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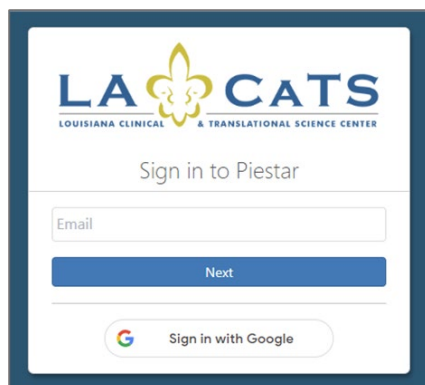
Contents

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](#)

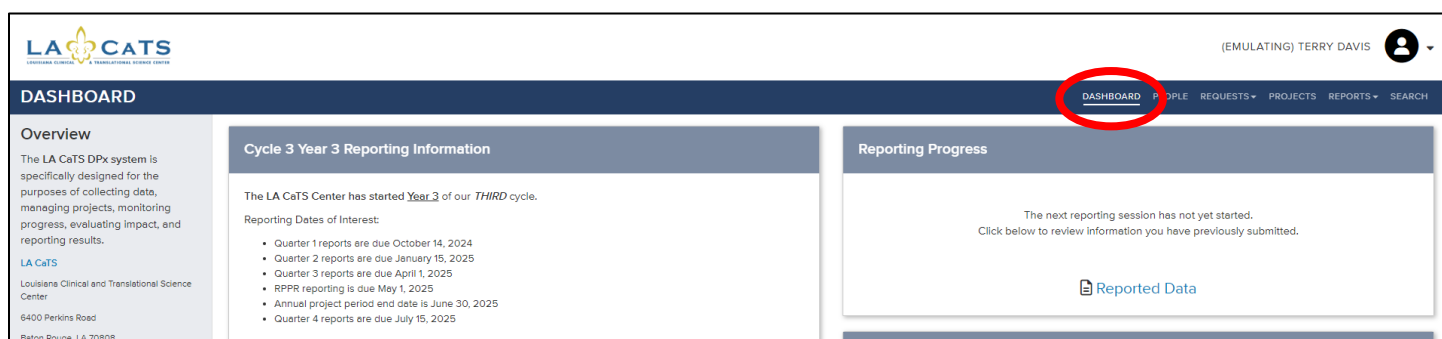
3 **Questions/Comments/Contact Information**

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.

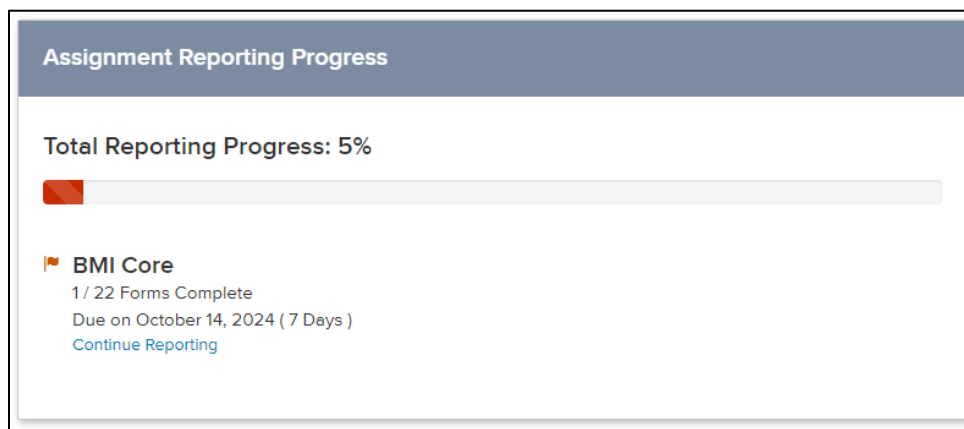
6 Completion of Forms

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.

Progress

100% Complete!!

Individual Information (In-Use)

- ✓ Roster
- ✓ Background & Demographics
- ✓ Service on Committees
- ✓ Peer Review Panel Participation

Progress/Accomplishments

- ✓ Significant Changes and/or Delays

Investigator Interaction

- ✓ Investigators Assisted
- ✓ Investigator Promotions

Activities, Outcomes, and Products

- ✓ Training and Professional Development Opportunities
- ✓ Collaborations / Partnerships
- ✓ LA CaTS Publications
- ✓ Presentations
- ✓ Grant Activity
- ✓ Intellectual Property

Core-Specific Reporting

- ✓ PD-Junior Investigator Summary
- ✓ PD-Roadmap and Mentor Information
- ✓ PD-Roadmap Scholars as Mentors
- ✓ PD-Junior Investigator RPG & PPG Information

Piestar Created

- ✓ Publications

Test/Unused

- ✓ PD Core EAC Recommendation(s) Tracking
- ✓ PD Core Milestones Progress
- ✓ PD Core Aims Progress

✓ Indicates Completed Modules

8 How to access your forms

There are two ways to access your forms.

