



United States
Department of
Agriculture

National Institute
of Food and
Agriculture



The Leadership Management Dashboard (LMD) User Guide:

Workload

SYSTEM VERSION: 5.0

DOCUMENT VERSION: 1.0

RELEASE DATE: SEPTEMBER 29, 2014

Contact Us:

For general questions about this application, or support for the Reporting Portal and Logging in: electronic@nifa.usda.gov (Tier 1 support for all users)

Document Comments:

We value your feedback on this document. Please email your comments to LMDsupport@nifa.usda.gov. (Tier 2 support for Internal Staff)

Hours: M-F 7AM – 3:30PM

Troubleshooting for second tier IT Support:

LMDfeedback@nifa.usda.gov (Tier 3 Support)

This document was created by users for users. We value your feedback! The Planning, Accountability and Reporting Staff (PARS) at NIFA has super-users that may be able to help if you encounter problems:

Laurie Fortis: lfortis@nifa.usda.gov Falita Liles: fliles@nifa.usda.gov or

Bart Hewitt: bhewitt@nifa.usda.gov (Supervisor)

Please remember, the data shown in this guide may not be available to the public. This guide is intended for internal use only.

User Guide Organization:

Guides are available under the “Help” link. The Basic Navigation Guide shows you the basics of LMD. Every other guide is specific to one “Tab” in LMD, which are listed below. To download the complete Guide, please visit the Intranet site: <http://intranet.nifa.usda.gov/groups/OfficesUnits/OA/PA/Reporting>

Tab	User Guide
General Introduction Guide	1 - Basic Navigation in LMD – User Start Guide v1.0
Acronyms	Acronym List v1.0
Activities	Activities User Guide v1.0
Analyze	Analyze User Guide v1.0
AREERA POW	AREERA POW User Guide v1.0
Awards	Budget and Awards User Guide v1.0
Search	Enterprise Search User Guide – Faceted Search Overview v1.0
Search	Enterprise Search User Guide v1.0
Goals	Goals and Portfolios User Guide v1.0
Portfolios	Goals and Portfolios User Guide v1.0
My Snapshots	My Snapshots User Guide v1.0
State Snapshots	State Snapshots User Guide v1.0
Workload	Workload User Guide v1.0
CRIS Classification Reference	My Snapshots User Guide v1.0

Workload

This tab is for Supervisors to see the workload of NIFA staff including the number of Capacity (Formula), Non-Capacity (Non-Formula), and Special Projects in addition to the number of Panels and Proposals for the Panels for the current fiscal year. The entire agency is visible to everyone, organized by Institute/Division/Staff Member, and is revealed by clicking the “Expand All” button or by clicking the arrows next to each Institute and Division.

Institute/Division/NPL Name	Formula Projects	Non-Formula Projects	Special Projects	Panels	Panel Proposals
Institute of Bioenergy, Climate and Environment (BCE) (Tupas, Luis)	2368	556	15	2	88
Institute of Food Production and Sustainability (FPS)	3362	1363	56	14	378
Institute of Food Safety and Nutrition (FSN) (Holland, Robert)	736	357	7	9	308
Institute of Youth, Family and Community (YFC) (Qureshi, Muquarrab)	459	1387	4		

Data Sources:

Panel information refreshes each fiscal year using the panel end date in C-REEMS as the cut-off. This information comes from the “NPL Associated to the Panel” information at the bottom of the Panel Setup/Management screen in C-REEMS. Panel proposals show the count of the number of applications that are assigned to all of the panels for the staff member. Project numbers are updated nightly from CRIS and C-REEMS. Institute/Division information comes from eAM assignments.

Panel Setup/Management

Configure Panel for Program: 8.2 Submission FY: 2013 Select Panel Code: 32

Start Date: 05/21/2013 End Date: 05/22/2013 Reviews Due By: 05/14/2013

PRS Cutoff Date: 05/22/2013 Post Panel Activity End Date: 06/06/2013 Date Sent:

Panel Manager: Harold Trick, Kansas State University **Add/Change**

Panel End Date

At minimum, must enter Submission FY, Program, Panel Code and Panel Dates (Panel Dates can be changed later)

Panelists:

Panelists	Reviews Assigned	Reviews Completed	# COIs
Steven Johnson, The University of Maine System acting through UMaine	3	3	0
Jeanmarie Verchot, Oklahoma State University	3	3	0
John Watson, Indiana University-Purdue University Indianapolis	3	3	0
Paul Thomas, University of Georgia	3	3	0

