

Flight Tracker Consortium Meeting

October 4, 2023



www.edgeforscholars.org

[X @EdgeForScholars](https://twitter.com/EdgeForScholars)

https://redcap.link/flight_tracker

Meeting Agenda



Current Version:
v5.14.0

What's New?

Flight Tracker Community
Wrap up from the AAMC GREAT Conference
Citations: Affiliations, Dates & Preprints

Deep Dive: Getting Ready to Send Surveys

What's Next?

Scholar Portal Release
Easier Reporting of Alumni Associations
Multi-Site Collaborations on Publications

Office Hours with Rebecca & Scott



What's New?

FEMA Alert in 20 Minutes



Warning! Rebecca noticed that FEMA is undertaking a nationwide test of their cell phone alert system at 1.20pm Central Time. Phones will make a loud noise. We'll just move through that.



FEMA

Flight Tracker Community



- Searchable online help forum for needs of the Flight Tracker community
- Support communications will be directed there
- Useful to chat & collaborate with fellow users

A screenshot of the Flight Tracker Community forum interface. At the top left is the "FLIGHT TRACKER for scholars" logo. To its right is a search bar with the placeholder text "Search for posts, topics, and users...". Further right is a red button labeled "+ Create post" and a user profile for "scott.pearson" with the text "Logged in as". Below the search bar is a navigation bar with a location pin icon and the text "Welcome to Flight Tracker Community!". The main content area is titled "All Posts in Flight Tracker Community" and shows a post by "scott.pearson" from "2 days ago" in the "General" category. The post content is "Welcome to Flight Tracker Community!" with a small "Installing" button below it. On the right side, there is a sidebar with the "efs EDGE FOR SCHOLARS" logo and a list of links: Home, Flight Tracker Video Vault, Mentee-Mentor Agreements, Getting Started with Flight Tracker, Next Consortium Meeting & Past Slides, Newbie Session Agenda, Edge for Scholars Blog, Edge for Scholars at Vanderbilt, and X: @EdgeForScholars.

Flight Tracker Community



💡 IDEA



scott.pearson posted · 2 days, 17 hours ago (2023-09-19 17:33)



Welcome to Flight Tracker Community!

An outreach of the Vanderbilt Edge for Scholars team, Flight Tracker Community is your home to expedite and improve how you advance your biomedical scholars' career development.

Flight Tracker software bugs, issues, questions, and new features can be reported, searched for, answered, and suggested here. This space can also facilitate collaborations across the country about how you can improve your training grants, organizations, departments, institutions, and research groups.

This site is new but growing, so bring your voice here!

installing

👍 Like 0 · 💬 Comment

- Live demo
<https://redcap.vanderbilt.edu/flighttracker/>
- Software from REDCap Community
 - Thanks, **Rob Taylor!**
- Put your name & email in the chat to get a free account now!
- Bonus points to first person besides me to post.



AAMC GREAT Conference



- AAMC Biomedical Research Treating Conference hosted by the Group on Research, Education, and Training
- Atlanta, Georgia
- September 28-30



Flight Tracker

Streamlined Career Development Tracking & Analysis for Research Groups

Rebecca Helton, MA & Scott J. Pearson, BS
VANDERBILT UNIVERSITY
MEDICAL CENTER

WHO & WHY?

- Need for evidence-based career development data that tracks outcomes for scholars
- Accessed by administrators & leaders
- For training grants, professional organizations, departments, institutions & research groups

WHAT IS IT?

