appears next to the titles of all events.

Titles (and sub-titles) that are marked with a check-box are links to another page where you may edit the news item (see **Section 1.4 Adding, Deleting, and Editing News** and **Section 2 News Submission Form** for details).

Titles (and sub-titles) that are marked with a bullet are links to another page where you may preview the entire news item (see **Section 3 News Preview Page** for details).

For users who log in with a username ending in "1," two buttons, labeled **Add event** and **Delete event**, appear above and below the list.

For all users, a link to the Application Home page appears at the bottom of the page. You may also get to the Application Home page by clicking on the word "Home" in the green tab menu at the top of the screen. To log out of the Application, you must go to the Application Home page.

1.4 Adding, Deleting, and Editing News

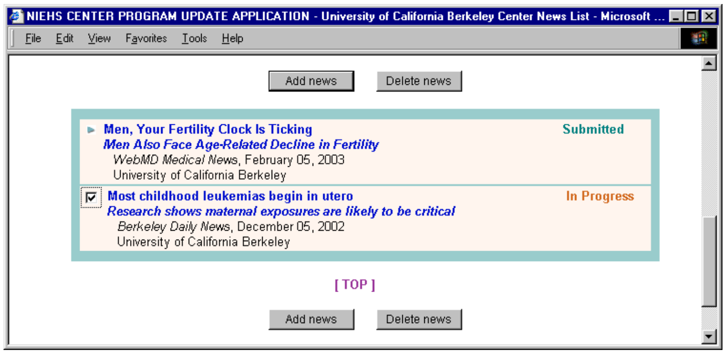
Only users who log in with a username ending in "1" can add, delete, or edit news items using this Application.

1.4.1 Adding news

Click on the **Add news** button above or below the news list to access a blank News Submission Form. See **Section 2 News Submission Form**, below, for details.

1.4.2 Deleting news

If a news item is in **In Progress**, **Revise**, or **Emergency Edit** status, you may delete it. To delete, select the item by clicking in the check-box next to its title. Then click on the **Delete news** button. You may delete only one item at a time.



1.4.3 Editing news

If a news item is in **In Progress**, **Revise**, or **Emergency Edit** status, you may edit it. Click on the title or sub-title to access the form for editing the item. See **Section 2 News Submission Form**, below, for details.

2. News Submission Form

2.1 Purpose

The News Submission Form allows you to create and edit news items and submit them to NIEHS.

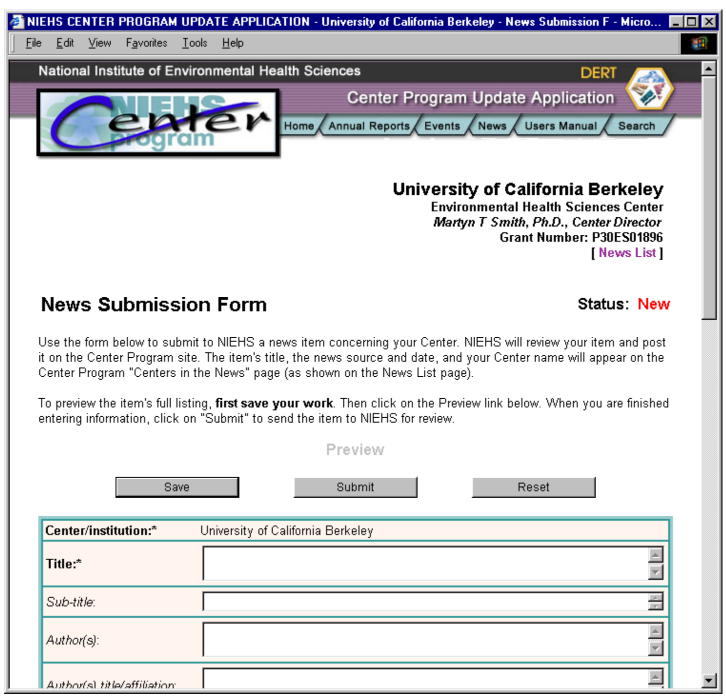
From the News List page, you can access the News Submission Form in two ways:

- Click on the **Add news** button to access a blank News Submission Form and create a new news item
- Click on a news title or sub-title to access and edit a News Submission Form filled in with the details about an existing item

Only users who log in with a username ending in "1" can access the News Submission Form.

