SCOOP - Research Information Platform
Manual

This document functions as a support fort filling out information about your research project through the so called dashboard, a content management system for the Scoop Project Information Platform. This platform consists of a number of webpages providing detailed information on research projects carried out in the context of the SCOOP research program.

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Basic Concepts and User Interface

Research projects and studies

The SCOOP information platform is a web-based information system in which you can describe your research in detail and share the information with your SCOOP-colleagues as well as the rest of the world. You do so by providing information about two basic 'objects', sc. an overarching a research project and the specific studies of that project.

A research project can best be understood as an entire PhD trajectory, consisting of at least one, but in practice more often of multiple studies, or sub-projects. In general as study represents the research activities for one specific publication.

In the logic of this information platform, a study must always be attached to a research project.

Backend and frontend

The platform consists of a frontend, the actual [website](#) which offers information on the research projects which are undertaken within the SCOOP program to anyone who is interested, and backend, a [Dashboard](#) used for managing the content of the website.

The backend is only accessible to researchers of SCOOP and a number of staff. The frontend is accessible for the entire world.

Getting access to the Dashboard

If you don't have access to the [Dashboard](#), please ask the SCOOP program secretary to arrange for an user account for you. Once you are registered as a user, you'll receive a mail requesting you to confirm your account by clicking on a link. By doing so you will be navigated to a webpage where you can add profile information and set your password, or have a password generated.

Some mails contain your account information (incl. your password) and no link to the profile page. In those cases you can navigate to the profile page yourself, log in with the credentials you've been provided with and change your password.

This profile page has three elements:

1. A top menu – containing the options *My Sites*, *Scoop DB, '+ New'* . Here you can toggle between the dashboard and the frontend.
2. A menu in the left side bar, containing among other, the options *Projects, Studies* and, depending on your role, *Users.*
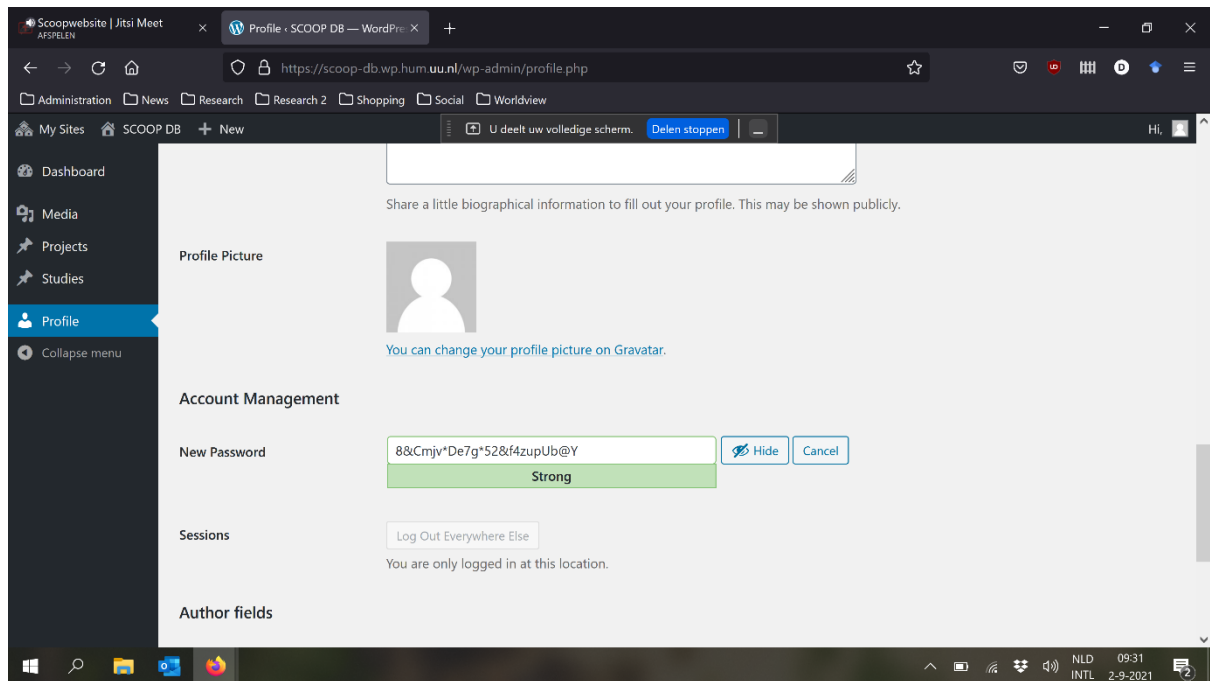
Illus. 1 – The dashboard: changing your password on the profile page. In left frame the menu items for managing Projects, Studies and Users

A central pane containing different information cq. registration-forms depending on the menu items you've chosen.