- Software to collect & analyze career trajectory data
- Applicable to all career stages
 - Shared nationally via growing consortium of 50+ sites
 - Housed securely in REDCap

HOW IT WORKS

- Collects scholar data with extensive automation
 - o Grants, K-to-R conversion, funding sources
 - o Publications & bibliometrics
 - o Patents
 - o Custom resource use (like workshops or online tools)
 - o More (demographic surveys, honors & awards, job changes)
- Supports statistical outcome analysis for best practices & ROI
- Aids in reporting outcomes to NIH
- Regular software releases

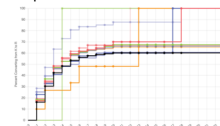
TOOLS

Mentee-Mentor agreements



Customizable, living agreements to set goals & head off potential issues

Kaplan-Meier success curves



Correlates K-to-R conversion rates over time with use of different resources

- Also...:
- Customized dashboards
 - NIH table builder
 - Celebrations emails
 - Resource use/ROI

Publication impact



View individual & group impact factors for publications

Scholar timelines



Track publications & grants to watch your scholars fly!

Social networks of collaborations



BENEFITS

- Collect data more efficiently with automated updates
- Summarize for reports, graphs & statistics
- Make smarter decisions with more information
- Simplify complicated reports requiring large amounts of data from multiple sources
- Avoid duplicating effort inside an institution

CONSORTIUM

- 50+ partner institutions & ~240 active projects
- 30,000 scholars tracked nationally
- Three monthly calls to stay in touch
 - o Consortium meetings with updates
 - o "Newbie" meetings to get started
 - o Troubleshooting calls to answer questions

GETTING STARTED

- Ask local REDCap admin to enable Flight Tracker for Scholars External Module on a REDCap project
- Can have multiple projects at the same institution
- Email scott.j.pearson@vumc.org for an invitation

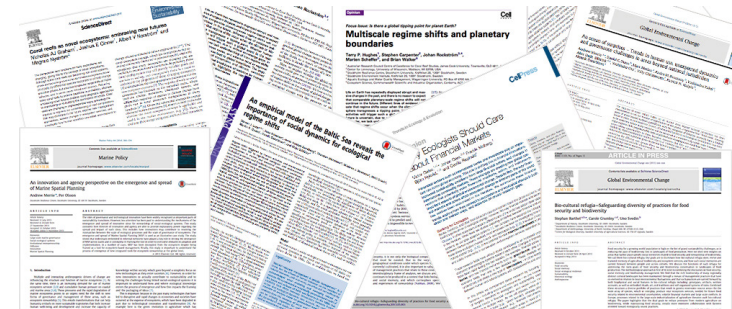
https://redcap.link/flight_tracker



Publications: Citation form



- Authors' Affiliations
 - Downloaded from PubMed in **v5.14.0**
 - In computer-readable format, but able to be read
 - Backfilled for prior publications in first week
 - Will use for future outputs
- Dates of Publication
 - Calculated as YYYY-MM-DD in **v5.14.0**
 - Useful in REDCap Reports
- Preprints with PubMed IDs
 - Not double-counted in **v5.14.0**
 - Now, automatically replaced with peer-reviewed update