2.2 Layout and features

The News Submission Form displays the status of your news item, some brief instructions, a set of fields for entering details about your item, a Preview link, and a set of buttons (**Save**, **Submit**, and **Reset**) above and below the fields.



Use the form to enter information about your news item (see **Section 2.3 Data entry fields** below for details).

Use the Preview link to see how the details of your item will be displayed to the public (see **Section 3 News Preview Page** for details).

The **Save** buttons at the top and bottom of the screen have the same function; they 1) save any information that you have entered in the form, and 2) give the news item the status of **In Progress**. **In Progress** status indicates to you that you intend to work more on the item before submitting it to NIEHS. It is good practice to use the **Save** button frequently.

The **Submit** buttons at the top and bottom of the screen have the same function; they submit your news item to NIEHS. When you click on a **Submit** button, NIEHS is sent an email from the Application indicating that your Center has submitted some news. At the same time, the status of your item changes to **Submitted**. Items that are in **Submitted** status can be viewed by NIEHS staff when they log in to the Application. NIEHS can also edit items that are in **Submitted** status. See **Section 2.4 Finalizing Your News** below for details about the submission process.

The **Reset** buttons at the top and bottom of the screen have the same function; they remove from all form fields any information you entered or changed since the time you last saved.

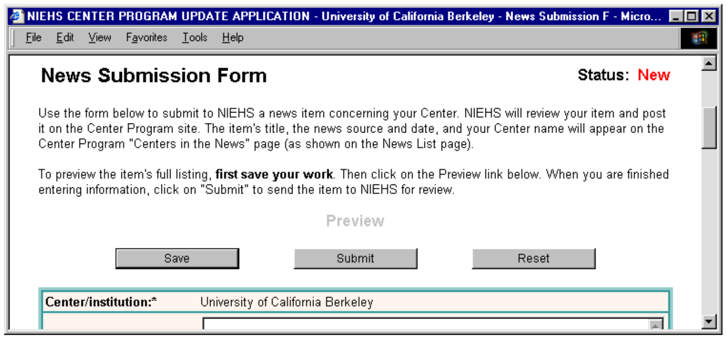
2.3 Data entry fields

The News Submission Form consists of 11 fields for data entry and one for comments, described below.

Event Submission Form Field	Maximum Length
1. Center/institution	n/a
2. Title	250 characters
3. Sub-title	250 characters
4. Author(s)	250 characters
5. Author(s) title/affiliation	250 characters
6. Date	8 digits (mm/dd/yyyy)
7. Source name	250 characters
8. Source section/vol/pg	250 characters
9. Source URL	200 characters
10. Body	4,000 characters
11. X-References	n/a
12. Comments	4,000 characters

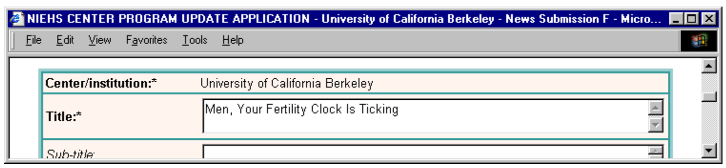
2.3.1 Center/institution

The Center/institution field is pre-populated with the name of your Center's institution. You cannot edit this field.



2.3.2 Title

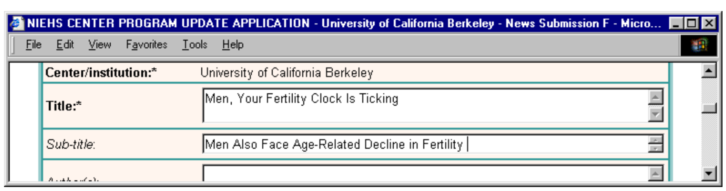
The data entry space for the Title field is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



Title is a required field and is limited to 250 characters (approximately 25 words). You cannot save or submit your news item if you do not enter a title or if you exceed the character limit.

2.3.3 Sub-title

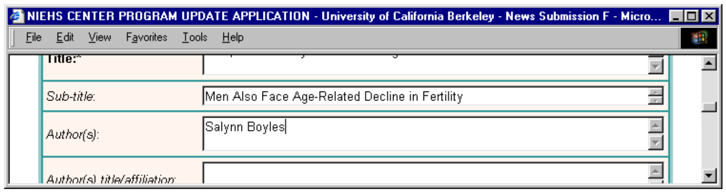
The data entry space for the Sub-title field is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



Sub-title is not a required field. If you do enter a sub-title, however, you are limited to 250 characters (approximately 25 words). You cannot save or submit your news item if you exceed the character limit.

