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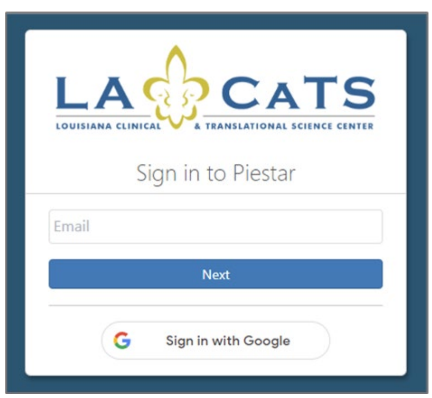
1 Access

1.1 Website

lacats.piestar.com

1.2 Login Screen



1.3 Username

Your institutional email address will be used as your username.

1.4 Password

User generated.

2 Reference Docs

[LA CaTS Center RPPR Guide]

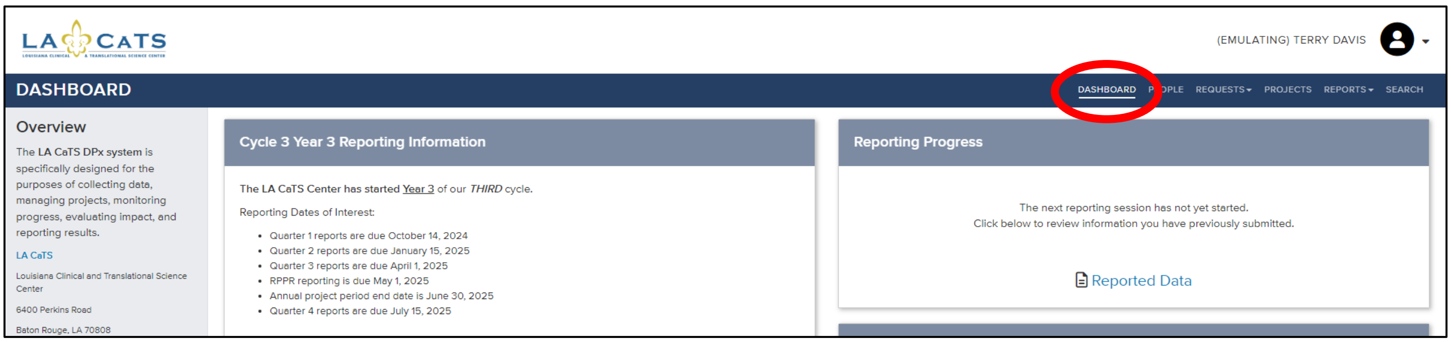
3 Questions/Comments/Contact Information

Email: brian.melancon@pbrc.edu

4 Homepage Navigation

4.1 Dashboard:

When you log into Piestar, the homepage displayed is your dashboard. Here is where you are provided with general information regarding reporting dates, your reporting progress for any open sessions and where you can access your reporting forms/modules. **You can navigate to your Dashboard at any time by clicking "Dashboard" on the ribbon just below the page's header.** See below.



5 Definitions

5.1 Reporting Year

The reporting year will always be 7/1 – 6/30.

5.2 Reporting Sessions

Currently, sessions are defined as follows:

- Quarter 1: July 1 – September 30
- Quarter 2: October 1 – December 31
- Quarter 3: January 1 – March 31
- Quarter 4: April 1 – June 30

5.3 Due Dates

Reports are due two weeks prior to the close of the quarter, **with the exception of Quarter 3. Quarter 3 reports are due April 1st, as T&E requires extra time to put together the annual report to the NIH, which is due May 1st.**

5.4 Impact Module

Impact Modules contain the unique assignment of forms to be filled out based on your LA CaTS Center Core, your role in that Core, and the data required by the LA CaTS Center.

5.5 Session

Sessions define the timeframe when data can be entered into Piestar. LA CaTS typically starts a session at the beginning of a quarter. (e.g. Quarter 1 starts July 1. The session will open on or around July 1 to allow users to begin to enter Quarter 1 data).

5.6 People

The People page will show those users who are associated with the Core/Project.

5.7 Requests

Requests are currently inactive.

5.8 Projects

Projects are Piestar's definition of Cores.

5.9 Reports

At this time, reporting is active but not in full function. Please use reports at your own discretion. LA CaTS will NOT be requiring you to provide your reporting via this function at this time.