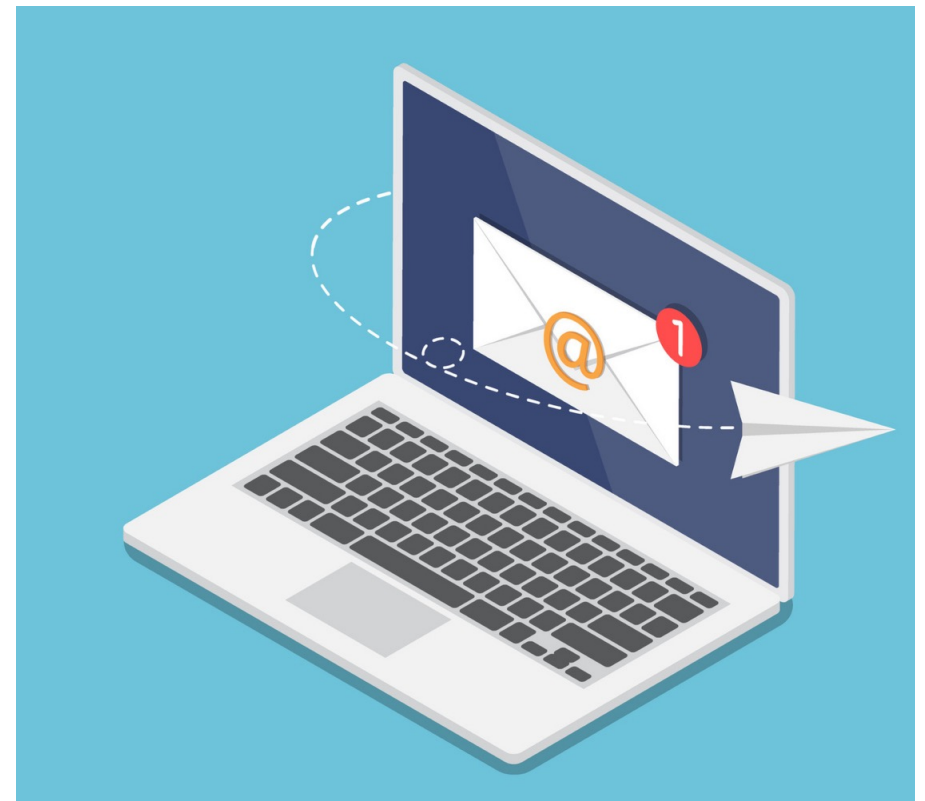
Deep Dive

Getting Ready to Send Surveys

Sending Surveys: Outline



1. Preparatory Work
2. Sending a Mass Email
3. Following Up After an Email
4. Next Steps



Preparatory Work



Initial Survey vs. Follow-Up Survey



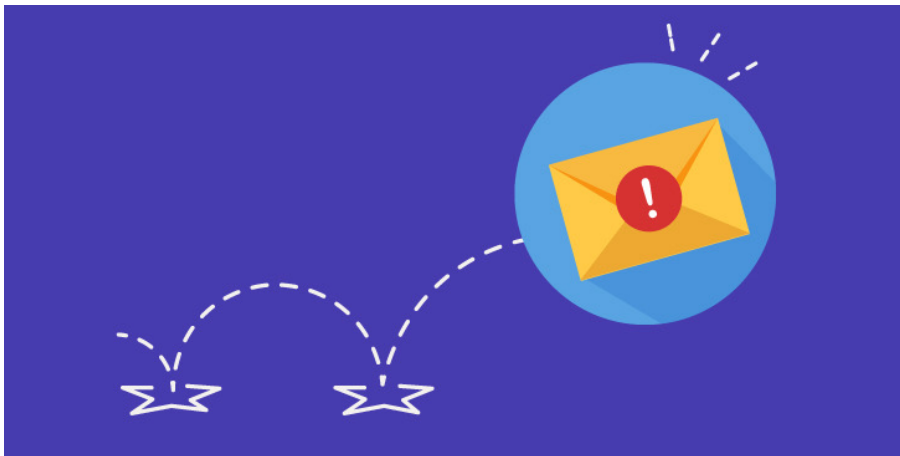
- Initial Survey
 - 20-30 minutes
 - Demographics – only place where scholar describes self
 - All education, job history, publications & grants
- Follow-up Survey
 - 10-15 minutes
 - Updates on education, jobs, publications & grants
 - No demographics
- Send out **both at same time?**
 - Initial for new scholars and Follow-up for those who already provided a survey





Emails

- Emails are required when adding scholars to Flight Tracker
- Bounce-back emails will happen
- Search web and update email if found
- New field: Personal email; can transfer to main email



Pre-Filling Demographics



- **Initial Import** form on REDCap record
 - Copy of Initial Survey
 - Editable only by Flight Tracker project users, not everyone
 - Pre-fills Initial Survey - especially demographics
- Benefit: Pre-filling increases response rate – speeds up
- Benefit: Pre-filling builds goodwill among scholars



Sending a Mass Email





Setting Up an Email

- Scholars menu → Configure an Email
- Name email to save for reuse
- Three columns:
 - Who?
 - What?
 - When?

