# CAES Research Farm Project Database User Guide

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## Accessing the CAES Research Farm Project Database Home Page

- 1. Open a web browser and go to <a href="https://secure.caes.uga.edu/CAESResearchFarmProject/">https://secure.caes.uga.edu/CAESResearchFarmProject/</a>
- 2. The UGA Central Authentication Service login page will appear.

l	UNIVERSITY OF GEORGIA
	Central Authentication Service
	Username:
	Password:
l	LOGIN CLEAR
	Trouble logging in?
	About CAS About Us
	site is operated by Enterprise Information Technology Services Privacy Policy

- 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.

	UNIVERSITY OF GER	ORGIA		College of Agricultural and	Environmental Sciences UGA Extension			
	CAES Faculty & Staff Intra CAES Resea	arch Farm Project D	atabase					
AES Faculty & Staff Intranet	CAILS Research Farm Project	Database						
AES RESEARCH	Welcome to the CAES Research Farm Project Database							
earch Farm Projects			Your P	rojects that are Not Yet Submitted				
og Out	Project Number	Title		Farm		Date of Last Action		
	2332	Soybean Team (multiple trials)		Tifton Field Research Services, Tifton, GA		02-16-2015		
	3713	Soybean Insect Pest Manament		Southeast Georgia Research and Education	in Center, Midville, Ga.	02-15-2016		
	4004	Evaluation of Bt Soybean for Control	of Lepidopteran Pests	Tifton Field Research Services, Tifton, GA		02-15-2017		
	4007	Soybean IPM		Tifton Field Research Services, Tifton, GA		02-15-2017		
	4008	Cotton Team (RDC Pivot)				02-15-2017		
	4010	Cotton IPM		Tifton Field Research Services, Tifton, GA		02-15-2017		
			Υοι	ur Projects that Need Revisions				
	Project Number	Title	Status		Revisions Requested By	Date of Last Action		
	3715	Cotton IPM Field Trials - Plains	Pending PI Review of Superin	ntendent Comments	Jones. Stanford R.	03-07-2016		
	5710	Soybean IPM	Pending PI Review of Office	of Associate Dean of Research Comments	Stougaard, Robert N.	02-15-2019		
			Your Proj	ects that Are Still in Approval Process				
	Project Number				Next Approver			

# 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.

Your Projects that are Not Yet Submitted						
Project Number			Date of Last Action			
2332	Soybean Team (multiple trials)	Tifton Field Research Services, Tifton, GA	02-16-2015			
3713	Soybean Insect Pest Manament	Southeast Georgia Research and Education Center, Midville, Ga.	02-15-2016			
4004	Evaluation of Bt Soybean for Control of Lepidopteran Pests	Tifton Field Research Services, Tifton, GA	02-15-2017			
4007	Soybean IPM	Tifton Field Research Services, Tifton, GA	02-15-2017			
4008	Cotton Team (RDC Pivot)		02-15-2017			
4010	Cotton IPM	Tifton Field Research Services, Tifton, GA	02-15-2017			

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.

	Your Projects that Need Revisions					
Project Number	Title	Status	<b>Revisions Requested By</b>	Date of Last Action		
<u>3715</u>	Cotton IPM Field Trials - Plains	Pending PI Review of Superintendent Comments	Jones, Stanford R.	03-07-2016		
5710	Soybean IPM	Pending PI Review of Office of Associate Dean of Research Comments	Stougaard, Robert N.	02-15-2019		

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.

Your Projects that Are Still in Approval Process							
Project Number		Status	Next Approver	Date of Last Action			
21	Evaluation of Insecticide Oversprays on 2-Gene Bt Cottons	Pending Superintendent Approval	Perry, Calvin D.	10- <mark>1</mark> 9-2019			
4213	Cotton Scout School	Pending Final Site Approver Approval		02-15-2018			

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.

Your Active Projects							
Project Number			Start Date	End Date	Date of Last Action		
4212	Evaluation of Transgenic Cotton for Thrips Management	Tifton Field Research Services, Tifton, GA	03-01-2018	12-31-2019	02-19-2018		
<u>5677</u>	Evaluation of Transgenic Cotton for Thrips Management	Tifton Field Research Services, Tifton, GA	03-01-2019	12-31-2020	02-15-2019		
5682	Evaluation of Bt Cotton for Management of Corn Earworm	Southeast Georgia Research and Education Center, Midville, Ga.	04-01-2019	12-31-2019	02-14-2019		
5685	Evaluation of Bt Cotton for Management of Corn Earworm	Southwest Georgia Research and Education Center, Plains, Ga.	04-01-2019	12-31-2019	02-19-2019		

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.

