

Tutorial on Posting Information About a New Project, or Editing/Archiving an Existing Project

For Posting Information on Either Domestic or International
Projects to the AFRE Website - Projects Tab

By MT Weber

Sept 2016 (draft version)

Overview:

- This is a tutorial for assisting in the posting or editing/archiving of “Project” entries on the AFRE website under the “Projects” Tab as shown in the screen capture below.
- This tutorial is accompanied by a downloadable information form designed to bring together the information required to add needed content to a project posting.
- Postings first show up on the website under the domestic or international “Current” listing . When proper data fields are entered in a posting, projects are automatically sorted/displayed into grouping by AFRE faculty specializations, and they are also automatically posted to the Faculty profiles under their respective “Projects” tab.
- Completed projects must be manually archived to move them from Current to Past Groupings.

The screenshot displays the website for the Department of Agricultural, Food, and Resource Economics. The header is green with white text. A left sidebar contains navigation links: Home, About, People, Undergraduate Study, Graduate Study, Events, News, Projects (highlighted in green), Domestic Research & Outreach, International Research & Outreach, AFRE Faculty Specialization, Past Projects, Centers & Services, and Connect With Us - Quick Links. At the bottom of the sidebar is a green button labeled 'GIVING'. The main content area is titled 'Projects' and includes a 'Projects Overview' section with three bullet points. Below this are two sections: 'Current Projects Sorted by Geographical Focus and Subject Matter:' and 'Current Projects Sorted By AFRE Faculty Specialization Areas:', each with a list of project categories. A world map on the right shows project locations in red. At the bottom, there is a section for 'Past Projects Sorted by Geographical Focus:' with two bullet points.

DEPARTMENT OF
AGRICULTURAL, FOOD, AND RESOURCE ECONOMICS

Home
About
People
Undergraduate Study
Graduate Study
Events
News
Projects
Domestic Research & Outreach
International Research & Outreach
AFRE Faculty Specialization
Past Projects
Centers & Services
Connect With Us - Quick Links
GIVING

Projects

Projects Overview

- The Department of Agricultural, Food, and Resource Economics engages with its stakeholders in Michigan, nationally, and internationally to apply economic and business decision tools to today's pressing problems. Our stakeholders and alumni assist us with funding in the form of grants, contracts and [gifts](#).
- Use the navigation bar at the left, or below, to view details about current domestic or international funded projects grouped by geographical focus, or the same projects are also grouped by [AFRE Faculty Specialization](#) areas.
- (The map below/right indicates countries where project activities and/or collaborators reside.)

Current Projects Sorted by Geographical Focus and Subject Matter:

- [Domestic Research & Outreach Projects](#)
- [International Research & Outreach Projects](#)

Current Projects Sorted By [AFRE Faculty Specialization](#) Areas:

- [Agribusiness Management](#)
- [Environ & Resource Econ](#)
- [Food & Agric Markets](#)
- [Development Economics](#)
- [Regional Devel. & Policy](#)

