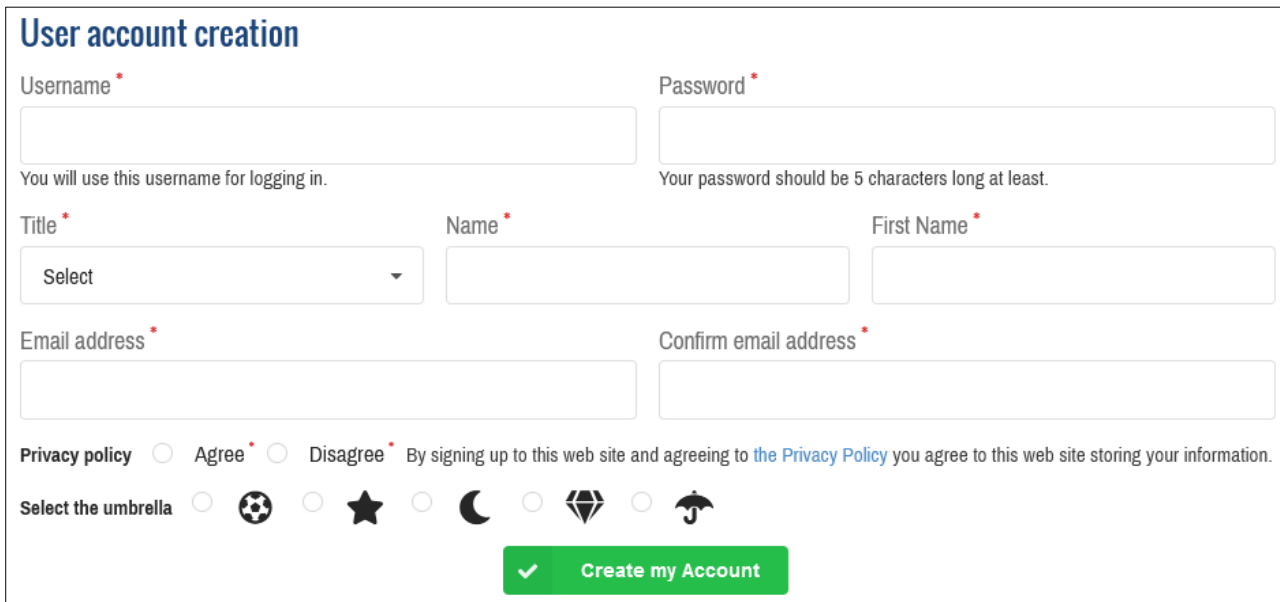# Management of the scientific projects
User manual of the Project managers

Access

The scientific project proposals can be submitted by registered users of the infranalytics.fr website.

The user account creation form can be reached from the login page of the proposal submission page, or directly here:

https://infranalytics.fr/en/connection

Logged-in users can start a new scientific project from the top-menu, under "Projects > Submit a proposal"
https://infranalytics.fr/en/projects/submit-a-proposal

The manager of a project (Project Leader / Principal Investigator) is always the website user who submits its proposal.
After the proposal is submitted, the project manager receives an email notification including a weblink leading to the project URL.

It is a secured permanent link containing a unique identifier matching with this pattern:
https://infranalytics.fr/c-project?pid=random&permanent-alphanumeric-string
This link allows the project manager to following up the proposal through all its stages.

Project follow up

Basic use of the console

After a project proposal is submitted, the project manager can follow it up thanks to the URL link embedded into the email notification, or from the control menu, under "Proposals". In both cases, the project manager must be logged-in so as to access the project's page because its access is restricted.

When a user having several access levels is logged-in, he can switch between his multiple roles by using the drop-down list at the top left.
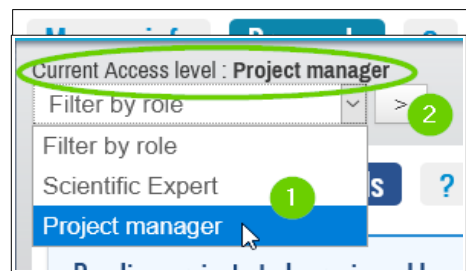
The "Proposals" page (https://infranalytics.fr/en/proposals) shows a list of all the projects that the user can access. By default, it is sorted according to the date of the most recent event (=Status change).

Selec.	user	Project Title	Date ⬍	Status ⬍	Facility ⬍	Applicant	View
☐	966	Test-title shared	13/10/2020	Shared	CRMN	First Name Last Name (Laboratoire / Institution)	view

It is possible to narrow the list down, thanks to a manual Search (on the ProposalID, the Title, etc.), or the Facility or the Status of the projects.
When the project is found its detailed page can be displayed by clicking on "View", on the right.

Pre-screening stage

At this stage, no action is available to the project manager. However, he can follow up the Events about the pre-screening of the project.

1 – First the project must be approved by a local responsible of the facility where the proposal was submitted.

2 – Then the proposal must be approved by one of the scientific experts that have been selected for reviewing the proposal.
A local responsible of the facility where the proposal was submitted can also choose to forward the proposal to another facility which could be better suited to the project.

Then the project must be approved by a local responsible of this new facility (step 1).

3 - The project is finally accepted when it is "Granted by the reviewers".

Granted projects

Shared projects

Granted projects can be shared amongst several facilities, especially when measurements must be performed on several machines.

The sharing of a project is controlled by the local responsible persons of the facilities managing it.

Project user accounts

When a project becomes " Granted " a project user account of type " PI "(Principal Investigator) is automatically added by using the information of the project leader that were entered when submitting the proposal.

The project manager, can :

- create new project user accounts of type " VS " (Visiting Schoolar),
- edit any user account,
- delete any user account of type " VS ".

The user accounts details are shared amongst the diverse projects as much as possible, based on the user's Email address.

Unlinking user accounts

In case a user account must be unlinked from the project, the project manager must click on its trash icon, then into the tooltip box, click on "Unlink this user from the project".

This procedure helps preventing unintentional deletions due to accidental clicks.
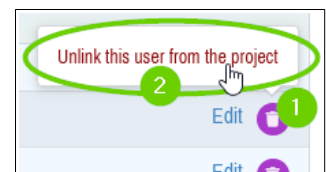
Documented visits and Measurement Times

The visits and measurements are scheduled by the local responsible persons managing/sharing the management of the project. The project manager can see the Documented visits and the Measurement Times that have been entered for his project from the project details page.

The measurement time can not be longer than 15 days.

Granted

User accounts

Create a New user

Name	Type	Email	
Mr. Direction Direction FR3050	PI	direction@actucom.fr	Edit
Mr. VS1Fistname VSLastName	VS	VS1@email.com	Edit 🗑
Mr. VS2Fistname VS2Lastname	VS	VS2@email.com	Edit 🗑

Documented visits

Workdays	Start	End	Visitor
2	30/10/2020	31/10/2020	Mr. VS2Fistname VS2Lastname
1	30/10/2020	30/10/2020	Mr. Direction Direction FR3050

Measurement Times

Workdays	Start	End	Local Correspondant	Machine	Comment
2	30/10/2020	31/10/2020			
2	28/10/2020	29/10/2020			
2	27/10/2020	28/10/2020			
4	26/10/2020	29/10/2020			
8	23/10/2020	30/10/2020			
2	23/10/2020	24/10/2020			
8	05/10/2020	12/10/2020			

Related Files