

Flight Tracker Consortium Meeting

June 5, 2024



www.edgeforscholars.org

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

https://redcap.link/flight_tracker

Meeting Agenda



Current Version:
v6.10.5

What's New?

Updates on Training Tables from the NIH
New Celebrations Email Options
New NSF Grants Endpoint

Deep Dive: Sending Flight Tracker Surveys

What's Next?

Filtering Publications by Topic
T→K→R Conversion
Other Spring/Summer 2024 Projects



What's New?

NIH Updates on Training Tables



- Overall Goal: Encourage effective mentorship through mentor training
- Goal for Training Tables: “reduce burden and promote consistent information collection across training programs”
 - Revisions listed on next slide
- Effective on-or-after January 25, 2025
- Flight Tracker will adjust its code around January 1, 2025
- **NOT-OD-24-129**



NIH Updates on Training Tables



Some Training Table Revisions & Simplifications:

- 1 & 2: Data only for the training stage for the program
- 5: Reorganize columns & add interim research projects
 - Preprints for all trainees if no PMID exists
 - Undergraduate conference presentations
- [6: No trainee prior academic/research experience]
- 8: No more Part 2 “Those Clearly Associated with the Training Grant” [aka friends table]



New Celebrations Email Options



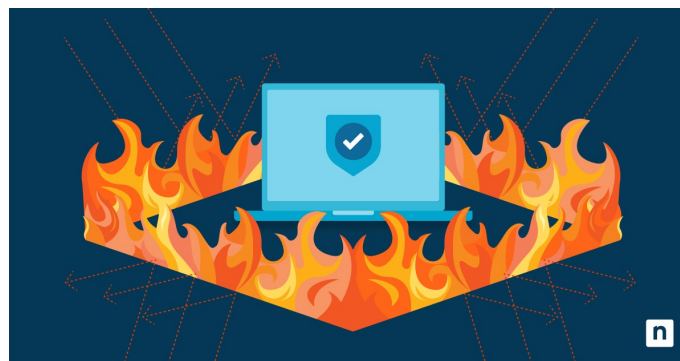
- The Celebrations Email is a regular email to alert someone about their scholars' accomplishments
- You can configure the custom email on Flight Tracker Home page
- Frequency: Weekly or monthly [or now quarterly]
- Options: Publications and Grants [and now Honors, Awards & Activities]



NSF Grants URL Change



- Feds changed api.nsf.gov to www.research.gov
- Affects Flight Tracker groups that have firewalls in place for their REDCap server
- ****You might need to email your REDCap admin!**
- Flight Tracker's Connectivity Tester [General menu] updated in **v6.10.5** [most recent release]



Grants Descriptions



- Flight Tracker uses an algorithm that puts grants into “bins” so that they can be easily compared to similar grants
- The categories can, admittedly, seem confusing sometimes
- Full descriptions now on REDCap’s Custom Grants page in **v6.10.5** [most recent release]

Custom Grant

- **Internal K** awards are funding from your own institution that’s not a K12 or KL2.
- **K12/KL2** grants have their own class. Note that these are for trainees, and for a PI, this would count as a Mentoring/Training Grant Admin award.
- **Individual K** grants are career development awards by the NIH (only).
- **K Equivalent** grants are career development awards not by the NIH and not by your institution. (The VA, the American Cancer Society, and the Doris Duke Charitable Fellowship have awards that would fall into this category.)
- **R01** awards use the R01 mechanism from the NIH.
- **R01 Equivalent** awards are large awards that are basically the equivalent of an R01, but does not use the R01 mechanism. We try to use the loose definition of \$250,000 per year for 3+ years because this is the current median value of an R01.
- **Research Fellowship** awards are project-based grants that are too small to be R01 Equivalents.
- **Mentoring/Training Grant Admin** grants are leadership awards for training or mentoring others.
- **Bridge Award** grants span more than one category. K99/R00 and T99/K00 awards are the primary two examples.