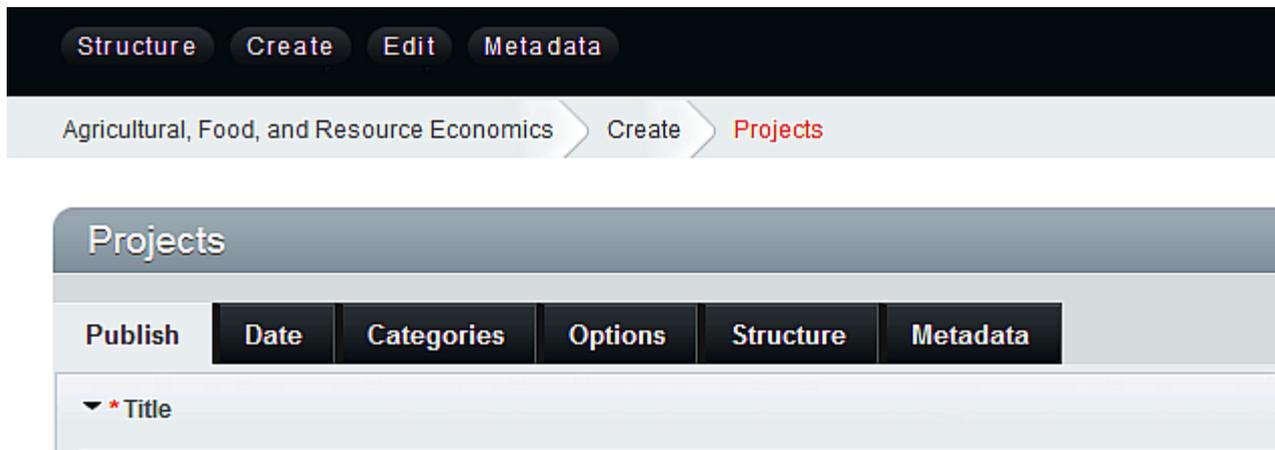


Past Projects Sorted by Geographical Focus:

- [Domestic Research & Outreach Projects](#)
- [International Research & Outreach Projects](#)

Terms used in this tutorial. Views (or Tabs)

- For Projects, in either Create or Edit Mode there are 6 tabs or **views** where **data is required**. **These views are:**
 - Publish
 - Date
 - Categories
 - Options
 - Structure
 - Metadata



Required Data For **Publish View**

- Title of Grant or Project
- Short summary of the project.
- Any possible external urls where project information can be viewed
- MSU Grant Account Number.
- Budget Amount:
- Do you want the budget amount displayed: no/yes
- Principal Investigators (Please indicate below each name as PI, Co-Pi, and Key Personnel,):
- AFRE Corresponding PI or Co-Pi:
- Grant Start Date:
- Grant Ending Date:
- Grant Category:

Domestic-Food/Ag Marketing, Agribusiness & Bioenergy
Domestic-Improved Pest Management
Domestic-Soil and Crop Improvements/Sustainability
Domestic-Livestock Production/Marketing Improvement
Domestic-Natural Resources, Fishing and Wildlife
Domestic-Rural, Urban, County & Municipal Development
Domestic-Emerging Topics
International-Sustainable Agricultural Intensification and Capacity Building Projects
International-Food Security & Food Security Research/Outreach Programs
International-Impact Evaluation of New Agricultural Technology, Health & Education Programs
International-Value Chain Research, Food System & Capacity Building Projects
International-Training/Capacity Building
International-Emerging Topics

Instructions on Content Variables – Publish View

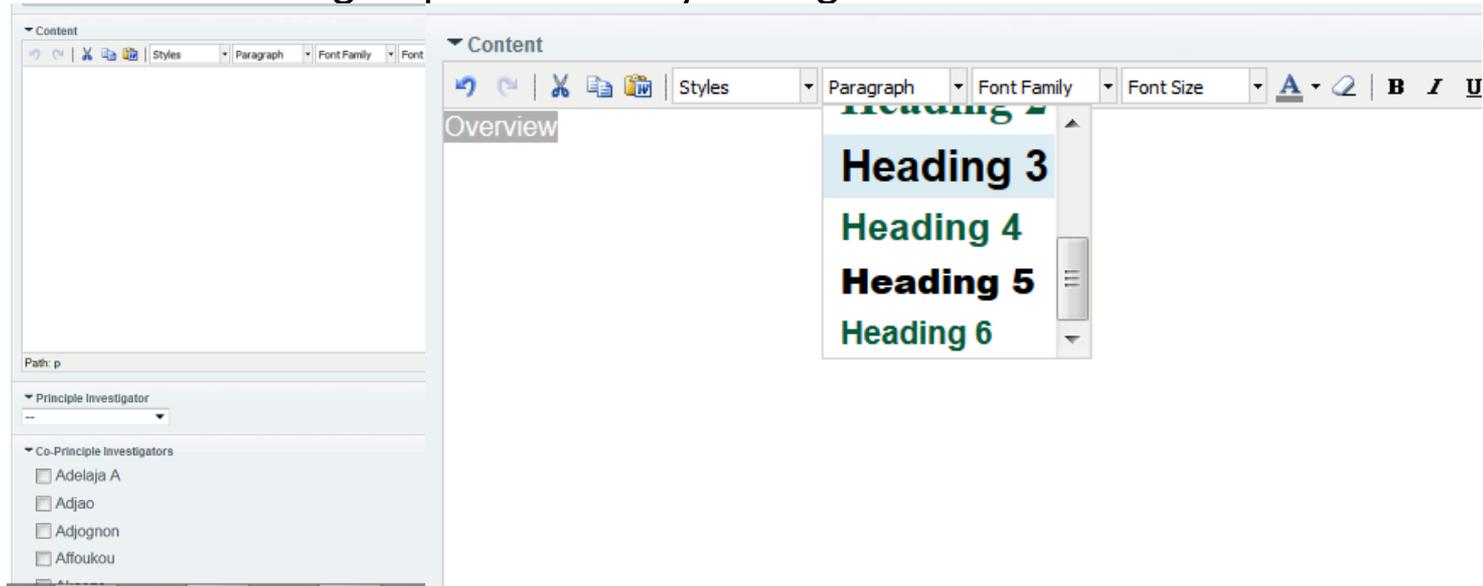
- Title (Enter the title from the project form)
- URL Title (This will be filled automatically by the software)
- Project Title (Use this for longer titles that will not completely fit in the Title)
- Budget Amount (Enter budget amount from the project form)
- Display Budget Amount (Normally select “No”)
- Account Number (Enter MSU account number from the project form)