Your Past Projects						
Project Number			Start Date	End Date	Date of Last Action	
19	Evaluation of TwinLink Bt Transgenic Cotton (Regulated)	Southwest Georgia Research and Education Center, Plains, Ga.	04-01-2011	12-01-2012		
20	Kudzu Bug Management in Soybean	Southeast Georgia Research and Education Center, Midville, Ga.	05-01-2011	11-30-2011		
2331	Cotton Team (multiple trials)	Tifton Field Research Services, Tifton, GA	04-01-2015	12-31-2015	02-23-2015	
2334	Soybean Team (multiple trials)	Tifton Field Research Services, Tifton, GA	04-01-2015	12-31-2015	03-08-2016	
2335	Scout School Cotton	Tifton Field Research Services, Tifton, GA	03-01-2015	12-31-2015	03-01-2015	

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.

	niormation	
tle *		
articipating F	Research Farm *	
Dates		
Charle Data #	End Date *	
Start Date		

- 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.

irst Name	Last Name	Email Address	Phone Number	Department Name	Organization
lon-CAES Sec	ondary Contact				
		name@domain.com	(xox) xoox-xoox		
lon-CAES Prir irst Name	ncipal Investigator Last Name	(Required if CAES Principal In Email Address	vestigator is not selected.) Phone Number	Department Name	Organization
one)	~				
ES Secondary	Contact				
	×				

- 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.

Commodity/Discipline							
Commodity *	Other/Secondary Commodity	Discipline *	Other/Secondary Discipline				
(Select One)	~	(Select One)	~				

• 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.

Primary Area to Which the Project Pertains *							
O Research (Replicated Treatments)	<ul> <li>Extension (Unreplicated Treatments)</li> </ul>	<ul> <li>Teaching</li> </ul>					

#### Summary of Project

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

	es * (Maximum	n of 250 words)	 .ii
Objective		.25	
Objective			

#### 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.

Attachments			
Freatment List	Plot Map	Calendar	
Browse No file selected.	Browse No file selected.	Browse No file selected.	
Project Involves Plants/	Animals		
8			

#### 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.

P	ant Science Projects
Ge	neral Plant Project Info
0	By checking this box, the principle investigators confirm that all of the resulting plant material is safe for livestock consumption and/or consumer markets.
۲	By checking this box, the principle investigators confirm that all or some portion of the resulting plant material must be destroyed.
Exp	perimental 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.
  - o Land Preparation
  - o Fertilizer
  - Planting
  - Pest Control
  - o Alley Maintenance
  - Staking/Dimensioning/Lay-Out
  - Plot/Treatment Identification
  - o Irrigation
  - Data Collection
  - Harvest
  - o Post-Harvest
  - Sale and Final Disposition of Product(s)

Responsibilities By Task		
(Where applicable, please provide detailed instructions for the REC staff in the boxes b	below. If your experimental protocol will require deviation from normal production practices and/or timing, plea	se indicate that as well.)
Task	Special Instructions	Responsible Party
Land Preparation		<ul> <li>Project Leader</li> <li>Center Staff</li> <li>Both</li> <li>N/A</li> </ul>
Fertilizer		<ul> <li>Project Leader</li> <li>Center Staff</li> <li>Both</li> <li>N/A</li> </ul>
Planting		Project Leader     Center Staff

• 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 form Resident Herd, Other Station, or Outside Source.
- Final Disposition of Animals Select from Return to Resident Herd, Sell, Harvest, or Other.

Animal Science Projects
NOTE: An Animal Use Protocol (AUP) must be completed for each project involving animals, even if no treatments are applied to the animals and no data are collected from the animals. This would include, for example, studies in which animals are used for grazing trails or used to create runoff in field studies.
General Animal Project Info
AUP Number *
Number of Animals
Description of Animals (sex, breed, etc.)
Source of Animals
(Select One) v
Final Disposition of Animals
(Select One) v

- 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.

Animal Feeding I	nformation					
Describe feeding reg	ime, including co	mposition of d	liet(s) (If special	feed is needed	, has feed mill bee	n contacted
			.4			
Total amount of feer	needed					
Total amount of rece	needed					
Feed storage locatio	n (bin number if a	ivaliadie)				
	1					
	18					

- 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
  - o Transportation
  - Feeding of Animals
  - Administering Experimental Protocol
  - Breeding Procedures
  - o Collection of Phenotypic Data
  - Record Keeping
  - Sample Collection

Responsibilities By Task					
(Where applicable, please provide detailed instructions to the REC staff in the boxes b	ere applicable, please provide detailed instructions to the REC staff in the boxes below.)				
Task	Special Instructions	Responsible Party			
Preparation of Paddocks/Pastures		<ul> <li>Project Leader</li> <li>Center Staff</li> <li>Both</li> <li>N/A</li> </ul>			
Forage/Feed Sample Collection		<ul> <li>Project Leader</li> <li>Center Staff</li> <li>Both</li> <li>N/A</li> </ul>			
Pasture/Paddock/Pen Rotations (both timing and the actual act)		Project Leader     Center Staff     Both			

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

1	

• 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.

