

Details on RAC proposal submission form

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Background

Beginning in Spring 2023, the RAC proposals have been submitted through the Cary institute Jotform. Prior to this, the submission pathway was via website forms. The structure of the website form was migrated to Jotform, and from 2023-2024 a number of enhancements have been made. The Hubbard Brook sharepoint RAC folder (Martin/UNH) contains a backup of all proposals.

Form related tasks are carried out by the HBR IM (under direction of RAC chair) to include:

- Development of a clone of the old website form on the Cary Jotform account
- Add enhancements as requested by RAC chair
- Monitor incoming proposal
- Prepare proposals for review by RAC (export individually as pdf, and in an appended pdf format).
- Access to the form can be obtained from Jon Keeling at Cary
- HBR IM reaches out to accepted proposal leads to let them know how we archive data in the repository at HBR, what the IM needs to know about their data collection, and what assistance can be provided to them by the IM.
- Jotform technical details in appendices below

RAC submission form enhancements beginning in 2023

- Complete migration of former website submission forms to Cary Jotform account.
- Add a question : **is this a student project?** Then if yes, the form would have space for the student's info and the advisor/mentor (COS member's) info.
- Insert section After Methods and sampling: **Plan for Removing Materials Left on-site:** What materials will be left on site during the study, when will they be removed, who will remove them
- Add a section: **Sample Archiving:** indicate whether there are any samples from this study that you wish to archive (so they could be used by others for future analysis).

Detailed instructions for preparing meta-data and samples (including suggested containers and boxes) can be found at XXX. Contact Amey Bailey for further information.

- Add a Feature: Allowing updates to proposals after submission: This is a feature that has not been requested/used in the past. It is something that can be implemented if you think this will be an ongoing issue. I don't believe that there have been any revised proposals since 2012 when I began managing the forms. The RAC has directly received further input on proposals, but those amendments have not come through the form submission process.
- Impose word limit of 150 words for the abstract.
and add the text: Type brief abstract here (do not paste in NSF proposal abstract))
- Add clarifying text to methods and sampling, also add to the text that you have there (after it): Do not paste in NSF proposal methods. Do not include laboratory methods unless you will do lab work onsite.
- Implement file upload capability directly on the form
- Implement capability for a submitter to update their proposal directly in Jotform
- **RAC FORM EDIT request**
 1. Abstract/Major Hypotheses?research relevance should be limited to 500 characters (which is about 150 words—sorry if I said 150 characters before)
 2. Location
 - i. The gray text should say: specify watershed and plot (where relevant) or other specific location {or something like this—if you have any edits, feel free...}
 3. Location: Site Manager Approval→ Location: Site Manager Review
 - ii. In addition to the text already there, add: What concerns did he raise?
 4. Site request status—let's delete this (people keep saying that their proposal was approved...
 5. Below Methods and Sampling—if there could be a spot for
 - iii. Upload map of study sites {this should be a jpeg or other image that all can see}
 - iv. Upload schematics or images of methods
- **RAC FORM EDIT request**
 1. Is this a student project:Can you change it so that the only choices for responses are
 - i. No

- ii. Graduate student
- iii. Undergrad
- 2. Unimportant: for the next two items, there is an apostrophe missing: Student's, Advisor's
- 3. Please change " Location: Site Manager Approval" to "Have you spoken with the Site Manager about your proposed site and what did he say?"
- 4. please delete "Site request status"

RAC data publishing instructions

Although not in the form itself, the following text is used in the RAC proposal acceptance letter: *The Hubbard Brook Ecosystem Study preserves and shares data through the Environmental Data Initiative Repository (EDI). Projects supported through NSF LTER funding, follow the LTER data access requirement. In order to maintain a one-stop data catalog for all site research, we encourage all researchers, regardless of funding source, to preserve their data in a similar manner. Support for this process is available through the Hubbard Brook Information Management Team. Please contact Mary Martin about preparing your data. Please let me know once you have met with Mary and addressed any data format questions that you have.*

Miscellaneous input to form management from RAC

Feedback from Linda Pardo (chair)

Proposal format

- The committee appreciated having all the proposals in one file.
- I think I need to have them individually as well (both for record keeping—if someone submits a follow-up proposal and if I need to solicit additional feedback, I would prefer to send out only the proposal I am asking about)

Encouraging data submission

- The committee thought that it would be good to be even more emphatic that it is mandatory to make data public
 - One suggestion was to have a statement to this end—that you actually have to click on to acknowledge, before you can continue filling out the form. (is this feasible?)
 - To include a link to EDI for information and that people should contact you if they have questions about the data format
- We also thought it would be good if you reached out to people once their proposals were approved to “remind” them that they will need to submit their data (and, maybe, suggest that they think about the EDI format in advance)

Additional REU RAC review

- We will add an additional RAC review in early June for small proposals. The deadline will be in early June (tbd) and the response from the RAC will be one week later
- We will encourage mentors to submit proposals for the march 15 deadline, if they already have a defined project

APPENDIX A – tips on jotform editing and saving submissions



Form Builder

Hubbard Brook Research Proposal Submission Form

Last edited yesterday.