The screenshot displays the 'Publish View' interface for creating a project. The top navigation bar includes 'Structure', 'Create', 'Edit', and 'Metadata'. A dropdown menu is open over the 'Projects' link, showing options: Assets, Pages, Faculty, and Projects (highlighted in red). Below the navigation, there are tabs for 'Publish', 'Date', 'Categories', 'Options', 'Structure', and 'Metadata'. The main form area contains several fields:

- Title**: A text input field.
- URL Title**: A text input field.
- Project Title**: A text input field with instructions: "Instructions: this field overrides the usual Title field, and is intended for use in cases where the Project title is too long for the default Title field".
- Budget Amount**: A text input field.
- Display Budget Amount**: A radio button selection with options 'Yes' and 'No'.
- Account Number**: A text input field.

Continued ---- Instructions on Content Variables – Publish View

- Content:
 - Use three Subheaders and bullets to present the content information (See [this on line example](#) and see the Paragraph Heading to select below)
 - **Project Overview** – (Use <H3> paragraph heading size & auto Bold)
 - X (Use default font)
 - **Timeline** -(Use <H3> paragraph heading size & auto Bold)
 - Y (Use default font)
 - **Project Information** - (Use <H3> paragraph heading size & auto Bold)
 - Z (use default font)
 - Principal Investigator or Co-Principal Investigators
 - Use the drop down box to select the PI
 - Or select the group of Co-PI's by ticking the box beside each PI