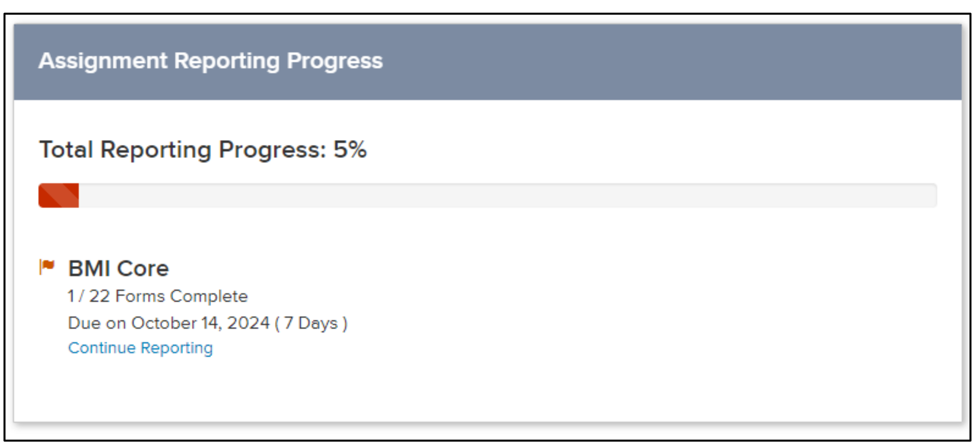
6 Completion of Forms

In order to complete your session's reporting 100%, you must complete each form that is assigned to you. There are three ways to complete a form – depending on the type of form and the required answer(s). See below:

1. **Table Entry** (e.g. Investigators Assisted):
    a. **If you have information to enter**, select "Add".
    b. Once you have entered all data, select "Mark as Complete".
    c. **If you do NOT have information to enter,** select "Mark as Complete".
2. Text Entry (e.g. Other Progress):
    a. **If you have information to enter,** enter the information. When done, select "Mark as Complete".
    b. **If you do NOT have information to enter,** select "Mark as Complete".
3. Some entries do offer the option to select "Mark as Complete with 'Nothing to Report'".

7 Review Your Progress

As you progress through your forms, you can see where you are on your Dashboard. See below.

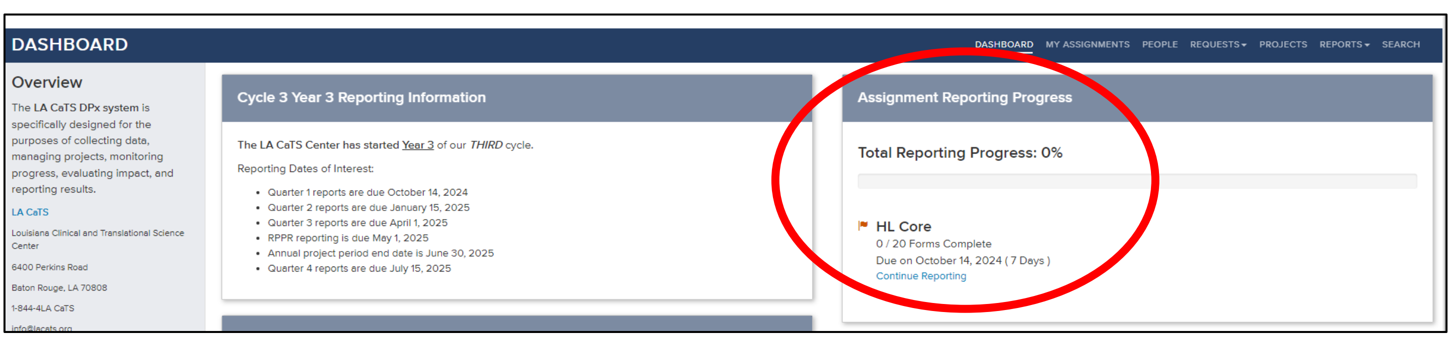


To have 100% completion of your reporting modules, you will need to select Mark As Complete for every assigned module. You should see **GREEN** checkmarks next to each module when completed. See below.