The screenshot shows a web interface titled "Send an Email". At the top, there is a section "Specify Email Name" with an "Email Name:" input field and a "--OR--" option to "Load Existing Email: Nothing has been saved." Below this, the interface is divided into three vertical columns. The left column, titled "Who?", contains a "From Email Address" field and a "To (Recipients)" section with radio buttons for "Individual(s)" and "Filtered Group", and a "List of Filtered Names (207)". The middle column, titled "What?", is for "Format Message" and includes a "Subject:" field, a dropdown menu, and buttons for "Insert Survey Link", "Insert Name", "Insert Last Name", "Insert First Name", "Insert Mentoring Agreement Link", and "Insert Scholar Portal Link". A rich text editor toolbar is visible at the bottom of this column. The right column, titled "When?", includes the text "Emails are sent in batches. Times are approximate.", a "Schedule Email" button, and a "Click to schedule" button. At the bottom right, a box displays "Current Status: Not Activated".

Who: Selecting Recipients



- Individuals
 - Check off individual names
 - Best when focused & know recipients
- Filtered Group
 - Answer a series of questions about recipients
 - For example, can filter out scholars who filled out a survey in the last X months
 - Can see names in resulting group
 - Dynamic – list of names are finalized at time email is sent

| Who? |
|---|
| From Email Address |
| <input type="text"/> |
| To (Recipients) |
| Who Do You Want to Receive Your Email? <input type="radio"/> Individual(s) <input checked="" type="radio"/> Filtered Group |
| Do You Want to Email All or Some Scholars? <input type="radio"/> All <input checked="" type="radio"/> Some |
| Filter: Have Any Surveys Been Completed? <input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> Doesn't Matter |
| Filter: What Are the Maximum Number of Emails (Including Follow-Ups) a Scholar Can Receive? <input checked="" type="radio"/> Unlimited <input type="radio"/> Limited to Number |
| Filter: Include Only New Records Since a Certain Date? <input checked="" type="radio"/> All Relevant Records <input type="radio"/> Only Newer Records |
| Filter: Has the Scholar Received an R01-or-Equivalent Grant? <input type="radio"/> No, Only K <input type="radio"/> Yes <input checked="" type="radio"/> Doesn't Matter |
| Filter: Is the Scholar a Current Trainee or an Alumnus/Alumna? <input type="radio"/> All Scholars <input type="radio"/> Current Trainee <input type="radio"/> Alumni |

What: Writing the Email



- Focus on motivations
 - Internal participants – institutional glory
 - External participants – gratitude
 - Send separate emails?
- Set time expectations: 10-15 minutes or 20-30 minutes
- Mention that surveys are pre-filled
- Make sure From email is someone who the scholar knows
- Make sure you put link to survey!





When: Steps to Test an Email

1. Schedule email
2. Stage to test
 1. Send emails to yourself to test
 2. Spot check a few of these to make sure they look as expected
 3. Click on the links and make sure the pre-fill is working
 4. Repeat Step 2 if necessary
3. Activate the email; wait until selected date & time

When?

Emails are sent in batches. Times are approximate.

Schedule Email

[Click to schedule](#)

Current Status: Not Activated

Advance Process

Step 1 of 3

[Stage to Test](#)

Sending It Out



- Warning message 15 minutes ahead of time
 - To project administrators' emails – whoever receives daily cron emails
 - List of emails to receive mass email
 - Cancel option
- Local experience: Better response rates on Tuesdays, Wednesdays, or Thursdays
- Scholars menu →
View Email Log
to confirm send

Preparing Email

A version of the below email will be sent at 03-02-2023 11:30 (15 minutes from the time that this email was sent) unless you cancel it below.

[Cancel Email Now](#) (before 03-02-2023 11:30)

You must be a user on the Flight Tracker/REDCap project to cancel this email.