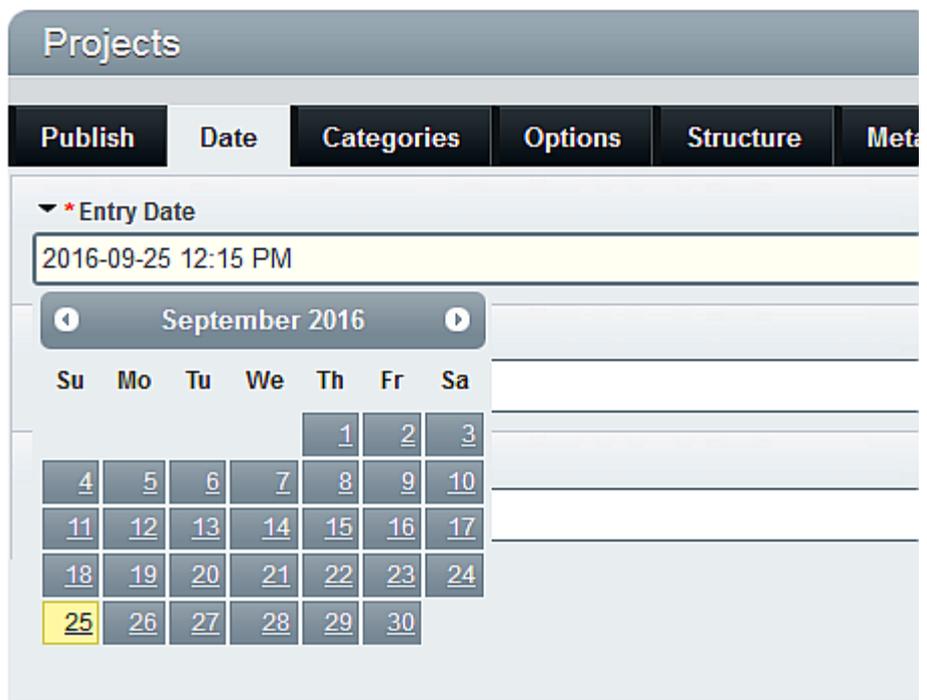
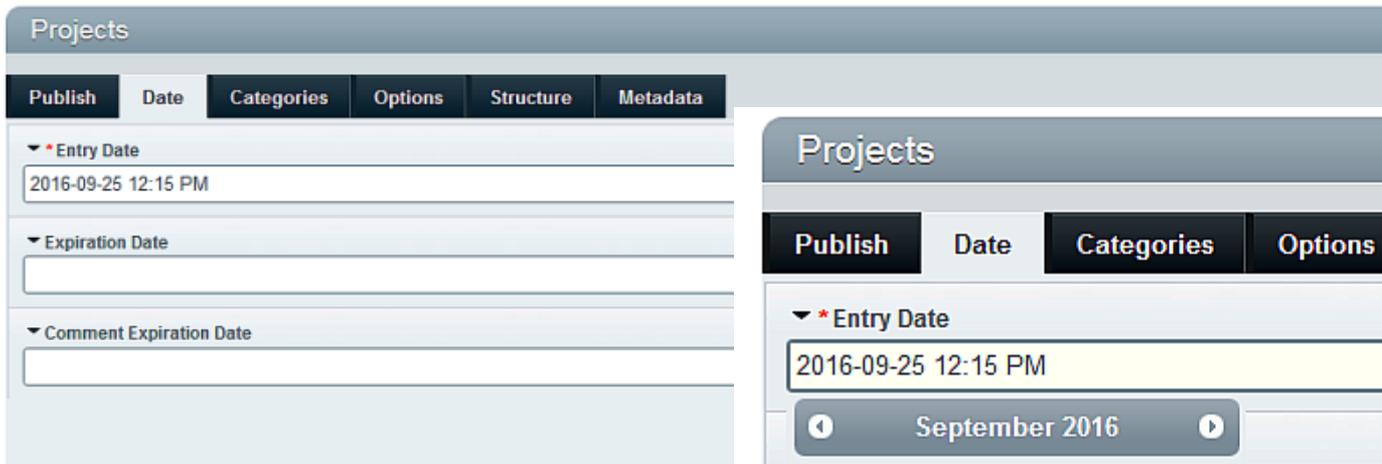
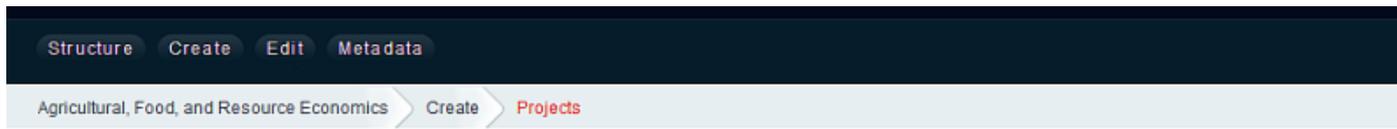
Date View – Information to enter – be sure to select –correct year, month and day

- Add entry date
- Do not enter an Expiration Date here
- Enter the Expiration Date in the Comment Expiration Date slot
- Also enter the Expiration Date at the bottom of the “Publish View” Page per screen shot at the bottom of this page.

The screenshot displays a web interface for creating or editing a project. At the top, there is a dark navigation bar with buttons for 'Structure', 'Create', 'Edit', and 'Metadata'. Below this is a breadcrumb trail: 'Agricultural, Food, and Resource Economics' > 'Create' > 'Projects'. The main content area is titled 'Projects' and features a tabbed interface with 'Publish', 'Date', 'Categories', 'Options', 'Structure', and 'Metadata'. The 'Date' tab is active, showing three date input sections: 'Entry Date' (with a dropdown arrow and a value of '2016-09-25 04:54 PM'), 'Expiration Date' (empty), and 'Comment Expiration Date' (empty). At the bottom, there is an 'End Date' section with a dropdown arrow, instructions 'Date the project ends or expires', an input field, and a 'Fixed' dropdown menu.