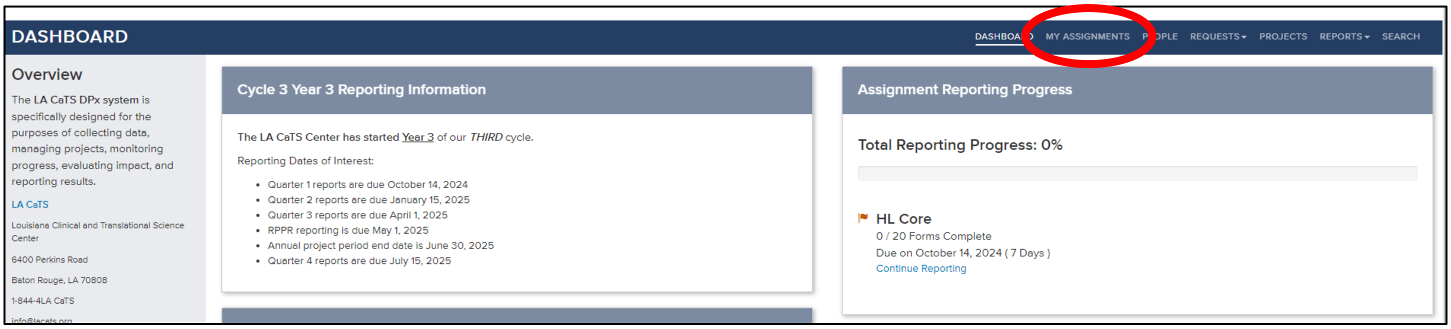
8 How to access your forms

There are two ways to access your forms.

- Through your Dashboard:

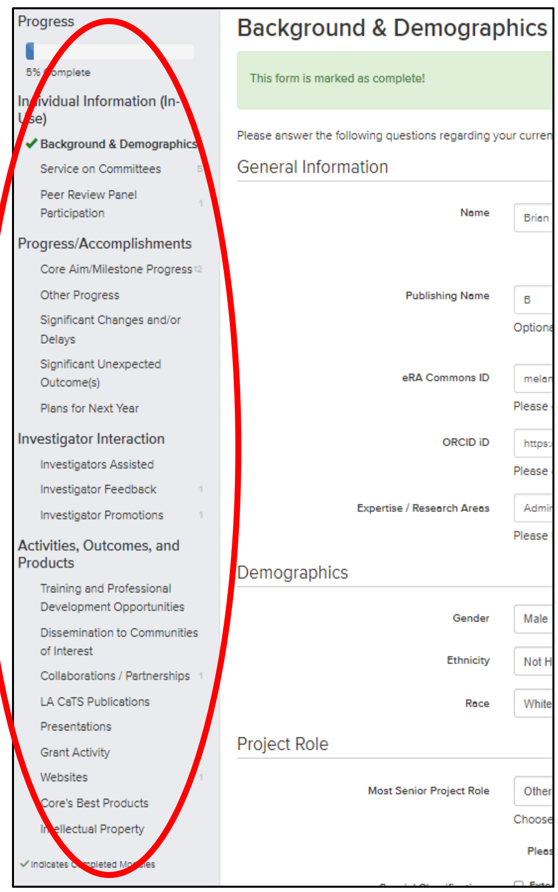


- Through the ribbon towards the top of the page:



9 All Core Reporting Forms

You may navigate through the forms that can be found on the left side of the page.



9.1 Individual Information

The information entered on these forms are not seen by others in the Core. They are unique to the user.

9.1.1 Background & Demographics

All users are asked to fill out this form.

9.1.2 Service on Committees

All faculty are asked to fill out this form.

9.1.3 Peer Review Panel Participation

All faculty are asked to fill out this form.

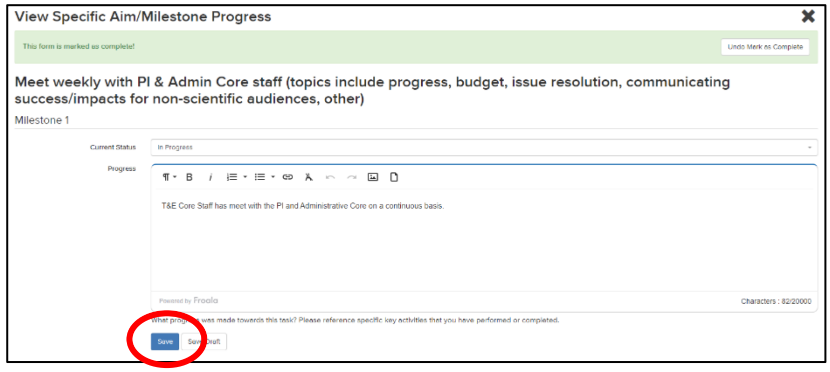
9.2 Progress/Accomplishments

The forms below are set up for Team Reporting. The information entered can be seen and edited by others in the Core assigned to these forms.

