CAES Research Farm Project Database
User Guide

Table of Contents
Accessing the CAES Research Farm Project Database Home Page ............................................................... 2
About the CAES Research Farm Project Database Home Page ................................................................. 3
  Your Projects that are Not Yet Submitted .............................................................................................. 3
  Your Projects that Need Revisions ......................................................................................................... 3
  Your Projects that Are Still in Approval Process .................................................................................. 4
  Your Active Projects ................................................................................................................................. 4
  Your Past Projects .................................................................................................................................... 5
Entering a New Research Farm Project Outline ............................................................................................ 6
  General Information ................................................................................................................................. 6
  Summary of Project ................................................................................................................................. 8
  Scientist and Station Responsibilities ...................................................................................................... 8
    Plant Science Projects Section ............................................................................................................... 9
    Animal Science Projects Section ......................................................................................................... 10
  Additional Responsibilities and Funding ................................................................................................. 12
  Routing and Approval ............................................................................................................................ 12
  Submitting or Saving the Form ............................................................................................................... 13
Editing Existing Projects .............................................................................................................................. 14
Copying Existing Projects ............................................................................................................................ 15
After Research is Completed ...................................................................................................................... 16
Accessing the CAES Research Farm Project Database Home Page

1. Open a web browser and go to http://secure.caes.uga.edu/CAESResearchFarmProject/
2. The UGA Central Authentication Service login page will appear.
3. Login using you UGA MYID and password. This is the same username and password that you use to access your UGA email.
4. The CAES Research Farm Project Database home page is displayed.
About the CAES Research Farm Project Database Home Page

In an effort to make it easier to find your projects and to keep track of the status of each one, we have added a group of tables to the home page to show your projects grouped by their status. The tables listed on the home page are:

- Your Projects that are Not Yet Submitted
- Your Projects that Need Revisions
- Your Projects that Are Still in Approval Process
- Your Active Projects
- Your Past Projects

Your Projects that are Not Yet Submitted

This table contains a list of projects that you have saved without submitting for approval.

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Title</th>
<th>Farm</th>
<th>Date of Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1178</td>
<td>Soybean Traits (Multiple Trials)</td>
<td>Tifton Field Research Station, Tifton, Ga</td>
<td>02-15-2015</td>
</tr>
<tr>
<td>1177</td>
<td>Soybean Insect Management</td>
<td>Southwest Georgia Research and Education Center, Moultrie, Ga.</td>
<td>03-10-2016</td>
</tr>
<tr>
<td>1176</td>
<td>Evaluation of All Soybean for Resistance to Soybean Aphids</td>
<td>Tifton Field Research Station, Tifton, Ga</td>
<td>02-14-2017</td>
</tr>
<tr>
<td>1173</td>
<td>Soybean Yield</td>
<td>Tifton Field Research Station, Tifton, Ga</td>
<td>03-15-2017</td>
</tr>
<tr>
<td>1175</td>
<td>Cotton Yield (PDC Variety)</td>
<td></td>
<td>03-15-2017</td>
</tr>
<tr>
<td>1172</td>
<td>Cotton Yield</td>
<td>Tifton Field Research Station, Tifton, Ga</td>
<td>02-14-2017</td>
</tr>
</tbody>
</table>

The fields in this table are:

- Project Number – This is the project number. Project numbers are automatically generated when the project is either saved or submitted for approval. Project numbers in the table are linked to open the project in the project outline form for viewing or editing.
- Title – This is the title for the project.
- Farm – This is the selected research farm where the project will take place.
- Date of Last Action – This is the date that the last action took place on the form.

Your Projects that Need Revisions

This table contains a list of projects that you have submitted for approval, but have been returned by an approver for revisions.

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Title</th>
<th>Status</th>
<th>Revisions Requested By</th>
<th>Date of Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1178</td>
<td>Cotton Yields: Fall - PGS</td>
<td>Pending for Review of Superintendent's Comments</td>
<td>Jones, Samford M.</td>
<td>09-07-2016</td>
</tr>
<tr>
<td>1175</td>
<td>Soybean (PDC)</td>
<td>Pending for Review of Principal Investigator's Comments</td>
<td>Stamps, Robert L.</td>
<td>02-15-2019</td>
</tr>
</tbody>
</table>

The fields in this table are:

- Project Number – This is the project number. Project numbers are automatically generated when the project is either saved or submitted for approval. Project numbers in the table are linked to open the project in the project outline form for viewing or editing.
- Title – This is the title for the project.
- Status – This is the status of the project.
- Revisions Requested By – This is the name of the person who returned the project for revisions.
- Date of Last Action – This is the date that the last action took place on the form.
Your Projects that Are Still in Approval Process

This table contains a list of projects that you have submitted for approval, but have not yet made it through the entire approval process.