Date View – Information to enter – be sure to select –correct year, month and day

- Add entry date
- Do not enter an Expiration Date here
- Enter the Expiration Date in the Comment Expiration Date slot
- Also enter the Expiration Date at the bottom of the “Publish View” Page per screen shot at top of the next page of this tutorial



Logic for not entering an Expiration Date on the Date View page

- The date entered for Expiration on the Date View page will automatically remove from viewing of the project on this date.
- However many projects will have an extension, and it creates more work to find ones that have been automatically removed from viewing by the software program
- By entering instead, an End Date on bottom of the Publish View page, a message will appear automatically in the text of the project which can be used to monitor a possible end which can be extended if necessary, or will take over as the end date if the project is archive d

The screenshot shows a web form with the following sections:

- A list of checkboxes for investigators: Yi, Yu, Zavale, Zehner_Mary, Zhao, Zink, _seminar room, and _Visitor Offices.
- A section titled "Non-AFRE Co-Principle Investigators" with an empty text input field below it.
- A section titled "Key Personnel" with an empty text input field below it.
- A section titled "End Date" with the instruction "Instructions: Date the project ends or expires" and an empty text input field below it.

Categories View

- Select the appropriate Domestic or International project category

Projects

Publish	Date	Categories	Options	Structure	Metadata
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▼ Categories

Domestic Projects

- Food/Ag Marketing, Agribusiness & Bioenergy
- Training and Capacity Building
- Improved Pest Management
- Soil and Crop Improvement/Sustainability
- Livestock Production/Marketing Improvement
- Natural Resources, Fishing and Wildlife
- Rural, Urban, County & Municipal Development
- Emerging Topics

International Projects

- Sustainable Agricultural Intensification and Capacity Building Projects
- Food Security & Food Policy Research/Outreach Programs
- Impact Evaluation of New Agricultural Technology, Health & Education Programs
- Value Chain Research, Food System & Capacity Building Projects
- Training/Capacity Building
- Emerging Topics

Options and Structure Views

- For opening/posting a new project, no date is required on these pages

Projects

Publish	Date	Categories	Options	Structure	Metadata
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▼ Channel
Projects ▼

▼ Status
Open ▼

▼ Author
Weber, Michael ▼

▼ Options
 Make Entry Sticky
 Allow Comments

Metadata View

- Ideally something would be entered here, but it is not absolutely necessary
- As the instructions indicate, entering nothing, the title of the project will be automatically entered by the software

The screenshot shows a web interface for editing project metadata. At the top, there is a dark navigation bar with buttons for 'Structure', 'Create', 'Edit', and 'Metadata'. Below this is a breadcrumb trail: 'Agricultural, Food, and Resource Economics' > 'Create' > 'Projects'. The main content area is titled 'Projects' and has a sub-navigation bar with tabs for 'Publish', 'Date', 'Categories', 'Options', 'Structure', and 'Metadata'. The 'Metadata' tab is active. Underneath, there are three sections, each with a dropdown arrow and instructions:

- SEO Title**: Instructions: Optional, if you do not specify anything the entry title will be used. Remember that most search-engines use a maximum of 60 characters for the title. Below this is an empty text input field.
- SEO Meta Keywords**: Instructions: A comma separated list of keywords. Below this is an empty text input field.
- SEO Meta Description**: Instructions: Write a short sentence or two that sums up the entry (many search engines will display this in the search results). Below this is an empty text input field.

