Overview of RETAC Project fields

Hints:
1. "*" indicates required fields
2. Hover over a field to get help text
3. If there is not an existing RETAC Product in the database that your Project applies to, create the Product FIRST!
4. Don’t forget to click on “Publish” when you are done!

Project Name

Succinct name for the project.

A drop-down list of all existing RETAC Products in the database. Choose which products are the object of your project. If required, create a new RETAC Product first, and then create the RETAC Project.

Primary Contact *

Name and contact info. Primary contact is required, secondary contact is optional.

Secondary Contact

Lead Organization *

Primary organization driving or sponsoring project.

Additional Information

Optional information such as project plans, calls for participation, preliminary findings, related projects, etc.

Start Date

End Date

Actual or expected start and end dates.

Funding

Funding status. Looking for funding?

Current Project Phase *

Drop-down list for the current phase of the project.

<scroll down for more>
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Project Status</td>
<td>Not Specified (current status maintains history of status updates)</td>
</tr>
<tr>
<td>Intended Outcome</td>
<td>Objectives, research questions for project.</td>
</tr>
<tr>
<td>Project Outcome</td>
<td>High-level project outcome with respect to research questions</td>
</tr>
<tr>
<td>Notes on Project Outcome</td>
<td>For completed projects, key findings or outcomes</td>
</tr>
<tr>
<td>Interested/Collaborative RETAC Organizations</td>
<td>Other involved organizations</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Active (administrative field set to “Active” by default.)</td>
</tr>
</tbody>
</table>