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Title</th>
<th>Status</th>
<th>Next Approver</th>
<th>Date of Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Evaluation of insecticide overlaps on p-solen to cotton</td>
<td>Pending final site approval</td>
<td>Perry, Calhoun Co.</td>
<td>10-19-2019</td>
</tr>
<tr>
<td>02</td>
<td>Cotton gossypid</td>
<td>Pending final site approval</td>
<td></td>
<td>02-13-2018</td>
</tr>
</tbody>
</table>

The fields in this table are:

- **Project Number** – This is the project number. Project numbers are automatically generated when the project is either saved or submitted for approval. Project numbers in the table are linked to open the project in the project outline form for viewing or editing.
- **Title** – This is the title for the project.
- **Status** – This is the status of the project.
- **Next Approver** – This is the name of the person who is next in line to approve the project.
- **Date of Last Action** – This is the date that the last action took place on the form.

Your Active Projects

This table contains a list of projects that you have submitted and have made it through the entire approval process, including projects that are currently active as well as projects that have not yet begun.

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Title</th>
<th>Farm</th>
<th>Start Date</th>
<th>End Date</th>
<th>Date of Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Evaluation of transgenic cotton for thrips management</td>
<td>Tifton Field Research Services, Tifton, GA</td>
<td>03-01-2019</td>
<td>02-26-2018</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>Evaluation of transgenic cotton for thrips management</td>
<td>Tifton Field Research Services, Tifton, GA</td>
<td>06-01-2019</td>
<td>02-19-2019</td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>Evaluation of late-season cotton transgenic</td>
<td>Southeastern Georgia Research and Education Center, Moultrie, GA</td>
<td>04-01-2019</td>
<td>03-21-2019</td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>Evaluation of soybean transgenic</td>
<td>Southeastern Georgia Research and Education Center, Plains, GA</td>
<td>04-01-2019</td>
<td>02-17-2019</td>
<td></td>
</tr>
</tbody>
</table>

The fields in this table are:

- **Project Number** – This is the project number. Project numbers are automatically generated when the project is either saved or submitted for approval. Project numbers in the table are linked to open the project in the project outline form for viewing or editing.
- **Title** – This is the title for the project.
- **Farm** – This is the selected research farm where the project will take place.
- **Start Date** – Date that the project is set to begin.
- **End Date** – Date that the project is set to end.
- **Date of Last Action** – This is the date that the last action took place on the form.
Your Past Projects
This table contains a list of projects that you have submitted and have made it through the entire approval process and whose end date has already passed.

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Title</th>
<th>Farm</th>
<th>Start Date</th>
<th>End Date</th>
<th>Date of Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Hawaiian Bag Management in Soybeans</td>
<td>Southwest Georgia Research and Education Center, McAlpine, Ga.</td>
<td>05-01-2015</td>
<td>11-30-2015</td>
<td>06-29-2015</td>
</tr>
<tr>
<td>1303</td>
<td>Sweet School Cotton</td>
<td>Tifton Field Research Services, Tifton, Ga.</td>
<td>06-01-2015</td>
<td>12-31-2015</td>
<td>03-01-2015</td>
</tr>
</tbody>
</table>

The fields in this table are:

- **Project Number** – This is the project number. Project numbers are automatically generated when the project is either saved or submitted for approval. Project numbers in the table are linked to open the project in the project outline form for viewing or editing.
- **Title** – This is the title for the project.
- **Farm** – This is the selected research farm where the project will take place.
- **Start Date** – Date that the project is set to begin.
- **End Date** – Date that the project is set to end.
- **Date of Last Action** – This is the date that the last action took place on the form.
Entering a New Research Farm Project Outline

1. Login using the steps in the “Accessing the CAES Research Farm Project Database Home Page” section of this user guide.
2. Once logged in, click the Project Outline Form in the left navigation pane.