9.2.1 Core Aim/Milestone Progress

Your reporting on specific aims and milestones will be Core Specific. *Please work with the Tracking & Evaluation Core should you have questions on how this is being reported.*

Reporting Requirements for this section of Piestar:



- You cannot mark this section as complete until you have reviewed each Narrative and Milestone.
- Make sure you click "Save" after each edit. ***<u>Piestar does not automatically save your updates.</u>***
- <u>Narrative Section</u>:
  - <u>Current Status</u>:
    - Not Started – select if no specific aims and no milestones have been started.
    - In Progress – select if specific aims and/or milestones have been started but all have not been completed.
    - Complete – select if all specific aims and milestones have been completed.
  - <u>Narrative Progress</u>: Cores are asked to review and update the narrative language where necessary. **<u>RED</u>** placeholders are **<u>not</u>** to be updated.
  - When you have finalized the Current Status and have reviewed the narrative section, **make sure you click save.**
- <u>Milestone Sections</u>:
  - <u>Current Status</u>:
    - Not Started – select if milestone has not been started.
    - In Progress – select if milestone has been started but not completed.
    - Complete – select if milestone has been completed.
  - <u>Milestone Progress</u>: Please provide updates on the activities towards the completion of the milestone.
  - When you have finalized the Current Status and have reviewed the progress section, **make sure you click save.**

9.2.2 Other Progress

Please provide progress and/or accomplishments that are NOT associated with your Core's specific aims and/or milestones. For example, your Core was involved in a new initiative outside of the specific goals of the project.

9.2.3 Significant Unexpected Outcome(s)

Please provide any positive or negative significant unexpected outcome(s) related to the activities of the Core. These are outcomes that you feel as though are reportable to LA CaTS Center Stakeholders.

9.2.4 Plans for Next Reporting Period:

Plans for next reporting period that include both scheduled and activities not previously planned.

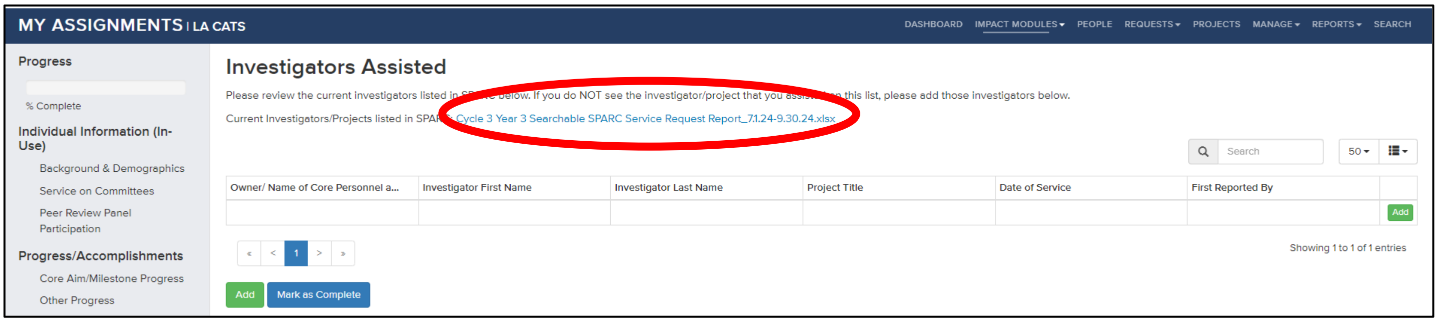
9.3 Investigator Interaction

The forms below are set up for Team Reporting. The information entered can be se and edited by others in the Core assigned to these forms.

9.3.1 Investigators Assisted

Report on those investigators who you have assisted during the current reporting period. You may do so by:

- **<u>First</u>** checking the current list of Investigators captured in SPARC. These investigators do NOT need to be entered into this section, as we already have the information.
    - To download the current list of investigators in SPARC, click the file link in the instructions of the Form. See below.



- **<u>For those investigators NOT on the SPARC list</u>**, add those investigators in Piestar by clicking "Add" and providing the requested information.

9.3.2 Investigator Feedback

Provide any feedback your Core has received from investigators related to your Core or the Center as a whole.

9.3.3 Investigator Promotions

If you are aware of any promotions earned by investigators who have utilized the LA CaTS Center, report them here.

9.4 Activities, Outcomes, and Products

The forms below are set up for Team Reporting. The information entered can be seen and edited by others in the Core assigned to these forms.