- Through your Dashboard:

DASHBOARD

DASHBOARD MY ASSIGNMENTS PEOPLE REQUESTS PROJECTS REPORTS SEARCH

Overview

The LA CaTS DPx system is specifically designed for the purposes of collecting data, managing projects, monitoring progress, evaluating impact, and reporting results.

LA CaTS

Louisiana Clinical and Translational Science Center

6400 Perkins Road
Baton Rouge, LA 70808

1-844-4LA CaTS

info@lats.org

Cycle 3 Year 3 Reporting Information

The LA CaTS Center has started **Year 3** of our **THIRD** cycle.

Reporting Dates of Interest:

- Quarter 1 reports are due October 14, 2024
- Quarter 2 reports are due January 15, 2025
- Quarter 3 reports are due April 1, 2025
- RPPR reporting is due May 1, 2025
- Annual project period end date is June 30, 2025
- Quarter 4 reports are due July 15, 2025

Assignment Reporting Progress

Total Reporting Progress: 0%

HL Core

0 / 20 Forms Complete
Due on October 14, 2024 (7 Days)
[Continue Reporting](#)

- Through the ribbon towards the top of the page:

DASHBOARD

Overview
The LA CaTS DPx system is specifically designed for the purposes of collecting data, managing projects, monitoring progress, evaluating impact, and reporting results.
[LA CaTS](#)
Louisiana Clinical and Translational Science Center
6400 Perkins Road
Baton Rouge, LA 70808
1-844-4LA CaTS
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Cycle 3 Year 3 Reporting Information

The LA CaTS Center has started Year 3 of our *THIRD* cycle.

Reporting Dates of Interest:

- Quarter 1 reports are due October 14, 2024
- Quarter 2 reports are due January 15, 2025
- Quarter 3 reports are due April 1, 2025
- RPPR reporting is due May 1, 2025
- Annual project period end date is June 30, 2025
- Quarter 4 reports are due July 15, 2025

Assignment Reporting Progress

Total Reporting Progress: 0%

HL Core
0 / 20 Forms Complete
Due on October 14, 2024 (7 Days)
[Continue Reporting](#)

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.*

Progress
5% Complete

Individual Information (In-Use)

- ✓ **Background & Demographics**
- Service on Committees
- Peer Review Panel Participation

Progress/Accomplishments

- Core Aim/Milestone Progress
- Other Progress
- Significant Changes and/or Delays
- Significant Unexpected Outcome(s)
- Plans for Next Year

Investigator Interaction

- Investigators Assisted
- Investigator Feedback
- Investigator Promotions

Activities, Outcomes, and Products

- Training and Professional Development Opportunities
- Dissemination to Communities of Interest
- Collaborations / Partnerships
- LA CaTS Publications
- Presentations
- Grant Activity
- Websites
- Core's Best Products
- Intellectual Property

✓ indicates Completed Form

Background & Demographics

This form is marked as complete!

Please answer the following questions regarding your current

General Information

Name

Publishing Name

eRA Commons ID

ORCID ID

Expertise / Research Areas

Demographics

Gender

Ethnicity

Race

Project Role

Most Senior Project Role

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.
Piestar does not automatically save your updates.

- Narrative Section:
 - o Current Status:
 - 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.
 - o Narrative Progress: Cores are asked to review and update the narrative language where necessary. **RED** placeholders are **not** to be updated.
 - o When you have finalized the Current Status and have reviewed the narrative section, **make sure you click save.**
- Milestone Sections:
 - o Current Status:
 - 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.
 - o Milestone Progress: Please provide updates on the activities towards the completion of the milestone.
 - o 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.