Current instance: 48 -

Editing existing Record Id 1. (Instance #48) Jere Segrest

Record Id	1
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The Custom Grants form tracks grant awards (e.g., for PIs or Co-PIs) or appointments to a grant (e.g., for trainees).



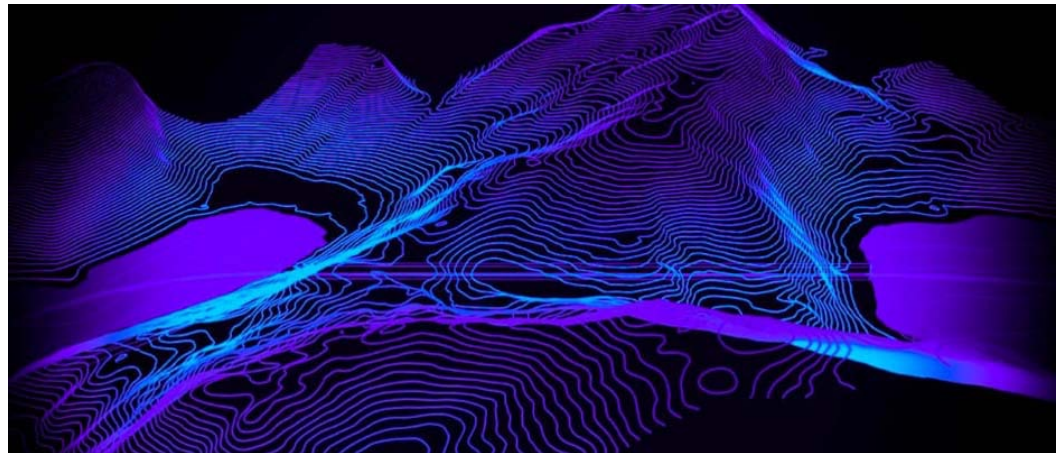
Deep Dive

Sending Flight Tracker Surveys

Overview



- **Motivation:** Customized Links
- [Scholars menu → Configure an Email]
- **Who:** Filtering or Selecting Individuals
- **What:** Email Text & Customizations
- **When:** Testing Emails
- Warning Email
- Email Log
- Coming Updates



Motivation



- You want to email a group of your Flight Tracker scholars
- You want to provide them a custom link to enter their data
- Flight Tracker surveys are pre-filled when possible
- You can add your own surveys to Flight Tracker via REDCap and send them out



Distribution Options



- REDCap's Automated Survey Invitations – you must set up
- Flight Tracker's **Configure an Email** page in Scholars menu

- Who?
- What?
- When?

The screenshot shows the "Send an Email" configuration page. At the top, there is a title "Send an Email" and a sub-header "Specify Email Name". Below this, there are three main sections: "Who?", "What?", and "When?".
The "Who?" section includes a "From Email Address" field, a "To (Recipients)" field, and radio buttons for "Who Do You Want to Receive Your Email?" (Individual(s) or Filtered Group) and "Do You Want to Email All or Some Scholars?" (All or Some). A list of filtered names (550) is shown below, including Khaled Abdel-Kader, Ty Abel, Robert Abraham, Aaron Aday, Fatemeh Adelnia, Rajiv Agarwal, Vineet Agrawal, Aimalohi Ahonkhai, and Kimberly Alhert.
The "What?" section is titled "Format Message" and includes a "Subject:" field, a dropdown menu for "Load Existing Email:", and buttons for "Insert Survey Link", "Insert Name", "Insert Last Name", "Insert First Name", "Insert Mentoring Agreement Link", and "Insert Scholar Portal Link". There is also a "Load Prior Message:" dropdown menu and a rich text editor with a toolbar.
The "When?" section includes a "Schedule Email" button and a "Click to schedule" button. Below this, there are two status boxes: "Current Status: Not Activated" and "Advance Process Step 1 of 3".

Who?



- Individuals vs. Filtered Group
- [Soon: Send just to one cohort]
- Display a list of names to confirm accuracy

Who?