***NOTE: To access this form quickly, use this link to go directly to the form after logging in rather than to the home page first:
https://secure.caes.uga.edu/CAESResearchFarmProject/index.cfm?function=projectForm&new ***

General Information

- **Title (Required)** – Enter a descriptive title for the project.
- **Participating Research Farm (Required)** – From the drop-down box, select the location where you would like the project to occur.
- **Start Date (Required)** – Enter the date the project will start.
- **End Date (Required)** – Enter the date the project will end.

- **CAES Principal Investigator** – From the drop-down box, select the CAES personnel who will be the principal investigator of the project. If the principal investigator is not CAES personnel, then the Non-CAES Principal Investigator section must be filled out. **Note:** If you select a CAES Principal Investigator, then the Non-CAES Principal Investigator section will disappear from the form.
- **CAES Secondary Contact** – From the drop-down box, select the CAES personnel who can be contacted by a facility manager (or others who may have a question regarding a project) in the event that the principal investigator cannot be contacted. **Note:** If you select a CAES Secondary Contact, then the Non-CAES Secondary Contact section will disappear from the form.
• Non-CAES Principal Investigator – This field is required if a CAES Principal Investigator is not selected. All fields in this section must be populated.

• Non-CAES Secondary Contact – This field can be filled out if a CAES Secondary Contact is not selected. All fields in this section must be populated.

• Commodity – Select the commodity on which the project mainly focuses.

• Other/Secondary Commodity – If the commodity of the project focus is not listed in the Commodity drop-down box, then type the commodity name in this box. If no commodity was selected in the drop-down box, this field is required.

• Discipline – Select the discipline on which the project mainly focuses.

• Other/Secondary Discipline – If the discipline of the project focus is not listed in the Discipline drop-down box, then type the discipline in this box. If no discipline was selected in the drop-down box, this field is required.

• Primary Area to Which the Project Pertains (Required) – Select the area to which the project pertains. In the case where it may pertain to one or more areas, select the one that it PRIMARILY pertains to.
### Summary of Project

- **Justification (required)** – Justification for performing the project.
- **Objectives (required)** – Objectives of the project.

![Summary of Project](image)

### Scientist and Station Responsibilities

- **Attachments** – Upload Treatment List, Plot Map, and Calendar. Allowed file types are text documents, PDFs, Word documents, Excel files, and images.
- **Project Involves Plant/Animals** – Check the appropriate boxes to indicate the project involves plants or animals. Checking the Plants box displays the Plant Science Projects section of the form. Checking the Animals box displays the Animal Science Projects section of the form.

![Scientist and Station Responsibilities](image)
Plant Science Projects Section

- General Plant Project Info – Select the appropriate box to either confirm that all of the resulting plant material is safe for livestock consumption and/or consumer markets OR to confirm that all or some portion of the resulting plant material must be destroyed.
- Experimental field name, designation, or building name – Indicate the field name, designation or building name where the experiment will take place. **This will be filled out by the facility manager.**

<table>
<thead>
<tr>
<th>General Plant Project Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ By checking this box, the principle investigators confirm that all of the resulting plant material is safe for livestock consumption and/or consumer markets.</td>
</tr>
<tr>
<td>X By checking this box, the principle investigators confirm that all or some portion of the resulting plant material must be destroyed.</td>
</tr>
</tbody>
</table>

- Experimental field name, designation, or building name (will be populated by facility manager at a later time)

- Responsibilities By Task – For each of the following categories, enter special instructions on carrying out each step. Also denote the Responsible Party. If no one is responsible, the select N/A.
  - ○ Land Preparation
  - ○ Fertilizer
  - ○ Planting
  - ○ Pest Control
  - ○ Alley Maintenance
  - ○ Staking/Dimensioning/Lay-Out
  - ○ Plot/Treatment Identification
  - ○ Irrigation
  - ○ Data Collection
  - ○ Harvest
  - ○ Post-Harvest
  - ○ Sale and Final Disposition of Product(s)
• Special needs necessary to perform project – Enter any additional instructions that were not covered in the sections above.