2.3.4 Author(s)

The data entry space for the Author(s) field is a box where you may enter free text. To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

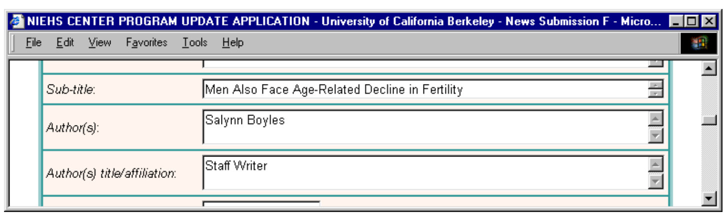


Author(s) is not a required field. Enter the author(s) name(s) if your news item has any. Press releases are not likely to list authors, though. If you do enter author(s), you are limited to 250 characters (approximately 25 words). You cannot save or submit your news item if you exceed the character limit.

2.3.5 Author(s) title/affiliation

The data entry space for the Author(s) title/affiliation field is a box where you may enter free text. Enter the title (e.g., "Staff writer") and/or affiliation (e.g., "New York Times") for the author(s) in this field.

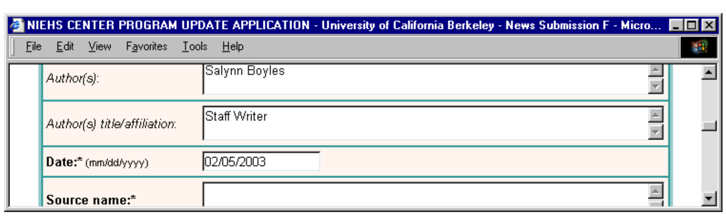
To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



Author(s) title/affiliation is not a required field. If you do enter text in this field, however, you are limited to 250 characters (approximately 25 words). You cannot save or submit your news item if exceed the character limit.

2.3.6 Date

The data entry space for the date is a small box.



Enter the date on which the news item was published, using the two-digit month, two-digit date, and four-digit year, in the following format:

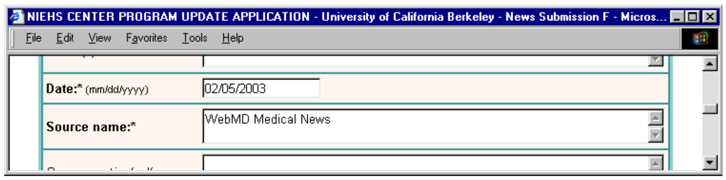
[MM]/[DD]/[YYYY]

Date is a required field. You cannot save or submit your news item if you do not enter the date.

2.3.7 Source name

The data entry space for the Source name field is a box where you may enter free text. Enter the name of the publication in which your news item appears, or if your news item is a press release, enter "Press release."

To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

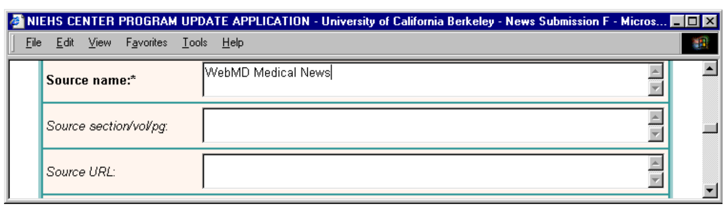


Source name is a required field and is limited to 250 characters (approximately 25 words). You cannot save or submit your news item if you do not enter a source name or if you exceed the character limit.

2.3.8 Source section/vol/pg

The data entry space for the Source section/vol/pg is a box where you may enter free text. Enter the section number or name, volume number, and/or page number in which your news item appears, if applicable.

To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.



Source section/vol/pg is not a required field. If you do enter information in this field, however, you are limited to 250 characters (approximately 25 words). You cannot save or submit your news item if you exceed the character limit.

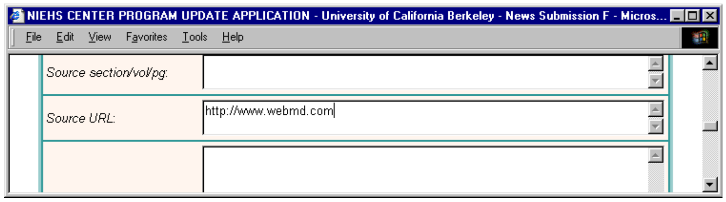
2.3.9 Source URL

The data entry space for the Source URL field is a box where you may enter free text. Enter a web address, if one exists, where readers may find the original publication of your news item.