From Email Address

To (Recipients)

Who Do You Want to Receive Your Email?
 Individual(s) Filtered Group

Do You Want to Email All or Some Scholars?
 All Some

List of Filtered Names (550)

- Khaled Abdel-Kader
- Ty Abel
- Robert Abraham
- Aaron Aday
- Fatemeh Adelnia
- Rajiv Agarwal
- Vineet Agrawal
- Aimalohi Ahonkhai

Who?



Individuals: Check names one-by-one

To (Recipients)

Who Do You Want to Receive Your Email?
 Individual(s) Filtered Group

List of Names (550)

- Amy Arnold
- Donald Arnold
- Shanna Arnold
- Juan Arroyo Ornelas
- Carolyn Audet
- Eric Austin
- Katherine Bachmann
- Justin Bachmann
- Mino Bagheri
- Samuel Bailin
- Naira Baregamian
- April Barnado
- Whitney Barnett
- Dan Barocas
- Tyler Barrett
- Robert Barry
- Seema Basi
- Julie Bastarache
- Caroline Bastarache

Who?



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

- Filtered Group: All vs. Some
- Questions for “Some”:
 - Ever completed a survey?
 - Maximum emails a scholar can receive?
 - Only newer records or all relevant records?
 - Has received an R01/Equivalent?
 - Everyone or Current Trainee or Alumni?

What?



- Format rich-text email using block
- Save email text from prior emails
- To customize, you can add:
 - Survey link to REDCap survey
 - Full name / First Name / Last Name
 - Mentoring Agreement Link
 - Scholar Portal Link

A screenshot of a web-based email composition interface. At the top, there is a yellow header bar with the text 'What?'. Below this is another yellow header bar labeled 'Format Message'. The interface includes a 'Subject:' label followed by a text input field. Below the subject field is a dropdown menu with the text '---SELECT---'. Underneath the dropdown are several buttons: 'Insert Survey Link', 'Insert Name', 'Insert Last Name', 'Insert First Name', 'Insert Mentoring Agreement Link', and 'Insert Scholar Portal Link'. Below these buttons is a 'Load Prior Message:' label followed by another dropdown menu with the text '---SELECT---'. At the bottom of the interface is a rich-text editor toolbar with icons for 'Normal', bold (B), italic (I), underline (U), link, list, and text color. Below the toolbar is a large, empty text area for composing the email body.

When?



- Name the email [orange]
- Schedule the email for when to send to scholars

Specify Email Name

Email Name: --OR-- Load Existing Email:

When?

Emails are sent in batches. Times are approximate.

Schedule Email

[Click to schedule](#)

Current Status: Not Activated

When?



- Three-step activation process to avoid problems:
 1. Stage to Test
 2. Send Emails to yourself & spot-test to confirm accuracy
 - 3. Activate Email** [must do to send!]
- Verify: “Current Status: Activated”

Advance Process

Step 1 of 3

Re-Stage to Test

Step 2 of 3

You will receive one email per every recipient. Please note that the links are real links, so any surveys you submit will be added to a scholar's record.

Your Email Address:

Test Email Setting

Step 3 of 3

Activate Emails & Enqueue to Send



Warning Email



15 minutes before send to project administrator; can cancel



Preparing Email

A version of the below email will be sent at 06-15-2023 16:00 (15 minutes from the time that this email was sent) **unless you cancel it below.**

Cancel Email Now (before 06-15-2023 16:00)

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 06-15-2023 16:00.

