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We are Your Project Coordination Team!

Additional Deliverable Review Support

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Project Coordination

What do we do?

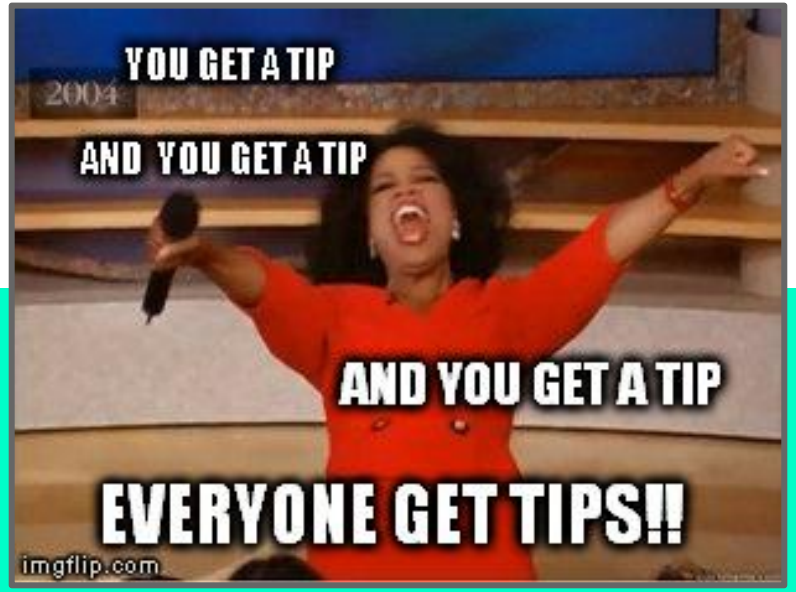
- **Follow** and **support** projects through their full lifecycle
  - Proposal → Handoff → Publication
- Review deliverables and provide **feedback**
- Support NPO with project partner relations, tracking projects/partners, and assessing projects' strengths.

Deliverable Process:

RD goes to the Center Lead → RD goes to NPO → NPO returns edits → FD goes to the Center Lead → FD goes to NPO

10 Best Deliverable Tips & Tricks

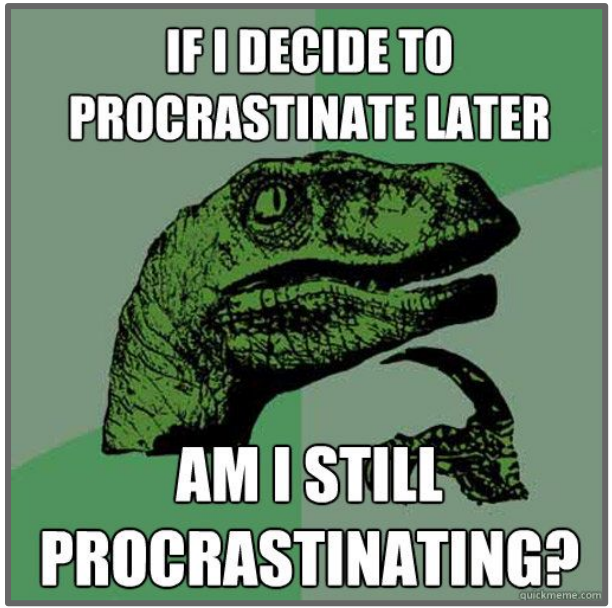
Keys to project success!



Tip #1 - Start Early!

Deliverables take **time**. Don't wait until the last minute to start!

- This especially applies to the Project Video & the Tech Paper
- Team members should always have something to do
- It's best to have ALL team members review your deliverables before submission



Tip #2 - Follow Template Directions

Templates have directions about what goes into each section → follow them!

- Many also have comments with suggestions about how to complete deliverables → read them for further clarification!

Commonly Ignored Directions

Black Text

Black 25% Lighter Text

Conclusions

- Use bullets.
- Use complete sentences with periods.