Users and roles

As a user you have one of the following roles, each of which determining what you can do:

1. Scoop Author:
Can create projects and studies, update or delete his own projects/studies and publish his own projects/studies.

2. Scoop Editor:
Can create, update and delete projects and studies, as well as (de)publish these, also when he is not the initial creator.

3. Scoop Manager:
The same right as the Scoop Editor plus the ability to create or delete users and change their roles.

4. Scoop User Manager:
Can create or delete users and change their roles.

Saving drafts and publishing data and user interface elements

Content added via the dashboard is not immediately visible on the website. It is stored as draft. Only after you explicitly *Publish* information it will be made publicly visible via the website. Rules with regard to mandatory fields are only checked when publishing content, enabling you to work over an entry over multiple sessions without having to abide to all the rules.

If you are a user with a *Scoop Author* role, you can only

Illus. 2 - 'Depublishing' content -switching to draft

(de)publish your own research project(s) and studies. You do so by choosing *Switch to draft*

Project Description *

Describe this research project

Illus. 3- A *-sign indicating a mandatory field

Mandatory fields are marked with a *. Some fields are conditionally mandatory. E.g. you do not have to register the researchers connected to a research project, but if you do, you must provide for at least a first name (or initials) and a family-name. If you leave open any mandatory fields, the system will highlight these at the moment you try to publish your content.

In some cases you can add multiple values, e.g. multiple researchers linked to a project, multiple keywords or multiple locations covered by a study. There are two ways you can add these multiple values. Either you have the opportunity to tick multiple boxes or you have the opportunity to create a new field by clicking the Add Row button.

Add Row

Illus. 4 – Adding mulitple values via the add row button.

Some fields offer a list of values from which you can pick multiple values and/or add new values, e.g. in the fields *Subject* and *Keywords*. You can add a value after pressing the '+' in the border of the field.

The Dashboard is a standard backend offered by the WordPress platform. Unfortunately some standard functionality cannot be changed. In this regard, please pay attention to the following two issues.

Work package

Indicate the SCOOP work package this research project belongs to

☐ Care
☑ Inclusion
☑ Theory
☐ Work

Illus. 5 - Adding multiple values by ticking boxes

Add title

Start writing or type / to choose a block   ⊞

In the first place special attention for the fields *Project Title* and *Study Title* The two fields deviate the are presented offered as large fields with the option to add sub-title. However, only the text entered in the main field (indicated by

Add title) will be presented on the website.

In the second place there is at the end of a registration form a section offering to set some

Relevanssi post controls

Pin this post

A comma-separated list of single word keywords or multi-word phras

parameters, titled *Relevassni post controls* . However, this functionality does not work on the platform. Unfortunately we cannot change the form.

You find detailed list of all fields with a short explanation in the next section.

Filling out the forms and fields – Overview of website, forms and fields

The primary goal of the the SCOOP Research Information platforms is to inform your direct colleagues in the SCOOP programme as well as interested researchers about the specifics of your research. You are challenged to provide as much information as you consider relevant for

colleagues. However, be aware that all information you enter will be visible for every visitor of the website. Hence do not store confidential information.

The SCOOP program covers different academic disciplines and hence the platform cater for the registration of different types of research. As a result you might find fields in the registration forms which you deem to be irrelevant for your type of research. Simply skip those fields which you deem irrelevant.

The frontend of the system offers four types of screens.