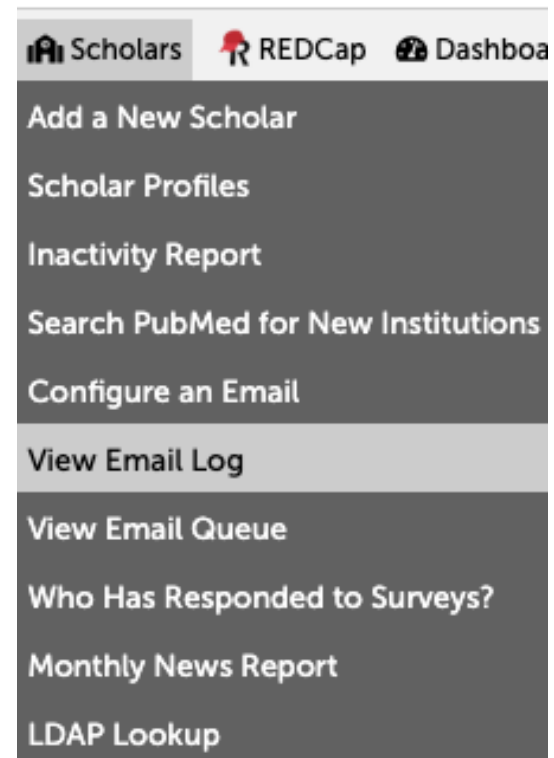
To (90):

Ayaka Sugiura <ayaka.sugiura@vanderbilt.edu>
David Wu <david.h.wu@vanderbilt.edu>
Benjamin Brown <benjamin.p.brown@vanderbilt.edu>
Thao Le <thao.d.le.1@vumc.org>
Samantha Beik <samantha.p.beik@vanderbilt.edu>
Eric Donahue <eric.k.donahue@vanderbilt.edu>
C. Duncan Smart <charles.d.smart.1@vumc.org>
Natalie Bennett <natalie.e.bennett@vanderbilt.edu>
Andrew Boal <andrew.m.boal@vanderbilt.edu>
Leon Cai <leon.y.cai@vanderbilt.edu>
Nowrin Chowdhury <nowrin.u.chowdhury.1@vumc.org>
Juan Colazo <juan.m.colazo.1@vumc.org>
Graham Johnson <graham.w.johnson@vanderbilt.edu>
Nicholas Petersen <nicholas.petersen@vanderbilt.edu>
Michael Rudloff <michael.w.rudloff@vanderbilt.edu>
Alexander Silver <alexander.j.silver.1@vumc.org>
Camille Wang <camille.wang.1@vumc.org>
Zachary Williams <zachary.j.williams.1@vumc.org>

Email Log & Email Queue



- Sent Messages
[Scholars menu → View Email Log]
- Pending Messages
[Scholars menu → View Email Queue]



Updates Coming Soon



- Send an email just to a cohort
- Bug fix: Stray HTML in message body; **v6.10.6** [next release]
- Ensure that an email is scheduled before staging; right now, you can stage before scheduling, and this situation causes problems!



Rehash



- **Motivation:** Customized Links
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What's Next?

Publications List: Filter by Topic



- Easiest way to produce a list of publications is by:
Pubs menu → Publication List
- Numerous filtering options, e.g., author position, dates, grant cited
- Soon, you can filter by MeSH Term or by a word in the title
- **[Thanks, Mia Garchitorea!]**



T→K→R Conversion



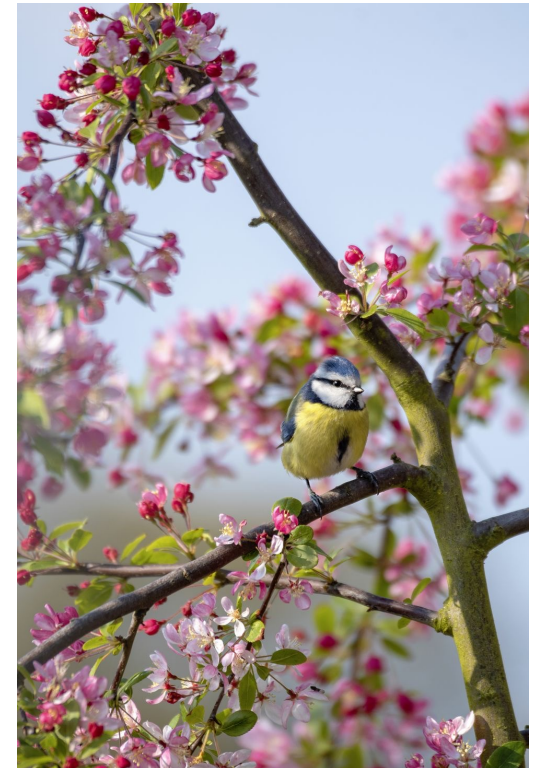
- Flight Tracker originally developed for early career space [K→R conversion heavily emphasized]
- Now, we support predoctoral and postdoctoral programs
- This feature is for pre-K academic programs
- T→K rates, K→R rates, and T→K→R rates
- I'm not aware that this topic has been studied in the literature, so I'm interested about what we'll find
- **[Thanks, Arnita King!]**



