

Dashboard Home Page in WVU+kc

A dashboard-style layout helps users find their information about proposals, awards, and IRB protocols quickly and easily. Find links to each module in WVU+kc in the menu bar at the top, and handy lists of your data in the main dashboard area below. Advanced search and other features are available by choosing from the drop-down menus.

Action	Date	Message
	05/20/2016	Proposal 123456 has been Approved
	05/19/2016	Please Review Award Document 98765
	05/20/2016	Please Review Award Document 65432

Action	OSP Number	Proposal Number	Proposal Type	Proposal Status	Project Title	Sponsor Name	Sponsor Deadline Date	Principal Investigator	Lead Unit
	16-448	244	New	Approved and Submitted	Curcumen: A Novel Spermocidal/US DHS-NIH National Institute of Child Health & Human Development	US DHS-NIH National Institute of Child Health & Human Development	02/05/2016	Jodie T. Troner	Obstetrics and Gynecology

The Menu Bar

The menu bar provides links to the various Actions, Lists, or Reports in the modules of WVU+kc. Click a drop-down menu to see the available options. Return to the main WVU+kc home page at any time by clicking the **Dashboard** button on the left.

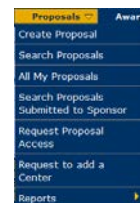


Dashboard Button

Click the **Dashboard** button on the left side of the menu bar to return to the main dashboard screen from anywhere in the WVU+kc application.

Proposals Menu

Click the Proposals menu to access the proposal module functions, such as creating a new proposal, searching for existing proposals, requesting access to this module, or running reports on proposals.



Awards Menu

Click the Awards menu to view information about your awards in the WVU+kc system, run reports, or access group management.



IRB Menu

Click on the IRB menu to initiate a new IRB Protocol, search existing protocols, view all protocols on which you are a personnel member, or see reviews for your protocols. You may also request access to the IRB Protocol module or run reports from this menu.



Quicklinks Menu

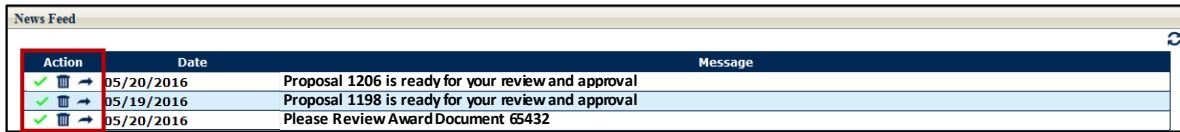
Use the **Quicklinks** menu to access other WVU+kc features and related information from other WVU systems such as details about CITI Training, DOIR forms, the OSP web site, MAP and Data Miner financial data, and more.












Dashboard Features

News Feed

The News Feed section of the WVU+kc dashboard will display any alerts that are requesting action to be taken by you, such as approving a proposal or notification that an IRB protocol is going to expire. The Message column in the News Feed will tell you what is being requested. There are three actions that you can take from the Action column.



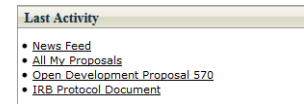
Action	Date	Message
  	05/20/2016	Proposal 1206 is ready for your review and approval
  	05/19/2016	Proposal 1198 is ready for your review and approval
  	05/20/2016	Please Review Award Document 65432

Clicking the **green checkmark** will allow you to mark the notification as read, which will *unbold* the message but keep it in your News Feed. The **trash can** will *delete* the alert from your News Feed. If you accidentally delete the item, you will be able to undo the delete until the page refreshes and removes the item permanently from your News Feed. Finally, the **blue arrow** will *open* the document requiring your attention.

The News Feed section on the dashboard will display only the *five most recent* news alerts—click the News Feed button on the menu bar to view all news alerts. You can refresh the News Feed list by clicking the circular arrows in the upper right corner of the News Feed region. *Notifications will continue to be sent via email, as well.

Last Activity

This section will display links to the *last five actions* that you have taken in WVU+kc. If you frequently use the same forms or search screens, or are currently working on a document, this provides a quick way to go back to something you recently worked on.





Last Activity
News Feed
All My Proposals
Open Development Proposal 570
IRB Protocol Document

Your Lists

In the center of the dashboard screen, you will see a section displaying content related to proposals, awards, or IRB protocols where *you are identified as a member of the Personnel* for that project.

The screenshot shows a dashboard interface with a left sidebar containing three module tabs: 'Proposals' (highlighted in yellow), 'Award', and 'IRB'. The main content area has a top navigation bar with four subset tabs: 'Not Submitted', 'Submitted to OSP', 'Submitted to Sponsor', and 'All My Proposals' (highlighted in yellow). Below this is a table with columns: Action, OSP Number, Proposal Number, Proposal Type, Proposal Status, Project Title, Sponsor Name, Sponsor Deadline Date, Principal Investigator, and Lead Unit. A single record is displayed in the table. Annotations with red arrows point to: 'Proposals' in the sidebar (labeled 'Choose a module'), 'All My Proposals' in the top bar (labeled 'Choose a subset'), the 'View' icon in the Action column (labeled 'View or Edit the record'), and a pop-out icon in the top right corner (labeled 'Go to the Advanced Search').

Action	OSP Number	Proposal Number	Proposal Type	Proposal Status	Project Title	Sponsor Name	Sponsor Deadline Date	Principal Investigator	Lead Unit
 	16-448	244	new	Approved and Submitted	Curcumin: A Novel Spermodilator	US DHHS-NIH-National Institute of Child Health & Human Development	02/05/2016	Jodie T. Trainer	Obstetrics and Gynecology

- Choose a Module – The **labels on the left** (Proposals, Award, IRB) serve as tabs that allow you to switch between viewing documents listed for each of the different WVU+kc modules. Click a different module title to see your documents of that type.
- Choose a Subset – Which documents/actions do you want to view? Click a **tab on the top** of the Lists area to view ALL of your documents, only those already submitted to the Office of Sponsored Programs, or to the sponsoring agency, or only those which have not yet been submitted.
- Choose an Action – While reviewing the displayed information for the current list of documents, you can click one of the icons in the Action column to either **view** or **edit** the record.
- Search for More – If the displayed list does not show the documents you are looking for, you can access the **Advanced Search** by clicking the pop-out icon in the upper right corner. For example, if you are not a member of the Personnel, you can still search for a document on the Advanced Search page.