1. Abstract

[Placeholder - do not put anything here until the final draft submission. The abstract in the project summary is where the working draft of the abstract should "live"]

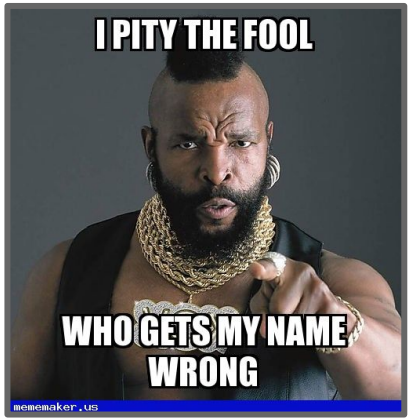
Tip #3 - Proper Project Shirt Title & Nomenclature

Short Title: Study area + Primary application area

- Ex. Argentina Water Resources

Nomenclature: YearTerm_NODEAcronym_ProjectTitle_Deliverable_RD/FD_(v2+)

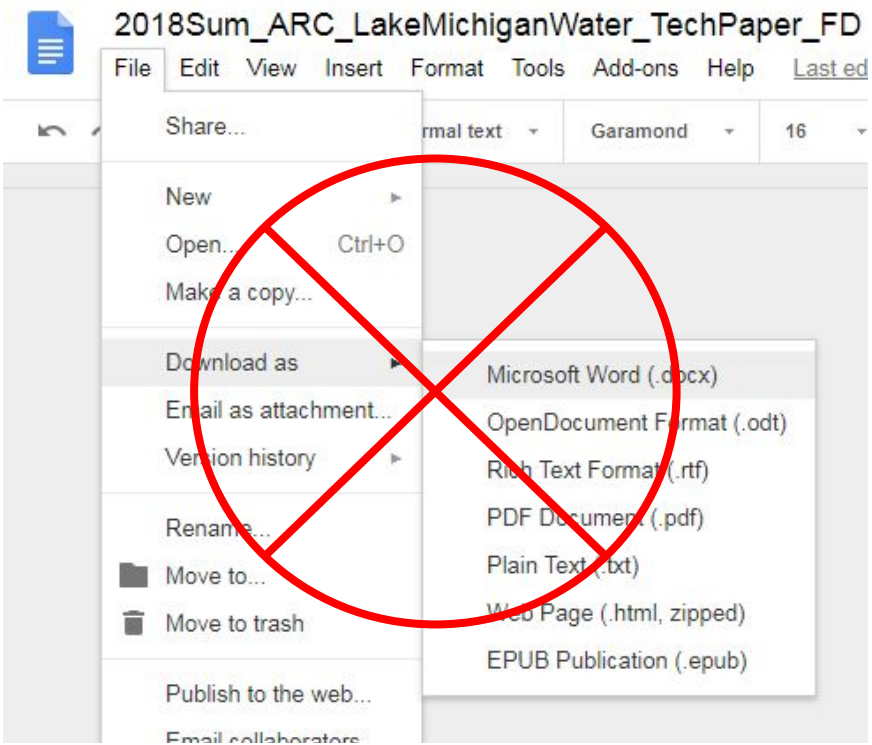
- Ex. 2019Spring_ID_ArgentinaWater_ProjectSummary_RD



Common Mistakes!

- **Shortening** the short title:
  - Ex. Chesapeake Bay Agriculture & Food Security III
- Incorrect **node acronym** or **project title**
  - Ex. 2019Spring_NC~~EI~~_TexasWater

Tip #4 - Google drive conversion beware!



If you decide to use Google Drive, **do not download your deliverables using the "download as" function** because the conversion process messes up the formatting in deliverable templates!!!

Tip #5 - How much to include in the Rough Drafts

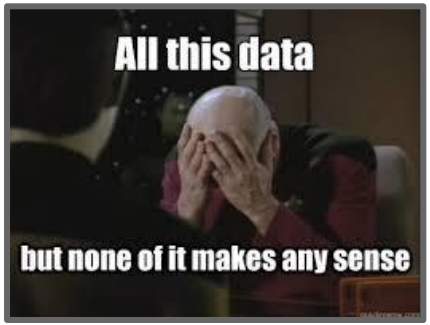
"How can I complete my tech paper rough draft in week 4 if I don't have all of my methods figured out and don't have results yet?"