Spring/Summer 2024 Projects



- Exploring an **online video course**
- Tools to **connect scholars**:
 - Better ways to connect mentees to mentors
 - Visual tool to network scholars together
- Writing a **journal article** about Flight Tracker
- **Software improvements**:
 - Non-NIH Grants from Dept. of HHS [TAGGS]
 - Rework hookup to eRA Commons' xTRACT



Flight Tracker Community



Support Forum

"Better than Email" - Ask me for an Account in the Chat

<https://redcap.vanderbilt.edu/flightracker/>

A screenshot of the Flight Tracker Community forum interface. The top navigation bar includes the logo, a search bar, a "Create post" button, and a "Spaces" dropdown. Below the navigation bar, a welcome message reads "Welcome to Flight Tracker Community!". The main content area is titled "All Posts in Flight Tracker Community" and lists several posts with their authors, dates, and topics. On the right side, there is a sidebar with the "efe EDGE SCHOLARS" logo and a list of navigation links.

FLIGHT TRACKER for scholars

Search for posts, topics, and users... [+ Create post](#) Spaces

Logged in as [scottpearson](#)

Welcome to Flight Tracker Community!

All Posts in Flight Tracker Community

- Using FT for New T32 Applications (Jump to latest comment)
new t32s | 5 Comments | 0 Likes
- Identical name at same institution (Jump to latest comment)
identical names | 1 Comments | 0 Likes
- Honors & Awards Survey
honors and awards | survey | 0 Comments | 0 Likes
- email not sent, make sure "Enable module on all projects by default" is NOT checked. (Jump to latest comment)
email | module setting | 1 Comments | 0 Likes
- Publication results limited by the "Institutions Searched For" (Jump to latest comment)
publication wrangler | 3 Comments | 0 Likes

efe EDGE SCHOLARS

- 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
- X: @EdgeForScholars

Troubleshooting Call



Monthly Troubleshooting Call – optional

Third Wednesday at 1pm Central Time
June 19, 2024

Driven by Your Questions & Problems

All are welcome!

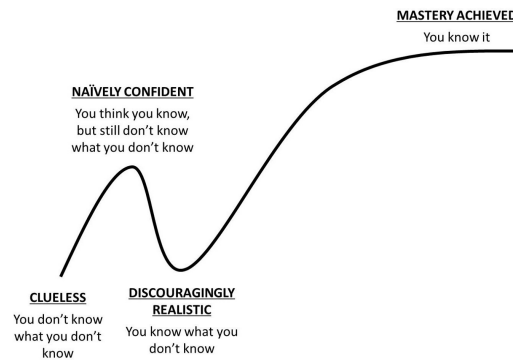
Ask to join our email list in the chat for an invitation...



Newbie Call



Just getting started with Flight Tracker?



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

Thursday, June 20, at noon Central Time
(Tuesday, July 16, at 11am Central Time)

Leave your email in the chat to receive an invitation

Getting Started Workshop



After each month's newbie call, we're hosting a separate Getting Started Workshop to get the ball rolling on implementation. Questions will center only around starting out. No advanced questions will be discussed.

Our next call will be on **Friday, June 21, at noon CT.**

All newbie call participants will be invited.
Let me know if you want an invitation to the next one.

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