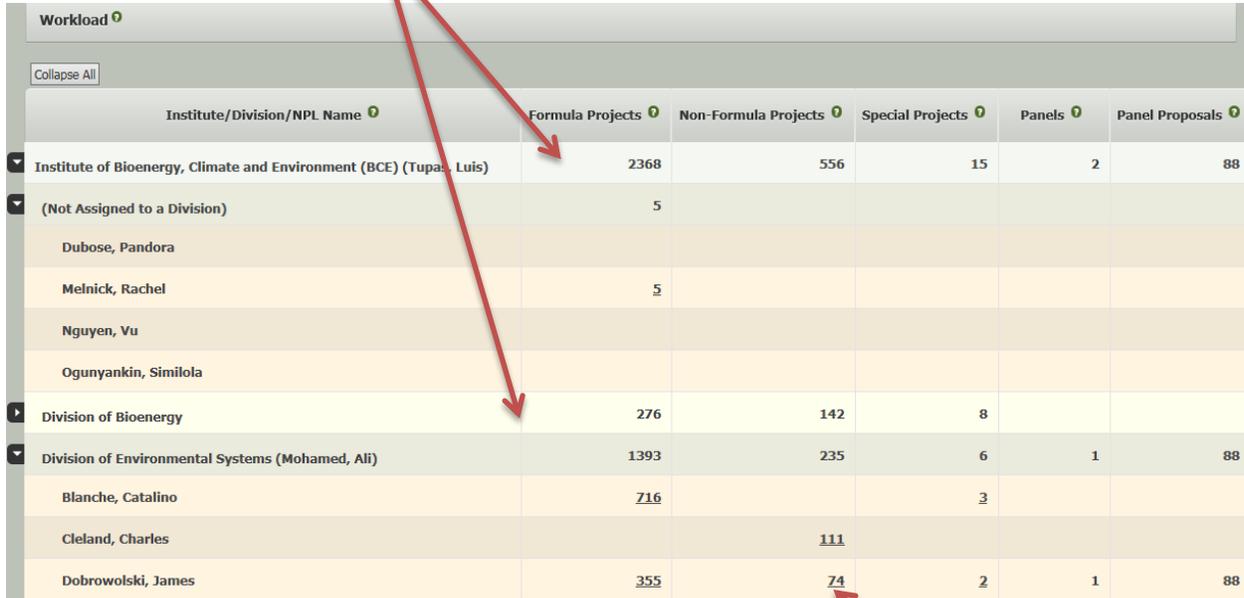
NPL(s) Associated to the Panel

NPL: EHWAKES SKWOK

NPL(s) Associated to the Panel

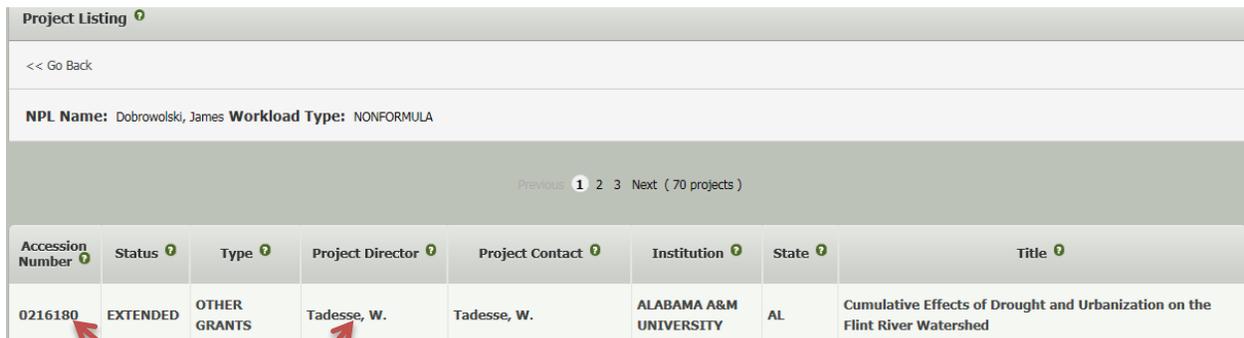
Navigation:

Each Institute and Division (or Not Assigned to a Division) has a header row of total numbers for all projects, panels and proposals.



Institute/Division/NPL Name	Formula Projects	Non-Formula Projects	Special Projects	Panels	Panel Proposals
Institute of Bioenergy, Climate and Environment (BCE) (Tupac, Luis)	2368	556	15	2	88
(Not Assigned to a Division)	5				
Dubose, Pandora					
Melnick, Rachel	5				
Nguyen, Vu					
Ogunyankin, Similola					
Division of Bioenergy	276	142	8		
Division of Environmental Systems (Mohamed, Ali)	1393	235	6	1	88
Blanche, Catalino	716		3		
Cleland, Charles		111			
Dobrowolski, James	355	74	2	1	88

Each person is listed under the Division they are assigned to. Total project numbers listed for each staff member may be clicked to open a new tab in your browser, showing the project level information available (shown below). Lists do not currently have a download feature, but may be copied if needed.



Accession Number	Status	Type	Project Director	Project Contact	Institution	State	Title
0216180	EXTENDED	OTHER GRANTS	Tadesse, W.	Tadesse, W.	ALABAMA A&M UNIVERSITY	AL	Cumulative Effects of Drought and Urbanization on the Flint River Watershed

Each accession number may be clicked to open the complete Technical Report for the project in a new tab of your browser.

Project Director and Project Contact may be clicked to automatically open a new email addressed to them.