9.4.1 Education and/or Outreach Activities

Include any education or outreach activities conducted during the current reporting period. Indicate the type of activity such as course-based research experiences, symposia, seminars, workshops, webinars, conferences, and retreats. List the core and/or institution that led/offered the activity, the delivery method (I=In-person, V=Virtual, or H=Hybrid), and the # of participants by role (Trainees includes clinician fellows, postdocs and students).

9.4.2 Dissemination to Communities of Interest

Describe how the results have been disseminated to communities of interest. Include any outreach activities undertaken to reach members of communities who are not usually aware of these research activities with the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

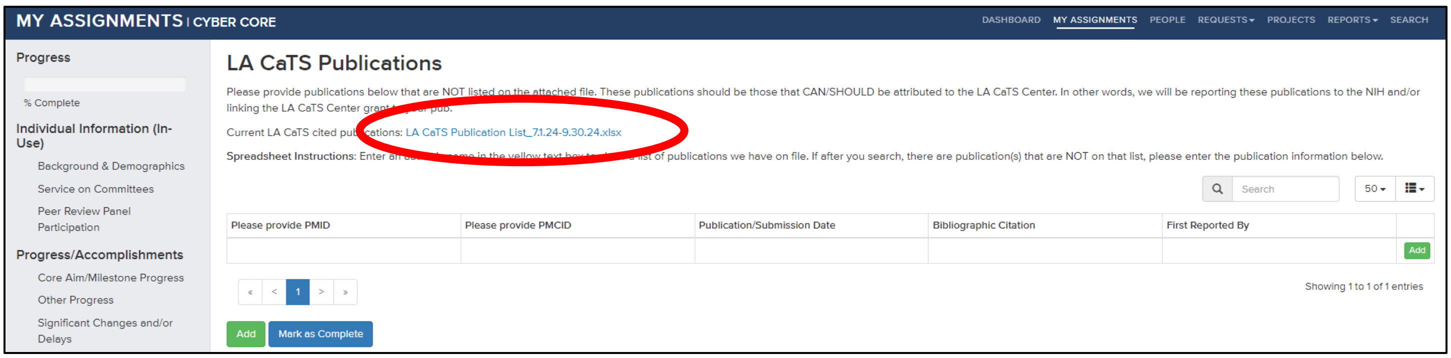
9.4.3 Collaborations / Partnerships

Include work your Core and/or Core Personnel is involved in with other LA CaTS Center Cores and/or external organizations. **For example**, if you work with a CTSA to develop a seminar series or if you work with another LA CaTS Center Core on the implementation of a program.

9.4.4 LA CaTS Publications

Report on those publications that can be attributed to (cited) the LA CaTS Center during the current reporting period. You may do so by:

- **First** checking the current list of publications captured in the LA CaTS PubCrawl. These publications do NOT need be entered into this section, as we already have the information.
    - To download the current list of publications we have on file, click the file link in the instructions of the Form. See below.



- **For those publications NOT on the publications list**, add those publications in Piestar by clicking "Add" and providing the requested information.
- **Please note that we are only interested in publications that are/will/should cite the LA CaTS Center.**

9.4.5 Presentations

Please provide information on oral and poster presentations where the LA CaTS Center was/is/will be cited.

9.4.6 Grant Activity

Please provide information on grant proposals/submissions and/or grant awards where the LA CaTS Center can be attributed. The dollars associated with the grant activity will go into our overall LA CaTS Center grant reporting.

Various ways the LA CaTS Center can be linked to a grant proposal/submission and/or award:

- PI, Co-PI, Co-I, Senior/Key Personnel, Key Contributor is also LA CaTS Center Core Personnel and the grant activity is related to the LA CaTS Center.
- A LA CaTS Center Sponsored Project Awardee (e.g. Pilot Grant, Roadmap Scholar, etc.) has grant activity related to their sponsored project.
- A grant proposal/submission and/or grant award can be linked to a Core Service.
- **Please note that we are only interested in grant activity that are/will/should cite the LA CaTS Center.**

9.4.7 Websites

List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above.

9.4.8 Core's Best Products

Please provide **THREE**, each bullet showcasing your best product Core and/or activity from this reporting period.

These items will be used in presentations, Internal Advisory Committee reporting and other ad hoc reporting done during this reporting period.

9.4.9 Intellectual Property

Please provide Technologies, Techniques, Inventions, Patent Applications and/or Licenses that were a result of LA CaTS Center activities.

9.5 Core-Specific Reporting

9.5.1 Core-Specific Forms:

Some Cores have tables and/or forms that are specific to their reporting requirements. Core-Specific forms are unique to the Core and should not be available to others.