Doing nothing will cause the email to send automatically at 03-02-2023 11:30.

To (39):

Following Up





Monitoring Results

- Scholars menu → Who Has Responded to Surveys?
- 50% response rate is good; 70% is excellent
 - Less among those outside your institution
 - May want to send different motivational email
- Having faculty leaders mention surveys will help

| | | | |
|--------------------------------------|------------------------|------------------------|------------|
| <u>31: Julia K Bohannon</u> | Complete 2017-08-31 | Complete 2019-06-27 | |
| <u>358: Rachel H Bonami</u> | Complete 2017-08-31 | Complete | 2018-09-27 |
| | | Complete | 2020-11-01 |
| <u>32: Chad S Boomershine</u> | Complete 2017-08-31 | | |
| <u>400: Wendy J Bottinor</u> | | | |
| <u>473: Lillian J Brady</u> | Complete 2021-08-12 | | |



Follow-Up Email

- One of easiest ways to increase response rate
- 1-2 weeks later, send a short email to those who did not respond to email
- Set up with original email
 - OR– make a reminder on your calendar
- Can filter out those who responded on the Configure an Email page



Next Steps



Possible Bugs? Reach Out



Flight Tracker Community:
<https://redcap.vanderbilt.edu/flightracker/>

A screenshot of the Flight Tracker Community website interface. At the top left is the "FLIGHT TRACKER for scholars" logo. To its right is a search bar with the placeholder text "Search for posts, topics, and users...". Further right is a red button labeled "+ Create post" and a user profile icon for "scott.pearson" with the text "Logged in as scott.pearson". Below the search bar is a grey box containing the text "Welcome to Flight Tracker Community!". The main content area is titled "All Posts in Flight Tracker Community" and shows a post by "scott.pearson" from "2 days ago" in the "General" category. The post content is "Welcome to Flight Tracker Community!" with a tag "installing". To the right of the main content is a sidebar with the "efs EDGE FOR SCHOLARS" logo and a list of navigation links: Home, Flight Tracker Video Vault, Mentee-Mentor Agreements, Getting Started with Flight Tracker, Next Consortium Meeting & Past Slides, Newbie Session Agenda, Edge for Scholars Blog, Edge for Scholars at Vanderbilt, and X: @EdgeForScholars.



Missingness Report

- View → Missingness Report
- Who is missing what
- Red = missing
- Purple, yellow & green indicate different sources
- Worksheets
- Quick way to send an individual email

State of Missing Data

Green = Self-Reported
Yellow = Computer-Reported
Purple = Manual Entry
Red = Missing

Cohort:

[Export to CSV](#)
[View All Missingness Worksheets](#)

5456 missing items across 474 records

To fill missing data, you can enter it yourself in the Manual Import form, electronically send them a survey, or print off a Missingness Worksheet for them to fill out themselves.

| Set Up Email | Name | Email | Degrees | Gender | Race / Ethnicity | DOB | Citizen? |
|------------------------------|----------------------------|-------------|----------|-----------|------------------|----------|-----------|
| | Total Present (481) | 43.0% (207) | 1.4% (7) | 4.1% (20) | 3.9% (19) | 1.8% (9) | 3.9% (19) |

Sweat Equity



- Tracking down scholars is a real skill
- Identify, use & praise people who are good at it
- Google & LinkedIn are your friends
- If a scholar says they're too busy, ask them to email you their CV & you fill in Initial Import form
- Way to increase response rate 5-10% - or more!