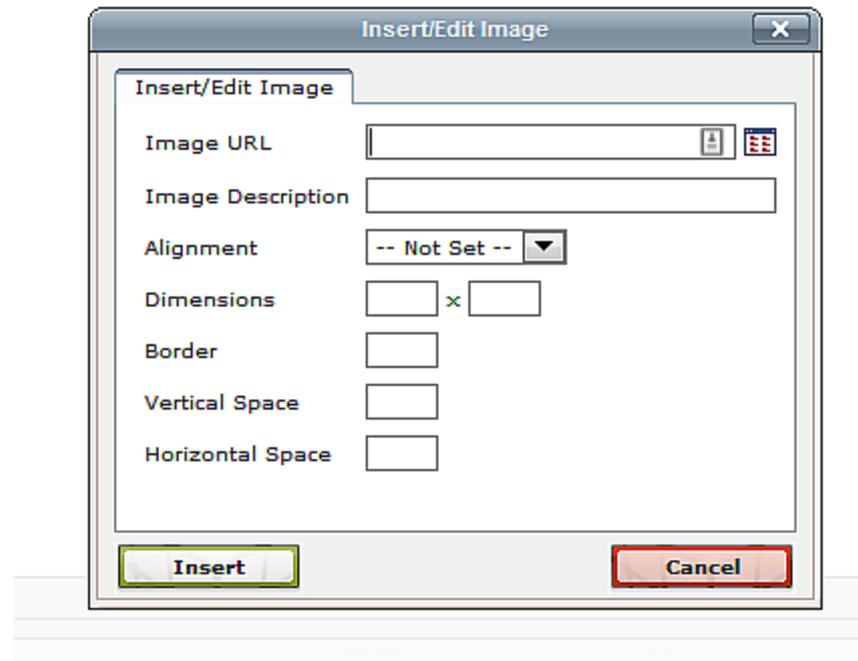
Publish View - Inserting an image in the body of the content field

The tool needed for “Insert/Edit Image” is on the right side of the contents tools bar
In “**Publish View**”



Inserting an image in the body of the content field – **Publish View**

- To insert a small image on the page, see [this example](#) ASPIRE current Int. project
- However you must first use some software to capture a screen shot of the image, and to then crop/size it to about the size/image you wish to enter.
- Then save this file in jpeg format to the faculty persons directory on your computer.
- Now use the Insert/Edit Tool, which brings up the dialogue box shown below.
- View you tube [video of using these Insert/Edit Image tools](#)



Archiving a Project (following its official termination date)

- The objective here is to move a completed project to the “Past Project” category
- This is very easy, using the Edit, Projects tabs, and locating the project to be archived. Continued on next page.

DEPARTMENT OF
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Home
About
People
Undergraduate Study
Graduate Study
Events
News

Projects

Domestic Research & Outreach
International Research & Outreach
AFRE Faculty Specialization
Past Projects
Centers & Services
Connect With Us - Quick Links

GIVING

Projects

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- [Food & Agric Markets](#)
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- [Regional Devel. & Policy](#)



Past Projects Sorted by Geographical Focus:

- [Domestic Research & Outreach Projects](#)
- [International Research & Outreach Projects](#)

Finding a project – use the various filtering tools, for example by “Category”

- Once you locate the project to be archived, click on it, and open the “Options” field or tab. (Continues on next page)

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Structure Create Edit Meta data

Agricultural, Food, and Resource Economics > Edit > Projects

Projects

Search Entries

Projects Filter by Status

Keywords

Exact Match

1 2 3

#	Title
82902	Integrated
82901	Evaluating
82900	Design ar
82899	Pollution P
82898	Environm
82897	Cost and returns analysis for Boldness-by-design environmental systems
82896	Biomass Feedstock Production in the Northeast: Economic and Environmental Implications,

Filter by Category

- Filter by Category
- All
- None
-
- Emerging Topics
- Food/Ag Marketing, Agribusiness & Bioenergy
- Improved Pest Management
- Livestock Production/Marketing Improvement
- Natural Resources, Fishing and Wildlife
- Rural, Urban, County & Municipal Development
- Soil and Crop Improvement/Sustainability
- Training and Capacity Building
-
- Emerging Topics
- Food Security & Food Policy Research/Outreach Programs
- Impact Evaluation of New Agricultural Technology, Health & Education Programs
- Sustainable Agricultural Intensification and Capacity Building Projects
- Training/Capacity Building
- Value Chain Research, Food System & Capacity Building Projects

Over Water

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Archiving - Changes on the Options Field

- Under “Status” select the “Archive” option
- Then return to the “Publish” view or tab (continued on next page)

The screenshot shows the 'Edit Entry' interface. At the top, there are navigation tabs: 'Structure', 'Create', 'Edit', and 'Metadata'. Below these is a breadcrumb trail: 'Agricultural, Food, and Resource Economics' > 'CP Home' > 'Publish' > 'Edit Entry'. The main content area has a header 'Edit Entry' and a sub-header with tabs: 'Publish', 'Date', 'Categories', 'Options', 'Structure', and 'Metadata'. The 'Options' tab is active. Under 'Options', there are several sections: 'Channel' with a dropdown set to 'Projects'; 'Status' with a dropdown menu open showing 'Open', 'Closed', and 'Archive' (selected); 'Options' with checkboxes for 'Make Entry Sticky' (unchecked) and 'Allow Comments' (checked); and 'Pings' with the text 'No ping servers currently exist.' and a link 'Add Ping Servers.'