Do not enter any text other than a web address. For example, do not begin your entry with "For more information, visit…"

Note that when your news is year old and it moves to the Centers in the News Archives page of the Center Program web site, any URL that you enter in this field is removed from public display. This is done to avoid the risk of posting broken links, as current news-related web pages on other sites may be disabled at some point as the news "ages."

To enter a URL, place your cursor in the box and begin typing or paste in a URL copied from another document or web page.

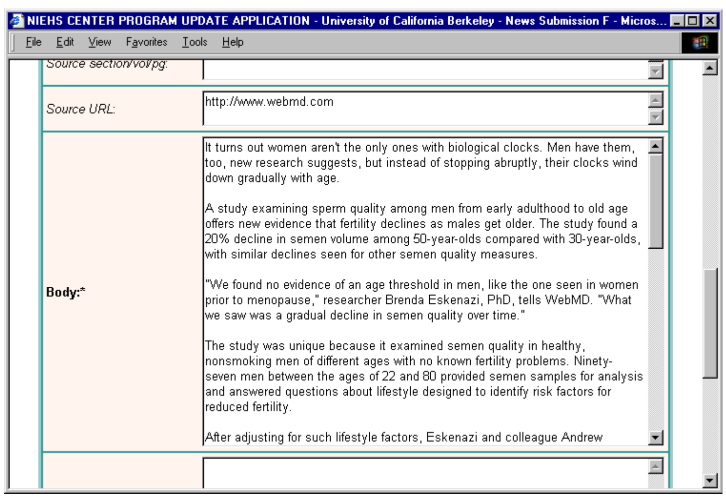


Source URL is not a required field. If you do enter a URL, however, you are limited to 200 characters. You cannot save or submit your news item if you exceed the character limit.

2.3.10 Body

The data entry space for the Body field is a box where you may enter free text/ Enter the full text of your news item here.

To enter text, place your cursor in the box and begin typing or paste in text copied from another document or web page.

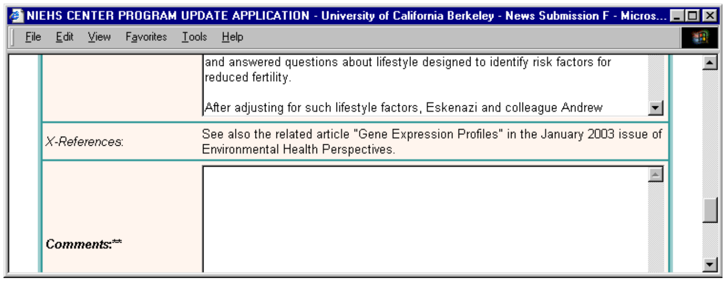


Body is a required field and is limited to 4,000 characters (approximately 400 words). You cannot save or submit your news item if you do not enter the body or if you exceed the character limit.

2.3.11 X-References

NIEHS may enter information into the X-References field providing cross-references to related Centers in the News items.

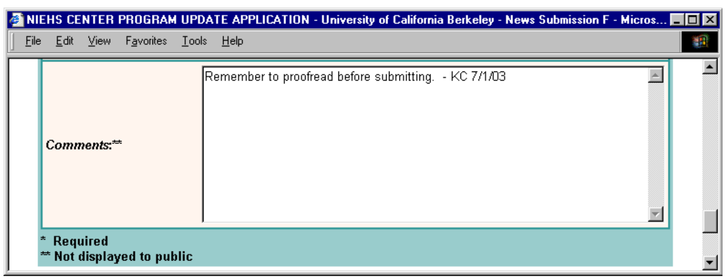
This field appears on your News Submission Form only if NIEHS has entered and saved information in the field. You cannot edit the field.



2.3.12 Comments

The last field on the form is a space for comments. You may wish to enter notes in this space while you prepare the news item, for your own benefit or for NIEHS to read when reviewing it. After you submit your item to NIEHS, NIEHS will view it and will have access to this area to enter comments about revisions. In turn, you may enter comments for NIEHS to read. Include your initials and the date when you enter comments.

Comments are not displayed to the public.



You may enter multiple paragraphs, but the total number of characters (entered by you and/or NIEHS) may not exceed 4,000. You cannot save or submit your news item if you exceed the character limit.