Important Dates		
Date	Procedure or activity to be performed	
11/01/2019	Begis Project	Remove
88 / 83 / yyyy		Add

#### 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.

✓ Additional Responsib	ilities and Funding
Safety Precautions	
Financial Support	
Please enter the dollar amount (cash or	r value of in-kind contributions) allocated.
0	
Location where results 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.\*\*\*

✓ Routing and Approval
The form will be routed electronically to the appropriate department or unit head. REC or Farm Superintendent, and finally the individual responsible for the REC (usually an assistant or associate dean). The form can be returned at any approval level with requested changes. The form submittee will be notified by e-mail once the project has been approved.
Station Superintendent
C. Randy Hill v
Department Head
Janine Sherier v
Final Site Approver
Mark A. McCann 🔹
Office of Research
Robert N. Stougaard 👒
By submitting this form, the principal investigator verifies that all relevant University Guidelines are being met and project protocols were approved by the relevant committees as appropriate (radiological safety, biological hazards,

#### 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.

Your Projects that are Not Yet Submitted					
Project Number	Title	Farm	Date of Last Action		
5321	What is the competitive response of Palmer Amaranth with Cotton across cover-crop systems?	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	10-23-2019		
5831	Evaluating alternative cotton cropping systems and their impact on Palmer amaranth populations.	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	04-09-2019		
<u>5851</u>	Summer cover-crop options for organic cabbage production	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	06-03-2019		
<u>5864</u>	Evaluating summer cover crops for reduced-tillage organic cabbage	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	07-23-2019		
<u>5865</u>	Evaluating summer cover crops for reduced-tillage organic cabbage	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	07-23-2019		

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

Research Farm Project Outline	Edit Copy
Please contact Kelly Eisele at (706) 542-2151 or agresch@uga.edu with any questions.	$\smile$
✓ General Information	
Project Number:	
5321	
Title:	
What is the competitive response of Palmer Amaranth with Cotton across cover-crop systems?	
Status:	
Saved Without Submission	
Participating Research Farm:	
j. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	
Dates           Start Date: 2018-11-01           End Date: 2019-12-01	

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

Research Farm Project Outline	View Copy
Please contact Kelly Eisele at (706) 542-2151 or agresch@uga_edu with any questions.	
Required fields marked by an *	
✓ General Information	
Title *	
What is the competitive response of Falmer Amaranth with Catton across co-	
Participating Research Farm *	
3. Phil Campbell Sr. Research and Education Center, Walkinsville, GA $\sim$	
- Dates	
Start Date * End Date *	
11/01/2018 12/01/2019	

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**

- 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.

Your Projects that are Not Yet Submitted					
Project Number	Title	Farm	Date of Last Action		
5321	What is the competitive response of Palmer Amaranth with Cotton across cover-crop systems?	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	10-23-2019		
5831	Evaluating alternative cotton cropping systems and their impact on Palmer amaranth populations.	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	04-09-2019		
5851	Summer cover-crop options for organic cabbage production	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	06-03-2019		
5864	Evaluating summer cover crops for reduced-tillage organic cabbage	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	07-23-2019		
<u>5865</u>	Evaluating summer cover crops for reduced-tillage organic cabbage	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	07-23-2019		

- 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.

		×
	Research Farm Project Duplication	
Please se	lect below which sections you would like to copy into your new project.	
	Title	
	Participating Research Farm	
	Dates	
	Principal Investigator	
	Secondary Contact	
	Commodity, Discipline, and Areas to Which the Project Pertains	
	Summary of Project	
	Attachments	
	Plant Science Project Information	
	Animal Science Project Information	
	Additional Responsibilities and Funding	
-	Go	

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.

Your Projects that are Not Yet Submitted					
Project Number	Title	Farm	Date of Last Action		
5321	What is the competitive response of Palmer Amaranth with Cotton across cover-crop systems?	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	10-23-2019		
5831	Evaluating alternative cotton cropping systems and their impact on Palmer amaranth populations.	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	04-09-2019		
5851	Summer cover-crop options for organic cabbage production	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	06-03-2019		
5864	Evaluating summer cover crops for reduced-tillage organic cabbage	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	07-23-2019		
<u>5865</u>	Evaluating summer cover crops for reduced-tillage organic cabbage	J. Phil Campbell Sr. Research and Education Center, Watkinsville, GA	07-23-2019		

- 2. The project is opened in View mode.
- 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.

✓Additional Responsibilities and Funding			
Safety Precautions: (None)	Financial Support Allocated to Tifton Field Research Services, Tifton, CA 50	Location/site where superintendent can access results: (Nione)	Results File Browse No file selected. Upload Results File
✓ Routing and App	roval		

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.