Illus. 6 - Adding projects and studies via menu
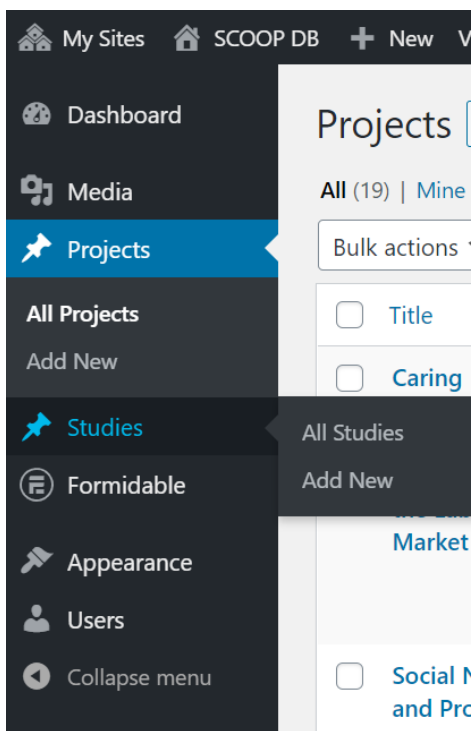
1. The Scoop matrix – a navigational aid providing an overview of the pre-defined *Workpackages*, *Sustainability Threats* and *Challenges* which are distinguished within the SCOOP program. Clicking one of these navigates you to a general project page, listing all the projects ordered under that specific *Workpackage*, *Sustainability Threat* or *Challenge.*

2. The all project page – provides an overview of all the projects and there most relevant attributes as well as a clickable link to all studies belonging to a project. There is also a filter and search interface available. All project- and study titles are clickable and navigate to the detail page of the clicked object.

3. A project detail page - provides all the information of a specific project and lists all the studies that are ordered under this project.

4. A studies detail page – provides an all the information of a specific study.

You can add Research Projects or Studies via the options in the Dashboard's left menu pane.

The overview down here lists all fields available and how you should fill them out. They are divided between fields to describe a project and fields to describe a study. Some fields are grouped, e.g. those to describe a researcher, the groups are not indicated in the list.

The values in the list stand for the following:

Field label: the name of a field on the user interface

Mand (Y/N/C): whether a field is mandatory. Possible values are Y(es), N(o) or C(onditional). Conditional fields occur in field groups and indicate that if no value is registered the group is not mandatory, but if you start filling out values than these particular fields are mandatory. Example. You don't have to add variables, but if you do you must provide a variable name and description.

Rep. (Y/N/E): indicates whether a field is either repeatable (R), extendable (E) or neither (N). An extendable field consists of a list of values and offers the option to extend the list with values defined by yourself. For example the fields Subject and Audience are extendable fields. A repeatable (group of) fields which can be repeated by a *Add Row* button. The fields in the group used to describe researchers function as an example of this type.

Description: a description of the expected content of field.

Fields Project-Form

Fields Research Project			
Field label	**Mand (Y/N/C)**	**Rep. (R/N/E)**	**Description**
Title	Y	N	Title of the Research project. Do not fill out a sub-title, it will not be displayed on the website.
Short Description	Y	N	A short description (200 char. max) of the research project. Always to be shown under project title.
Description	Y	N	A long description of the research project. Presented on project detail page. N.B. on the website the text is rendered unformatted, i.e. formatting element like new lines and bold or italic characters are not shown.
Link to Scoop	N	N	Provide the URL of the project description on the Scoop-program website. The link text will not be rendered on the web site. Instead the standard text 'To Scoop website' is used as link-text.
Project start	N	N	Starting date of the project. Either enter value by using the date picker or type in using date-format dd/mm/yyyy.
End date	N	N	End date of the project. Either enter value by using the date picker or type in using date-format dd/mm/yyyy.
Theoretical background	N	N	Describe against what theoretical the research take place. N.B. on the website the text is rendered unformatted.
Research Design	N	N	Describe the overall research strategy in this project. N.B. on the website the text is rendered unformatted.
Subject	N	R/E	Keywords to characterize your research project. Field is repeatable and the list of values offered is extendable.
Audience	N	R/R	Keywords to characterize the targeted audience of your research project. Field is repeatable and the list of values offered is extendable.
Work Package	N	R	The SCOOP work package this research project belongs to. Is part of the SCOOP taxonomy. If in doubt, ask your super visor or the secretary of the program. N.B. the internal coherence between the different SCOOP taxonomy-elements (*Sustainability threat* and C*hallenge*) are not checked. Before you fill this out, check the SCOOP Matrix and assure you pick the correct value.
Sustainability threat	N	R	The SCOOP sustainability threat this research project addresses. Is part of the SCOOP taxonomy. If in doubt, ask your super visor or the secretary of the program. N.B. the internal coherence between the different SCOOP taxonomy-elements (*Work Package* and C*hallenge*) are not checked. Before you fill this out, check the SCOOP Matrix and assure you pick the correct value.
Behavioral theory	N		If you work against the background of one of these three theories, please indicate.
Challenge	N	R	The SCOOP Challenge this research project addresses. Is part of the SCOOP taxonomy. If in doubt, ask your super visor or the secretary of the program. N.B. the internal coherence between the different SCOOP taxonomy-elements (*Work Package* and C*hallenge*) are not checked. Before you fill this out, check the SCOOP Matrix and assure you pick the correct value.
Funder	C	N	Provide information about the funder. Specifically relevant for research projects not funded through the NWO gravity fund which finances the SCOOP program.
Grant ID	N	N	If your research is financed through any other means then the NWO gravity fund, you might provide the Grant ID.
Role	N	R	The role of a person within your research project. The role of PI is specifically reserved to be used when your