Data Sharing



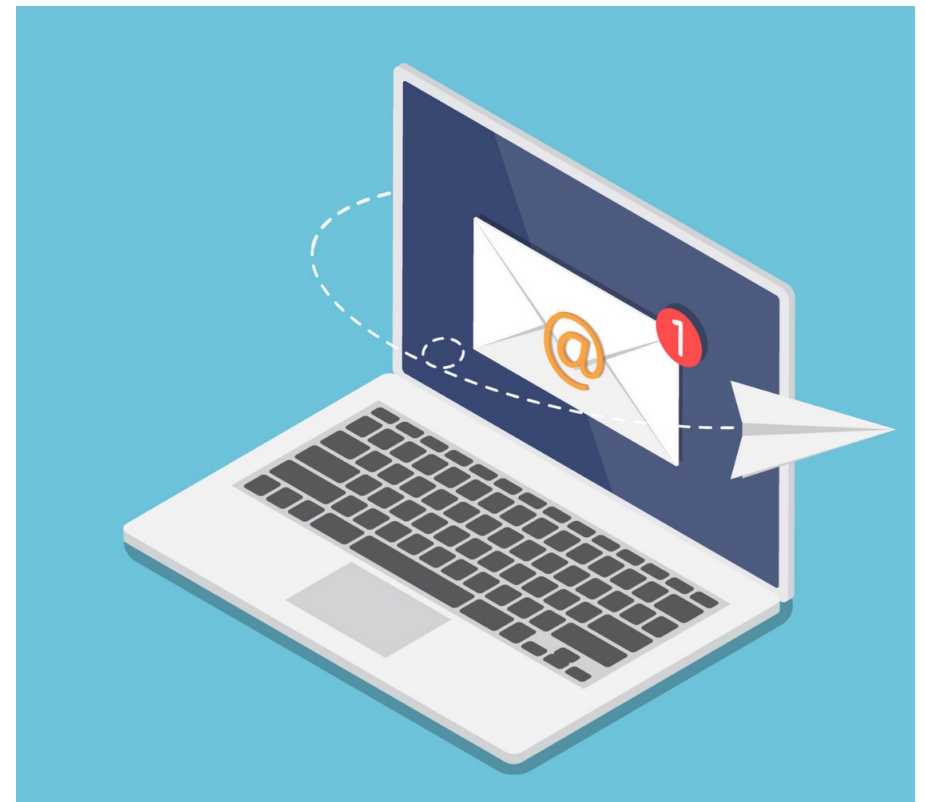
- Remember: All Flight Trackers on same server share survey data with each other
- Therefore:
 - If a scholar filled out a survey for another project, you have those data
 - If a scholar fills out a survey for your project, other projects with her/him will have those data, too
- Done via name matching



Summary



1. Preparatory Work
2. Sending a Mass Email
3. Following Up After an Email
4. Next Steps



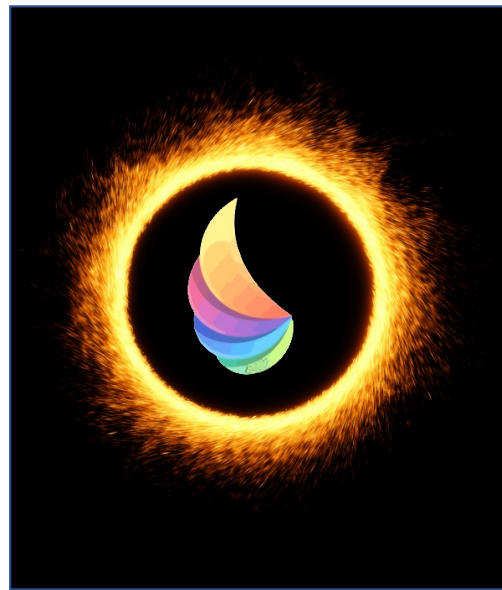


What's Next?