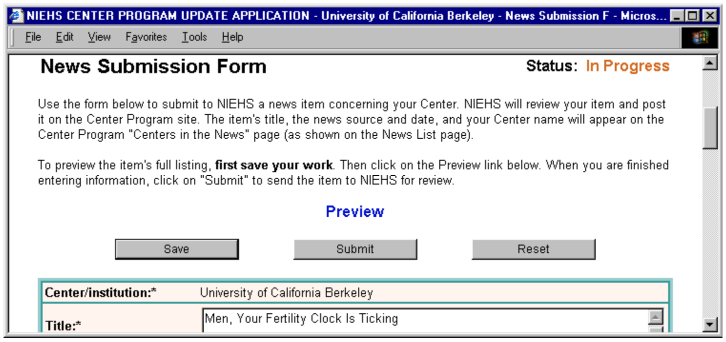
2.4 Finalizing your news

After you have filled in all required fields, you may submit your news item to NIEHS. NIEHS will review it, may make minor changes (e.g., correcting typos), and perhaps may comment on it and ask you to revise it. You may then make changes to the item in response to those comments, provide comments of your own to NIEHS, and re-submit the item. After one or more review cycles, NIEHS will approve the item and release it for public display on the NIEHS Center Program web site.

2.4.1 Submitting your news to NIEHS

Only users who log in with a username ending in “1” can submit news using this Application.

When you are ready to submit your news to NIEHS, click on the **Submit** button at the top or bottom of the News Submission Form.



When you click on this button, NIEHS is sent an email from the Application indicating that your Center has submitted some news. At the same time, the status of your item changes to **Submitted**. Items that are in **Submitted** status can be viewed by NIEHS staff when they log in to the Application.

NIEHS staff will review your item, may make minor changes or enter comments, and will then take one of the following two actions:

- NIEHS will not approve the item and will request that you revise it. The Application will send your Center Business Administrator an email message indicating that NIEHS requests that you revise the item. The item's status will change to **Revise**.
- NIEHS will approve the item. The Application will send your Center Business Administrator an email message indicating that NIEHS has approved and released the item for public display. Its status will change to **Released**.

2.4.2 Receiving comments from NIEHS

Only users who log in with a username ending in "1" can receive and view comments using this Application.

When you receive an email message indicating that NIEHS has either approved or requested revision to your news item, you may read NIEHS's comments. To do this, log in to the Application and go to the News List page. Your item is listed there in either **Revise** or **Released** status. Click on the title to access the News Submission Form. Any comments provided by NIEHS appear in the Comments field.

2.4.3 Revising and re-submitting your news

Only users who log in with a username ending in "1" can respond to comments and edit and re-submit news items using this Application. Users who log in with a username ending in "2" may review items during the edit process.

If NIEHS requested revision to your item, your item is in **Revise** status, and you may make changes to it. You may do this in the same way that you created it initially: by entering or modifying the text in the News Submission Form.

You may also enter your own comments in the Comments field. When you add comments, mark your entries with your initials and the date to distinguish them from NIEHS's comments. Do not type over comments entered by NIEHS; if you do, they will be erased. All comments, regardless of the source, are entered into the same field.

When you are ready to re-submit your item to NIEHS, click on the **Submit** button. When you click on this button, NIEHS is again sent an email message from the Application indicating that your Center has submitted some news. At the same time, your item's status changes back to **Submitted**. NIEHS staff can view and make minor changes to items that are in **Submitted** status when they log in to the Application.

2.4.4 Approving and displaying your news to the public

The cycle of submitting, receiving comments from NIEHS, and re-submitting continues until NIEHS approves and releases your news item. When your item is approved, its status changes to **Released** and your Center Business Administrator is notified via email. Your item's title, sub-title, source name, date, and your Center/institution name are then automatically displayed on the Center Program public web site, in a format similar to that shown on the News List page. (When readers click on your item's title or sub-title, the full text of your item displays in a format similar to that shown on the News preview page; see **Section 3 News Preview Page** for details).

2.5 Making emergency edits to your news

When your news item is in **Released** status, you cannot edit it.

However, if you or NIEHS find an egregious error in the item, it may be necessary to make changes to it. If you believe you need to edit a released news item, notify the Center Program Analyst. In order for you to edit your item, NIEHS must put it into **Emergency Edit** status.

When your item is put into **Emergency Edit** status, your Center Administrator is notified via email. You may then edit the item again.