- That's **okay**! Simply provide us with what you do have
- We understand the the methodology can **change**
- We don't need results in the RD to know that you are working hard

Tip #6 - Keep track of and Know your data sources!

Read data user guides, website documentation, & metadata:

- What is the proper **dataset name**?
- **Basic metadata**: date, attribute table information, resolution, how the data were collected or compiled
- Who **created** the data (this could be **different** from the organization or data portal you got it from)



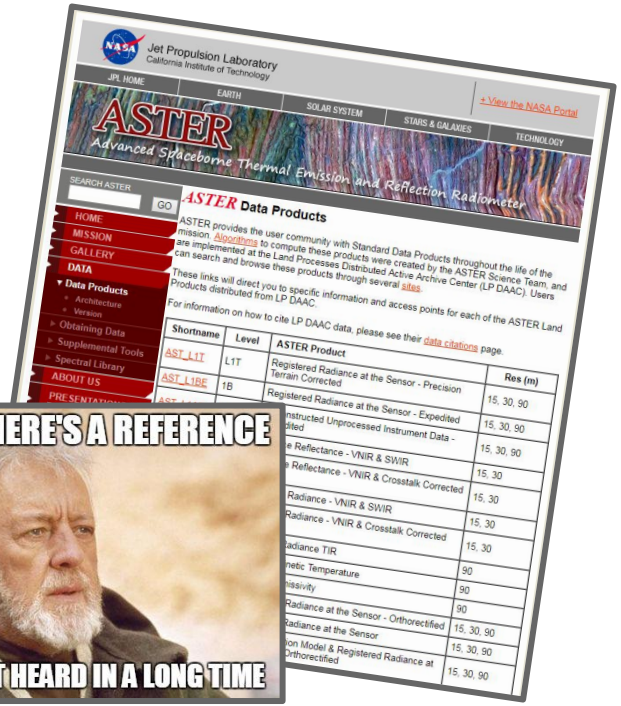
MENDELEY

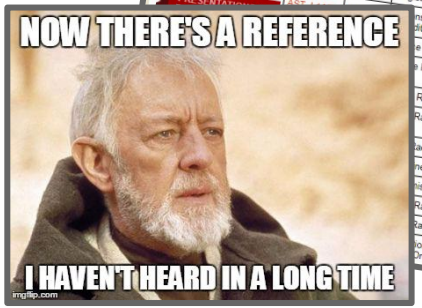
zotero

You can reference management softwares, such as **Zotero** or **Mendeley**, to share sources and track citations.

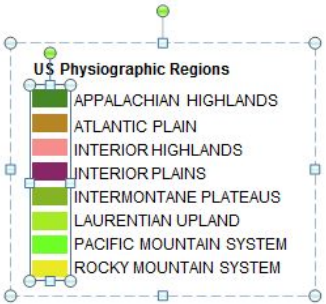
Tip #6 Cont. - Referencing Satellite Data

- Proper and MANDATORY Copernicus acknowledgement wording: ***"contains modified Copernicus Sentinel data (yyyy i.e. 2018), processed by ESA."***
- Understand your satellite data products:
  - Explore the DAAC and product websites
  - Find the formal dataset name
  - Thoroughly read metadata
  - Cite using Digital Object Identifiers (DOI)



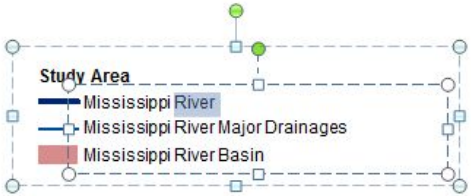


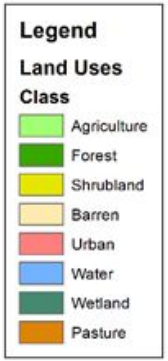
Tip #7 - Make All Legends separate and editable images



Editable!