Scholar Portal Release



This Month – October 2023 – **v6.0.0**



One round of pre-release beta-testing remaining

Easier Alumni Associations



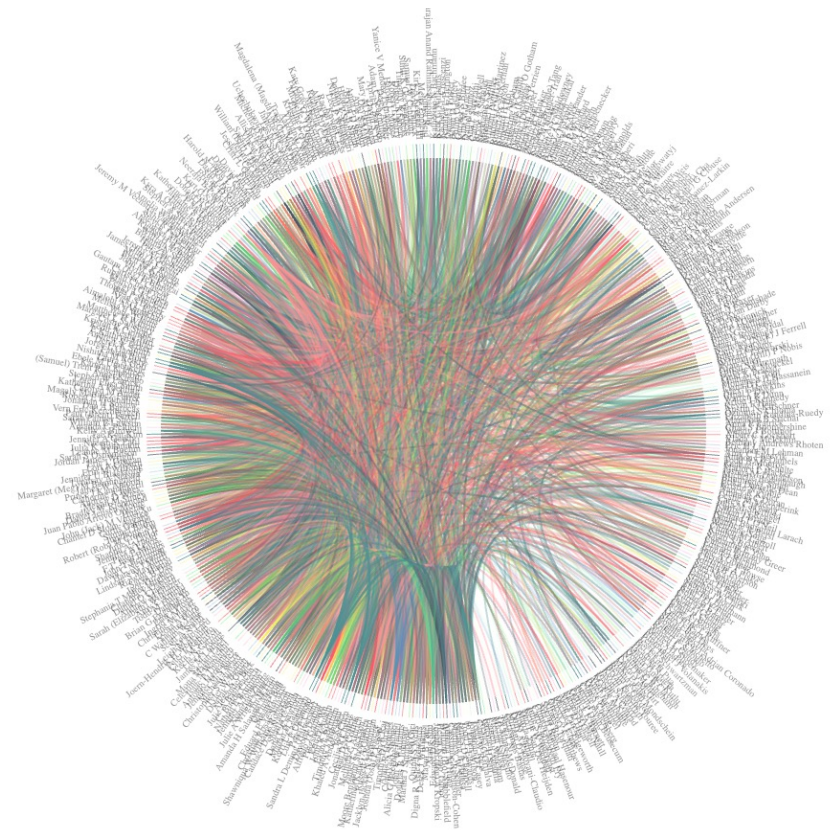
- Flight Tracker collects Alumni Associations URLs in surveys
 - Great to use in celebratory announcements 🎉
- But... who wants to look up a URL?
- Now, keeping a central database of Alumni Associations & URLs
- Will put in a searchable “autocomplete” dropdown on surveys
- Thanks to **Verna Wright & Mary McGrath!**



Multi-Site Collaborations on Pubs



- Flight Tracker now has Authors' Affiliations for publications from PubMed
- Therefore, we want to shade social network graphs by institution or country
- Useful for **multi-site collaborations & international programs**



Troubleshooting Call



Monthly Troubleshooting Call – optional

Third Wednesday at 1pm Central Time
October 18, 2023

Driven by Your Questions & Problems
All are welcome!

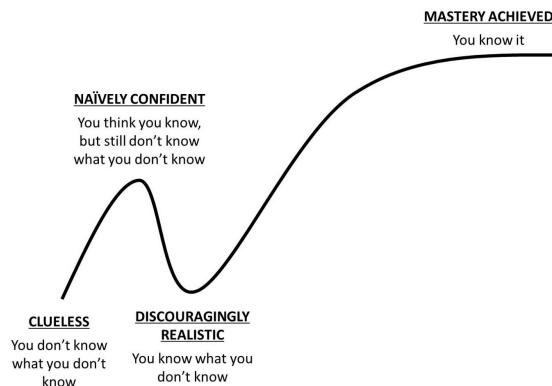
Ask to join our email list in the chat for an invitation...





Newbie Call

Just getting started with Flight Tracker?



There's a definite learning curve.
Move up more quickly by joining
October's "newbie" call.

Thursday, October 12, at noon Central Time
(Tuesday, November 14, 11am Central Time)

Leave your email in the chat to receive an invitation

Office Hours with Rebecca & Scott



Office hours



www.edgeforscholars.org

[X](#)@EdgeForScholars

https://redcap.link/flight_tracker