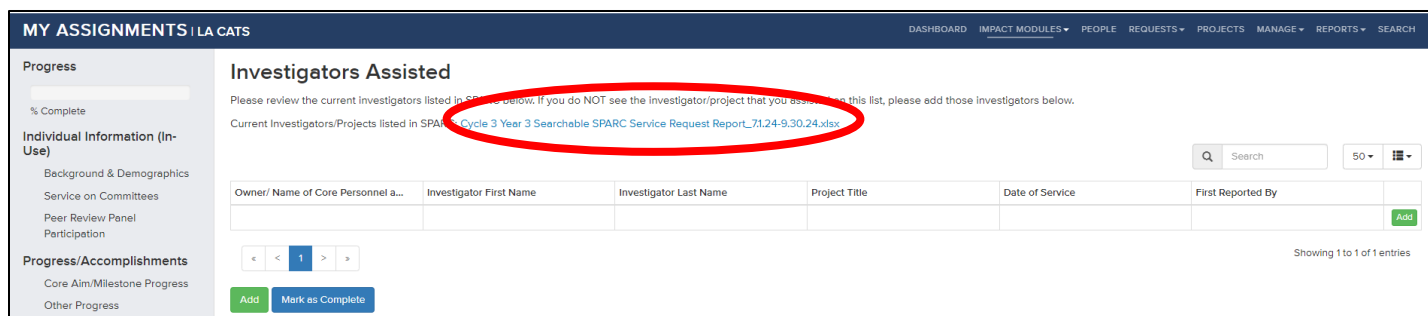
9.3 Investigator Interaction

The forms below are set up for Team Reporting. The information entered can be seen 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:

- **First** 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.
 - o To download the current list of investigators in SPARC, click the file link in the instructions of the Form. See below.



MY ASSIGNMENTS | LA CaTS

Progress

% Complete

Individual Information (In-Use)

- Background & Demographics
- Service on Committees
- Peer Review Panel Participation

Progress/Accomplishments

- Core Aim/Milestone Progress
- Other Progress

Investigators Assisted

Please review the current investigators listed in SPARC below. If you do NOT see the investigator/project that you assisted with this list, please add those Investigators below.

Current Investigators/Projects listed in SPARC: [Cycle 3 Year 3 Searchable SPARC Service Request Report_7.1.24-9.30.24.xlsx](#)

Search: 50

Owner/ Name of Core Personnel a...	Investigator First Name	Investigator Last Name	Project Title	Date of Service	First Reported By	
						<input type="button" value="Add"/>

Showing 1 to 1 of 1 entries

- **For those investigators NOT on the SPARC list**, 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.

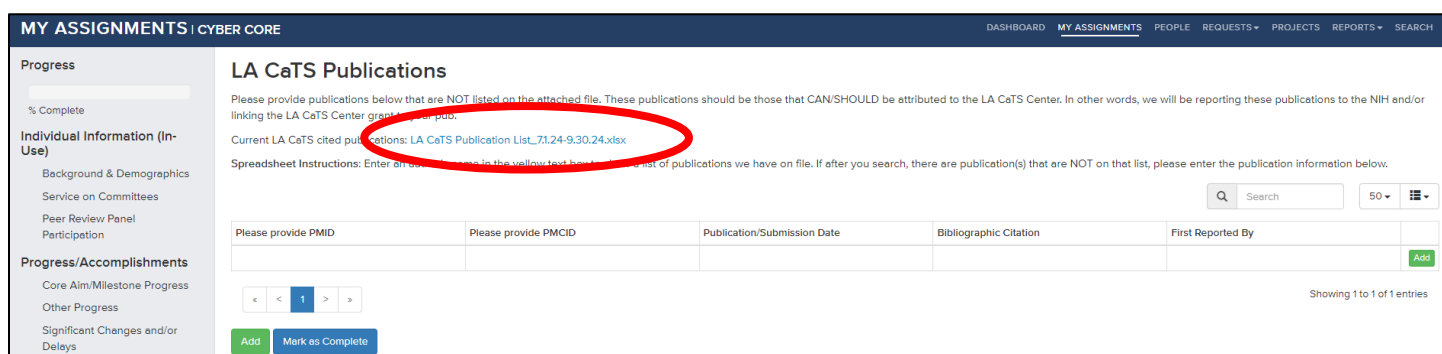
9.4.3 Collaborations / Partnerships

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.
 - o To download the current list of publications we have on file, click the file link in the instructions of the Form. See below.



MY ASSIGNMENTS | CYBER CORE

LA CaTS Publications

Please provide publications below that are NOT listed on the attached file. These publications should be those that CAN/SHOULD be attributed to the LA CaTS Center. In other words, we will be reporting these publications to the NIH and/or linking the LA CaTS Center grant to your pub.

Current LA CaTS cited publications: LA CaTS Publication List_71.24-9.30.24.xlsx

Spreadsheet Instructions: Enter an additional row in the yellow text box to add a list of publications we have on file. If after you search, there are publication(s) that are NOT on that list, please enter the publication information below.

Search: [Search] 50 [Filter]

Please provide PMID	Please provide PMCID	Publication/Submission Date	Bibliographic Citation	First Reported By	
					[Add]

Showing 1 to 1 of 1 entries

[Add] [Mark as Complete]

- **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.