Animal Science Projects Section

• AUP Number (required) – An Animal Use Protocol (AUP) must be completed for each project involving animals. Enter that number in this box.
• Number of Animals – Enter the number of animals needed for the project.
• Description of Animals – Enter the description of the animals including sex and breed.
• Source of Animals – Select from Resident Herd, Other Station, or Outside Source.
• Final Disposition of Animals – Select from Return to Resident Herd, Sell, Harvest, or Other.

Describe feeding regime, including composition of diet(s) – Enter a description for the feeding regime and composition of the diets.
• Total amount of feed needed – Enter the amount of feed needed for the project.
• Feed storage location – Enter the storage location for the feed.
• Responsibilities By Task – For each of the following categories, enter special instructions on carrying out each step. Also denote the Responsible Party. If no one is responsible, the select N/A.
  - Preparation of Paddocks/Pastures
  - Forage/Feed Sample Collection
  - Pasture/Paddock/Pen Rotations
  - Transportation
  - Feeding of Animals
  - Administering Experimental Protocol
  - Breeding Procedures
  - Collection of Phenotypic Data
  - Record Keeping
  - Sample Collection

• Special needs necessary to perform project – Enter any additional instructions that were not covered in the sections above.

• Important Dates – Select the Date and a description of the procedure or activity to be performed on that date. To add multiple dates, click the Add button. To remove a date, click the Remove button.
Additional Responsibilities and Funding

- Safety Precautions – Enter any additional safety precautions that should be observed during this project.
- Financial Support – Select the dollar amount (cash or value of in-kind contributions) allocated to the research farm during the course of this project.
- Location where results will be published – Enter the location (website, etc.) where the results of the project will be published.

Routing and Approval

- Unlike the previous version of this form, this section will auto-populate based on the selected Participating Research Farm and the department of the selected Principal Investigator.

***NOTE: The order of approvals has changed. The facility manager is now the first person who must approve the form, followed by the department head.***
Submitting or Saving the Form

- To save the form in order to complete or edit at a later time, click the “Save Without Submitting” button. To do this step, the only required field is the title field.
- If you have completed the form and are ready to submit it for approval, click the “Submit for Approval” button. The facility manager will be notified that a project is awaiting their approval.
**Editing Existing Projects**

1. To edit an existing project, find the project in one of the tables on the CAES Research Farm Project Database home page. Which table the project appears in depends upon the status of the projects.
2. Open the project by clicking the Project Number.

3. The project is opened in View mode.
4. Click the Edit button in the upper right-hand corner of the form.

5. The form will be opened in Edit mode. Make any changes you wish to make to the form.

6. Once you have made your changes, click “Save Without Submitting” to save the project or click “Submit for Approval” to save the changes and kick off the approval process.

***NOTE: Please note that if a project has been returned for revisions, you will need to click the “Submit for Approval” to kick the approval process off again for the project.***
Copying Existing Projects

1. A new feature of the form is the ability to copy an existing project to create a new one. To begin, find the project to copy in one of the tables on the CAES Research Farm Project Database home page. Which table the project appears in depends upon the status of the projects.

2. Open the project by clicking the Project Number.

3. The project is opened in View mode.

4. Click the Copy button in the upper right-hand corner of the form.

5. The Research Farm Project Duplication window will appear.
6. By default, all fields are selected to be duplicated. Uncheck any fields that you do not wish to duplicate. Click the “Go” button. A new project is opened in Edit mode with the selected fields copied into the form.

7. Make any additional edits that you’d like to make to the new project. Once you have completed your edits, click “Save Without Submitting” to save the project or click “Submit for Approval” to save the changes and kick off the approval process.

After Research is Completed

Once a project has been completed, you can upload a file containing your results to your projects form.

Note: Only the principle investigator, station superintendent and select staff within the Office of the Associate Dean for Research has access to view the result file.

1. Open the project by clicking the Project Number.

2. The project is opened in View mode.

3. Scroll down to the Additional Responsibilities and Funding section of the form. There is now a Results File field. This field is only visible on projects that have gone through the entire approval process.

4. Click the Browse button and browse to the results file on your local computer. The file name will appear on the form.
5. If you selected the wrong file, you can click “Delete” to remove it from the form.
6. Once you’ve selected your results file, click “Upload Results File” to upload the file.