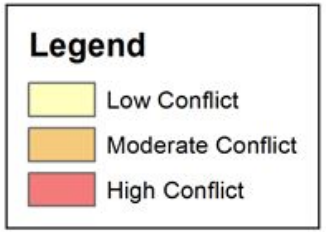
- Adjusted once in Microsoft





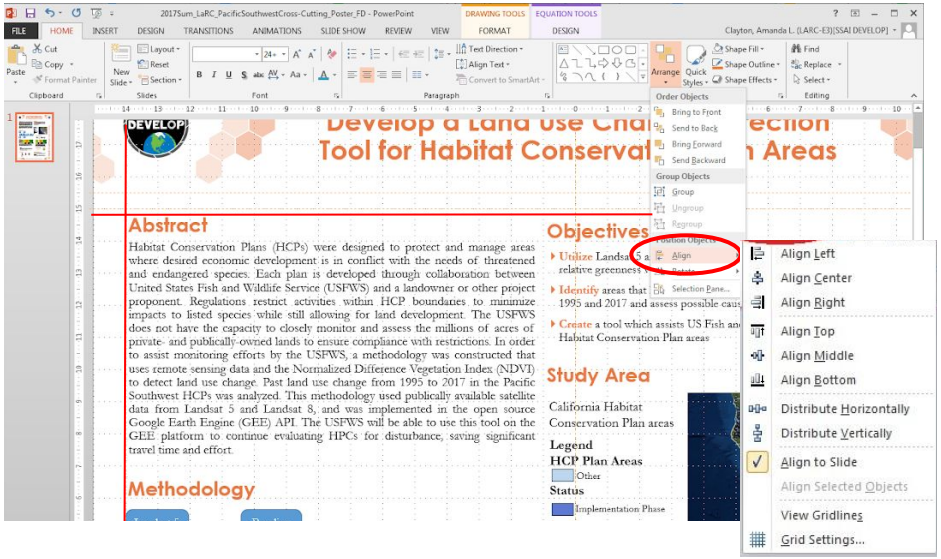
Not editable

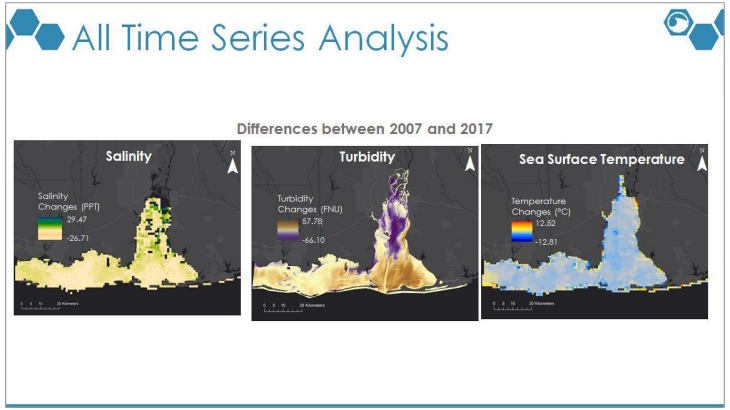
- Typically just copied & pasted from ArcMap

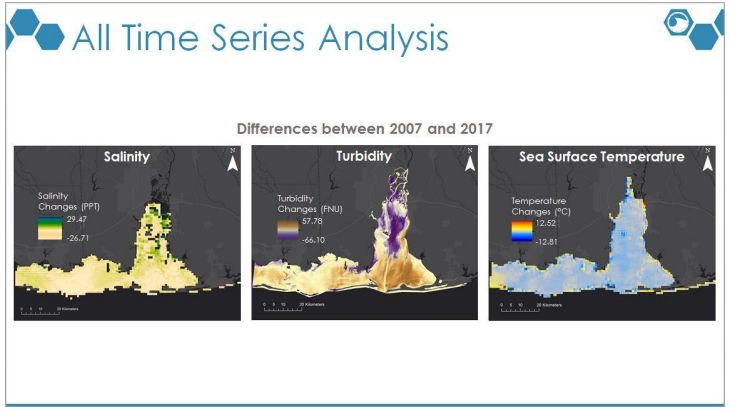


Tip #8 - Get familiar with the Align tool

- Use it to **align** text, images, etc.
- It also has a great **distribution** tool!