Archiving –

- Make a minor edit to the Project title – Add [year started – Year Completed] as shown in the example below for the archived project “Trilateral Cooperation ---”
- Click on “Submit” at the very bottom of the Publish View or tab.
- See two following pages for views of this archived project

The screenshot shows a web interface for editing a project entry. At the top, there is a navigation bar with buttons for 'Structure', 'Create', 'Edit', and 'Meta data'. Below this is a breadcrumb trail: 'Agricultural, Food, and Resource Economics' > 'CP Home' > 'Publish' > 'Edit Entry'. The main content area is titled 'Edit Entry' and contains a tabbed interface with 'Publish', 'Date', 'Categories', 'Options', 'Structure', and 'Metadata'. The 'Publish' tab is active. Underneath, there are two sections: '▼ * Title' and '▼ URL Title'. The 'Title' section contains a text input field with the text 'Trilateral Cooperation to Improve Agriculture and Food Security in Mozambique [2013 - 2016]'.

Notice how adding the start yr/completed yr to the title when archiving helps add a perspective of the timing of archived projects

DEPARTMENT OF
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- Home
- About
- People
- Undergraduate Study
- Graduate Study
- Events
- News

Projects

- Domestic Research & Outreach
- International Research & Outreach

International

Past International Projects

- [Historical Milestones of AFRE International Involvement in Teaching, Research, Outreach and Capacity/Institution Building Activities](#)
- [Agricultural Productivity Growth and Food Security in Pakistan \[2014 - 2015\]](#)
- [Malaria, Productivity and Access to Treatment: Experimental Evidence from Nigeria \[2013 - 2016\]](#)
- [Performance Monitoring and Impact Evaluation of Bean Technology Transfer Project in Guatemala, Nicaragua, Honduras and Haiti](#)
- [The Effect of Aflatoxin Regulation on Global Liver Cancer Risks \[2014 -2015\]](#)
- [Trilateral Cooperation to Improve Agriculture and Food Security in Mozambique \[2013 - 2016\]](#)
- [Capacity Development for Modernizing African Food Systems - MAFS \[2013 -2015\]](#)
- [Bureau of Food Security - Climate Change Associate Award in Zambia and Kenya \[2013 - 2015\]](#)
- [Improving Food Security Research and Analysis Capacity in Burma \(Myanmar\) \[2013 - 2014\]](#)
- [Mozambique Policy Analysis and Planning Capacity for Improved Food Security and Nutrition Outcomes - MOZCAPAN \[2012 - 2016\]](#)
- [Value Chains in Bangladesh \[2013 - 2014\]](#)

DEPARTMENT OF
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[Home](#)

[About](#)

[People](#)

[Undergraduate Study](#)

[Graduate Study](#)

[Events](#)

[News](#)

[Projects](#)

[Domestic Research & Outreach](#)

[International Research & Outreach](#)

[AFRE Faculty Specialization](#)

[Past Projects](#)

[Centers & Services](#)

Trilateral Cooperation to Improve Agriculture and Food Security in Mozambique [2013 – 2016]

Co-Principal Investigators:

- [Rui Benfica](#)
- [Cynthia Donovan](#)
- [Songqing Jin](#)
- [Mywish Maredia](#)
- [David L. Tschirley](#)
- [Rafael Uaiene](#)

Project end date: September 17, 2016

Funded by USAID, this project adopts an innovative model for delivering a program that involves collaboration between two donor countries to help one beneficiary country, in this case, the U.S. and Brazil assisting Mozambique.

The project's primary goals are to reduce hunger and poverty in Mozambique by increasing agricultural productivity, creating economic opportunities and enhancing human nutrition. Partners based in Brazil and Mozambique will include institutes of higher learning and agricultural research agencies. MSU/AFRE researchers are supporting the efforts of colleagues at the University of Florida (UF) who spearheaded the effort to secure the award and implementation.