Note – About the display of news items in Emergency Edit status…
When your news item is put into **Emergency Edit** *status, you may again edit it. However, the released version of the item remains on display to the public until either a) a new version of the item is released, or b) the item is deleted.*

From the News List page, click on the news title to access and edit the information in the News Submission Form.

Click on the **Save** button to save your work as needed. Note that if you do so, your item's status changes to **In Progress**.

When you are ready to submit your revised news item to NIEHS, click on the **Submit** button. The cycle of submitting, receiving comments from NIEHS, and re-submitting proceeds as described above in **Section 2.4 Finalizing your news** until NIEHS approves and re-releases your item. When your item is approved, its status changes to **Released** and your Center Business Administrator is notified via email. The revised version of the item is then automatically displayed on the Center Program public web site, over-writing the old version.

3. Public News Pages

3.1 Purpose

The public news pages on the Center Program web site provide the public with lists of current and past news about Center-related research findings and activities. The public can also read the full-text of any item in the lists. Current news—items that are less than one year old—are posted on the Centers in the News page. Older items are posted on the Centers in the News Archives page.

3.2 Centers in the News page

Once released by NIEHS, current news items are listed on the Centers in the the News page of the Center Program web site:

http://www-apps.niehs.nih.gov/centers/public/news/ctrnews.htm

To get to this page, click on the In the News link on the Center Program home page. News items remain on this page until they are one year old.

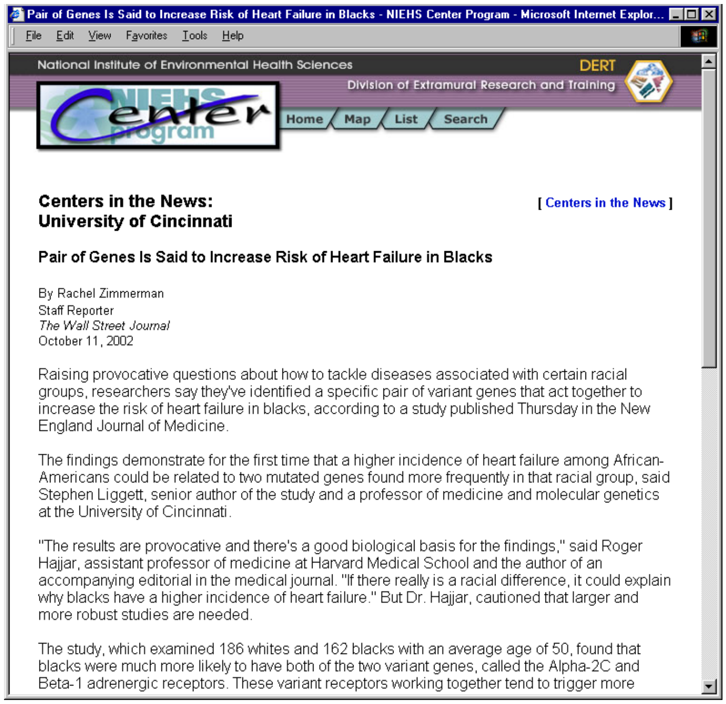
The title, sub-title, source name, date, and your Center/institution name are displayed on the Centers in the News page. Clicking on the title or sub-title displays the full details for your item. See **Section 3.2.1 News details** below for details.

If one of your Center's news items displayed on this needs to be edited in a significant way, contact the Center Program Analyst. He can put the item in

Emergency Edit status to allow you to make the necessary changes. See **Section 2.5 Making emergency edits to your news** above for details.

3.2.1 News details

To view the details about your news item, including its full text, click on the item's title or sub-title on the Centers in the News page.

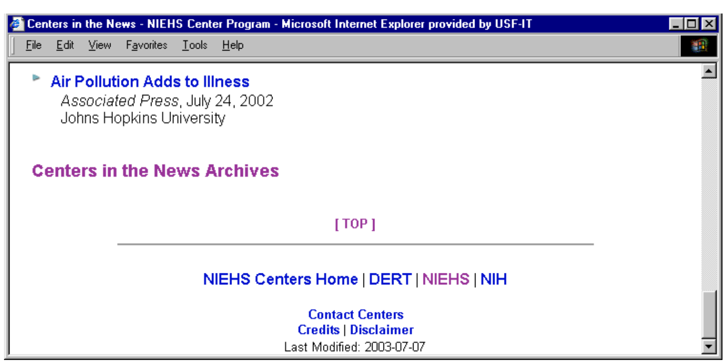


3.3 Centers in the News Archives page

When a news item is more than a year old, it is moved to the Centers in the News Archives page of the Center Program web site:

https://www-apps.niehs.nih.gov/centers/public/news/arcnews.htm

To get to the Centers in the News Archives page, click on the Centers in the News Archives link on the Centers in the News Archives page.