Help



Edit form allows for insertion and editing of form blocks as necessary.

More/submissions provides access to all submitted proposals

On the top left, the pdf editor allows you to check all fields to be included in the report. By default, this does not include the file upload links. Scroll down to this, check file upload and this will now be inserted in each proposal pdf output. The links to uploaded assets that are included in with the submission are publicly accessible by link, so reviewers do not need any special permission to view these uploaded files.

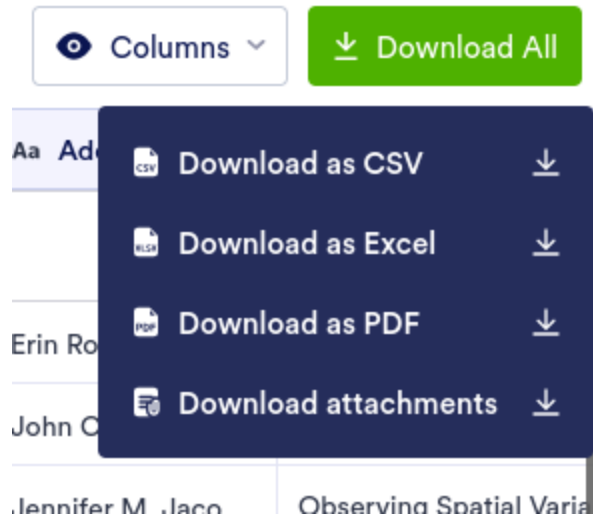


Jotform

PDF Editor

Download All will create a zip file with each proposal in a separate file.

To append all files, use: `pdfjam file1 file1 file3 ... -o RAC-proposals_YYYY[spring,fall].pdf`



APPENDIX B – the jotform (Oct 2, 2024 snapshot)

Advisor's name and email

Additional investigators on this project

0/150

Description of proposed work

Proposal Title *

Abstract

0/150

Major Hypotheses *

Research Relevance

0/150

Funding Sources *

USDA
NSF-Other
NASA
Other

NSF-LTER
NSF-FRU
NSRC

Project Begin Date *

Month Day Year

Project End Date *

Month Day Year

Project Keywords - check all that apply *

System: Experimental Watershed
System: Atmosphere
System: Lake
Type of Work: Large-Scale Manipulation [e.g. whole watershed]
Type of Work: Destructive sampling
Type of Work: Long-term monitoring
Keyword Descriptor: Population Biology
Keyword Descriptor: Community Ecology
Keyword Descriptor: Biogeochemistry
Keyword Descriptor: Physiological Ecology
Keyword Descriptor: Soils
Keyword Descriptor: Chemistry
Keyword Descriptor: Physics
Keyword Descriptor: Other

System: Other Forested System
System: Stream
System: Other
Type of Work: Small-Scale Manipulation [e.g. plot]
Type of Work: Non-destructive sampling
Type of Work: Other
Keyword Descriptor: Autecology
Keyword Descriptor: Ecosystem Ecology
Keyword Descriptor: Social Science
Keyword Descriptor: Forestry
Keyword Descriptor: Geology
Keyword Descriptor: Policy
Keyword Descriptor: Hydrology

Study Organisms and Substances

0/150

Please check all types of data to be collected. See proposal instructions for expectations and resources regarding data archiving and data availability.

tabular data

audio or video files

spatial data

physical samples

streaming sensor data

Research location at Hubbard Brook

Location

Have you spoken with the Site Manager about your proposed site and what did he say?

0/150

Methods, Safety, and Other Considerations

Methods and Sampling

Safety plan

Submit this form to the USGS. It is required to be submitted to the USGS before the start of the study.

Plan for Removing Materials Left on-site

Please describe the materials that will be present on site during the study, when will they be removed, and who will remove them.

Sample Archiving

Indicate whether there are any samples from this study that you wish to archive (so they could be used by others for future analysis). Detailed instructions for preparing meta-data and samples (including suggested containers and boxes) can be found at <https://hubbardbrook.org/sample-archive/>. Contact amey.bailey@usda.gov for further information.

Special Conditions

Please answer the isotope questions, if applicable, and use the text box for any other special conditions

Will this project involve the use of isotopic tracers?

Yes

No

Describe any other special conditions