

PARASITE TRACKER

DOCUMENTING ARTHROPOD VERTEBRATE PARASITISM



Reporting and Project Tracking

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Thu, 2019-11-21 15:47 -- djennings

Researchers

Browse our specimen portal



Collections Staff

Learn how your collection can benefit from our work



Teachers & Students

Learning resources & opportunities to engage



The Internal Advisory Committee (IAC) includes staff from iDigBio, Thematic Collections

Networks (TCNs), Partners to Existing Networks report on progress in digitization efforts, digitization areas and technology, enhance

IAC meetings are held quarterly (February, Wednesday of the month at 2:00 PM Eastern

Remote participation is available at:
<https://ufl.zoom.us/my/idigbio>

TCNs are required to provide regular every IAC meeting submitted via the <https://www.idigbio.org/content/tcn-q>

Information about past meetings, minutes the wiki:
<https://www.idigbio.org/wiki/index.php/In>

Other general and helpful TCN resources <https://www.idigbio.org/wiki/index.php/TC>

Start Date:

Wednesday, February 05, 2020 - 2:00pm

Wednesday, May 06, 2020 - 2:00pm to 3:00pm

Wednesday, August 05, 2020 - 2:00pm to 3:00pm EDT

Wednesday, November 04, 2020 - 2:00pm to 3:00pm EST

iDigBio quarterly reports- one report submitted on behalf of TCN

- 1st report covered Sept-Jan: Feb 5, 2020 submitted
- Next quarter Feb-April: due May 6, 2020

NSF annual report-each collaborative award submits with an overall report from lead institution



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PI Spreadsheet

- Combines metrics from iDigBio and NSF reports
- Qualitative info, other non direct digitization related activities
- Divided into institutions-any related staff working on project can report
- 1st quarter most common entries included hired staff, purchasing supplies, attending summit

https://drive.google.com/open?id=1nGUwH3fcEiu_AeIM4RfY7QKsxFjkNyePXgN8R4nkXrQ

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Accomplishments

A	Key outcomes:
C	
C	
O	
M	Training & prof dev opportunities:
P	
L	
I	
S	Result dissemination:
H	
E	
D	

Example

NSF, Macropod training, parasite collection tour

Major accomplishments (NSF)

Training for yourself or others

Broader Impacts, outreach, education, conferences, publications, products, etc.



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Partners

Section for iDigBio and NSF

Within TPT network or outside

(i.e. EMu support or MPM Education)

NSF asks for these details:

- Type of Partner Organization
- Name
- Location
- Partner's contribution to the project

Partners (Type of Org, Name, Location, Contribution to TPT)

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Impact

	Impact to Parasitology, Entomology, Collections, Disease Ecology?	
	Impact to other disciplines (e.g., Medical)?	
	Impact to Human Resources?	
I M P A C T	Institutional infrastructure resources formed?	
	Informational infrastructure resources formed?	
	Technology transfer?	
	Impact to society beyond science/technology?	

Combined from iDigBio and NSF reports

Research questions/intellectual merits and impact on other research (stakeholders)

Institutional impacts, new technology, new databases, new roles

Examples: New IPT, Macropod purchase, work with GloBI



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Changes/Problems

C H A N G E	Change in approach & reason:
	Problems or delays & resolutions:
	Changes impacting expenditures:
	Changes in use of biohazards?

Changes/Problems (NSF)

Gaps in Digitization Areas and Technology (iDigBio)

Delays in technology, issues directly affecting digitization progress

Examples: Data delivery pipeline issues, change in expected digitization numbers

Daily Work Sheets

- Each institution has separate sheet, open link for any staff to contribute
- Digitization progress for iDigBio reports, consolidated into Accomplishments section for NSF

Project Tracking

- Easily track all digitization numbers for TPT in one spot
- Collects data on digitization tasks for future planning (hours taken, who did what)
- Can have students/techs self report, no need to pull numbers from various locations and SCAN

https://drive.google.com/open?id=1AVf9LjTqQaUd_uBOZV33mQIO6N2a73ECzrHQa7HMzAM

MPM LepNet Grand Totals



Record entry goal reached 7/25/2019

3 Pieces of Data:
Activity
Quantity
Time

Records
Goal: 51,133

Goal

Records
Records Over
Hours Data

Images Ta
Specimens

Images Over Goal	1014 (22.2%)	Time/Site	5.8 minutes	Time/Image	4.2 minutes
Hours Imaging	171.5			Images/Specimen	1.98
Total Paid Hours	4113			Specimens/Hour	7.13
Indirect Task Hours	1212	Sites Georeferenced	974	Cost/Specimen	\$1.60
Savings	\$4,622.30	Hours Georeferencing	94.25	Time/Specimen	8.4 minutes

Notes

staff work is based
number of records to
will not be
ing work such as
tions do not include
y sheet are
the goal cost of \$1
per specimen databased; all non-databasing
tasks, therefore, count against this figure.

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Sample Daily Work Sheet

Auto tallied quick stats

Running Totals		Records: 1323	Photos: 0	Specimens: 0										
Daily Reporting														
Employee Name	Date	Records Databased	Hours Databasing	Pinned Images Taken	Pinned Specimens Imaged	Hours Imaging Pins	Scans Taken	Slides Scanned	Vials Scanned	Hours Scanning	Sites Geo-Refd	Hours Geo-Ref	Indirect Task Hours	Hours for Day
Replogle, Charla	10/30/2019	36	3											3
Replogle, Charla	10/22/2019	16	2											2
Replogle, Charla	10/23/2019	22	3											3
Replogle, Charla	10/29/2019	27	3											3
Replogle, Charla	11/5/2019	30	2											2
Replogle, Charla	11/6/2019	35	2.5											2.5
Replogle, Charla	11/12/2019	41	2.5											2.5
Replogle, Charla	11/13/2019	61	2.5											2.5
Replogle, Charla	11/19/2019	29	2											2
Replogle, Charla	11/20/2019	43	3											3
Replogle, Charla	11/26/2019	41	2											2
Replogle, Charla	12/3/2019	29	2											2
Replogle, Charla	12/4/2019	38	3											3
Replogle, Charla	12/10/2019	39	2											2
Replogle, Charla	12/11/2019	46	3											3
Replogle, Charla	12/17/2019	118	5											5
Replogle, Charla	12/20/2019	38	3											3
Replogle, Charla	1/3/2020	61	4											4
Replogle, Charla	1/7/2020	5	0.33											0.33
Replogle, Charla	1/10/2020	60	3.5											3.5
Replogle, Charla	1/17/2020	115	5											5
Replogle, Charla	1/24/2020	47	3											3
Replogle, Charla	1/27/2020	49	3											3

Names here another way to track participants and dates active

Use for non digitization task time that you want to account for (attending workshop).

Sample tasks with columns for recording session time

- Free to reword or change columns for your workflows
- This should be useful for all work so use indirect task hours to record time/budget
- Sort by date, person, type of task
- Ask MPM team for help analyzing data tasks



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Concluding Messages

- These tools should be helpful for your reports, modify as needed.
- Overshare on PI group sheet, we consolidate for iDigBio report but the details are useful for NSF reporting every year.
- Data on data (task tracking) is a powerful tool, it is much more difficult to go back and estimate actual times and averages for digitization tasks after several years.