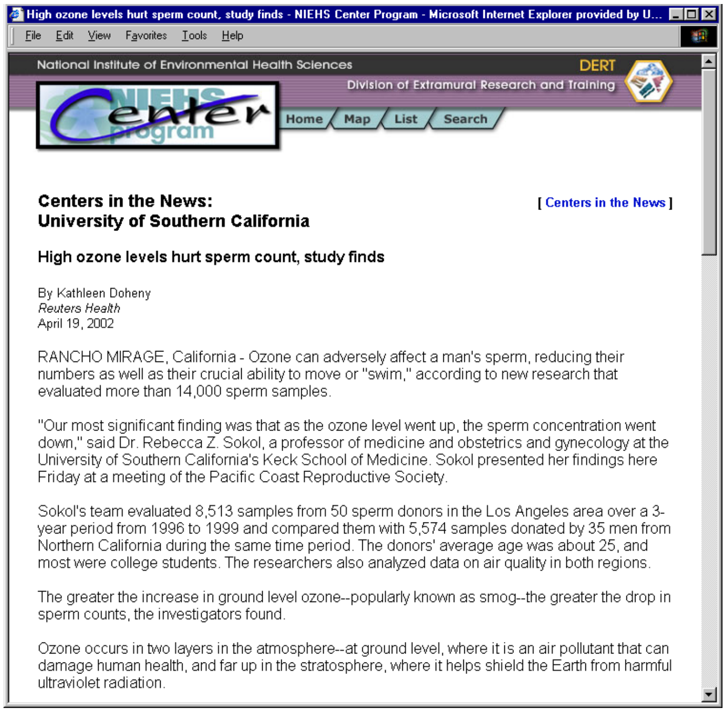


The title, sub-title, source name, date, and your Center/institution name are displayed on the Centers in the News page. Clicking on the title or sub-title displays the full details for your item. See **Section 3.2.1 News details** below for details.

News items remain on the Centers in the News Archives page until they are five years old, at which point they are removed from public display. The items continues to be stored in the Application database.

3.3.1 Archived news details

To view the details about an archived news item, including its full text, click on the item's title or sub-title on the Centers in the News Archives page.



High ozone levels hurt sperm count, study finds - NIEHS Center Program - Microsoft Internet Explorer provided by U...

File Edit View Favorites Tools Help

National Institute of Environmental Health Sciences

DERT

Division of Extramural Research and Training

NIEHS Center program

Home Map List Search

Centers in the News:
University of Southern California

[Centers in the News]

High ozone levels hurt sperm count, study finds

By Kathleen Doheny
Reuters Health
April 19, 2002

RANCHO MIRAGE, California - Ozone can adversely affect a man's sperm, reducing their numbers as well as their crucial ability to move or "swim," according to new research that evaluated more than 14,000 sperm samples.

"Our most significant finding was that as the ozone level went up, the sperm concentration went down," said Dr. Rebecca Z. Sokol, a professor of medicine and obstetrics and gynecology at the University of Southern California's Keck School of Medicine. Sokol presented her findings here Friday at a meeting of the Pacific Coast Reproductive Society.

Sokol's team evaluated 8,513 samples from 50 sperm donors in the Los Angeles area over a 3-year period from 1996 to 1999 and compared them with 5,574 samples donated by 35 men from Northern California during the same time period. The donors' average age was about 25, and most were college students. The researchers also analyzed data on air quality in both regions.

The greater the increase in ground level ozone--popularly known as smog--the greater the drop in sperm counts, the investigators found.

Ozone occurs in two layers in the atmosphere--at ground level, where it is an air pollutant that can damage human health, and far up in the stratosphere, where it helps shield the Earth from harmful ultraviolet radiation.

When a news item is moved to the Centers in the News Archives page, the web site entered into the Source URL field (if there is one) is removed from display on the details page. This is done to avoid the risk of posting broken links, as current news-related web pages on other sites may be disabled at some point.