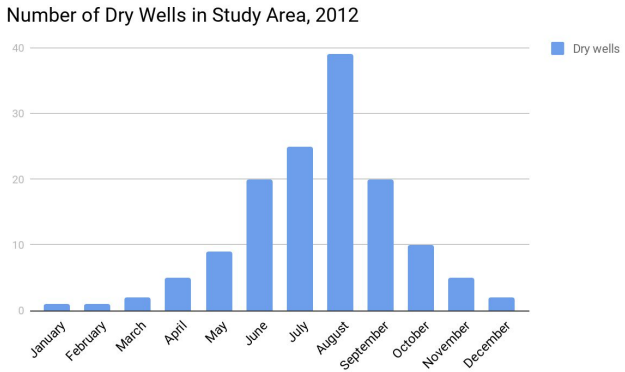






Tip #9 - Results vs. Conclusion: Know the Difference!

Results:

- "We identified 10 oak trees and 80 pine trees"
- 

Conclusion:

- "The environment favors pine trees."
- "Wells in the study area were most likely to dry out during the summer dry season; however, most wells replenished during the fall rains."

Tip #9 Cont. - Examples of Conclusions gone wrong

"This project automated the flood probability algorithm created by term I of the project."

"This project produced a mathematical model that will transform VIIRS DNB imagery into measurement of predicted skyglow."

"An interactive map of environmental and socio-economic layers was generated to dynamically query and visualize weekly data."

Tip #9 Cont. - Conclusions the Right Way

"**...Maryland's marshes are trending towards degradation and, if all contributing factors persist, will continue to degrade over time**. Transitions in land cover were displayed spatially and graphically, but further work needs to occur to determine the driving factors behind those transitions. It is our anticipation that these analyses will successfully assist the Maryland Department of Natural Resources and The Nature Conservancy in identifying and restoring areas of marshland that provide the greatest risk reduction for coastal communities..."

The Purpose of a Conclusion:

- **Revisit** your main idea/research questions
- **Connect** the paper's findings to a larger context
- **Suggest** the implications and importance of your findings
- **Ask** questions or suggest ideas for further research

Tip #10 - Keep your project partner list updated

It's okay if you **add a new partner or drop one** over the course of the term but make sure to **tell someone** from **Project Coordination** or **Impact Analysis**

Proper Partner Nomenclature:

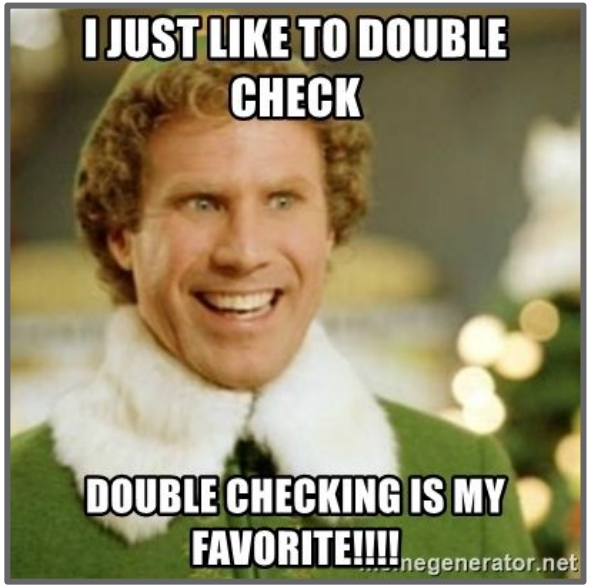
- ✗ USDA, Pocatello Field Office
- ✓ USDA, Natural Resources Conservation Service, Pocatello Field Office
- ✗ Groundwork Milwaukee
- ✓ Groundwork USA, Groundwork Milwaukee

BONUS TIP - BEFORE YOU SUBMIT!

- Review your deliverable along side a blank copy of the template
- Go through the **Deliverables Checklist**

"Make it nice or make it twice!"

- Lauren Childs-Gleason



If you're lost, ask for help!

You don't need to struggle with deliverables, the Project Coordination team is here to help:

- Slack
- Email
- Webinars
- DEVELOPedia

There are no "dumb" questions. Ask us anything; we want you to succeed!

Questions?

Contact us!

Project Coordination Team Email:

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California – Ames

Madison Broddle

Virginia – Langley