Field Label	Mand (Y/N/C)	Rep. (R/N/E)	Description
			research is not funded through the SCOOP program, as in those cases prof. Wittek is PI.
Person title	N	R	The academic title of a person within your research project.
Person initials	Y	R	The initials or name of a person within your research project.
Person surname	Y	R	The surname of a person within your research project. If a link to the person's profile page has been provided in the next field, then the text entered in this field becomes clickable
Person profilepage link	N	R	Provide a link to a profile page of a person. The link text will not be rendered on the website. Instead, providing a link results in the person's name being clickable on the website.
Person ORCID	N	R	The OCID is the chosen standard for uniquely identifying persons (persistent person identifier). Please provide the ORCID code. Only the code, as the system will provide the suffice making the code clickable. If you don't have a ORCID yet, create one on https://orcid.org.
Afilliation	N	R	The (main) affiliation of the person.
Source name	C	R	If there is any relevant external source related to this research project. If a link to the source has been provided in the next field, then the text entered in this field becomes clickable.
Source link	N	R	Provide a link to a profile page of a person. The link text will not be rendered on the website. Instead, providing a link results in the source's name being clickable on the website.

Fields Studies-form

Fields Studies			
Field Label	**Mand (Y/N/C)**	**Rep. (R/N/E)**	**Description**
Study title	M	N	Title of study. Preferably different from project title. When in doubt, why not use the (short) title of your (planned) publication.
Description of study	M	N	A description of your study.
Study research question	N	N	The research question(s) driving your research.
Collection provenance	N	R	What is the provenance of the data you'll be analysing in this study (if any). This field is meant as an indication for the possible availability of data via this study. If you use 'structured' data, stored externally, e.g. at CBS , please indicate this. If you use sources/data stored in other locations (e.g. archives of libraries) to which you refer in a reference system and biography, you do
Data types	N	R	Rough characterization of your data. Qualitative data: unstructured, not discreet, e.g. an audio recording. Quantitative data, structured data consisting of discrete observations of a number of data points
Collection methods	N	R	Pick the method(s) though which the data collection created .
Personal data	N	N	Indicate whether there is personal data in the data collection.
Conflict of interest	N	N	Is there any conflict of interest(s) with regards to the data (collection), the collection process or the research.
Ethical assessment	N	N	Has an ethical committee assessed the study.
Ethical committee	N	N	If an ethical committee has assessed the study, please indicate which committee at which institute.
Collection period start	N	N	Start date of the period the data has been collected.

Collection period end	N		N		End date of the period the data has been collected.
Source name	N		R		Provide the name of the (external) sources used for this study. You can list archives, libraries, websites, book-series, etc. Please provide details in the next description field
Source Description	N		R		Provide a description of the (external) sources used for this study.
Source link	N		R		Provide a link to the (external) sources used for this study, if available.
Unit	C		R		The unit of analysis in general terms, e.g. 'individuals' or 'groups'. Please provide details on the unit in the field 'Unit Description'.
Sample size	N		R		Give an indication of size (number of units) of the sample analysed in this study.
Sampling method	N		R		If relevant, describe the method the sample has been created or the criteria for in- or exclusion of the sample.
Unit description	N		R		Description of the unit in more detail. E.g. if the unit is individuals, a description could be 'male sociology students between 18 and 25 yrs.)
Variable type	C		R		Indicate the type of variable
Variable name	C		R		Indicate the name of a variable, if available a preferably a standardized one, if available.
Variable description	N		R		Provide for a description of the variable.
Variable link	N		R		If you use standardized variables which are defined, provide a link to such a definition, e.g. on wikipedia
Hypothesis	C		R		If you work on the basis of hypotheses this is where , please provide them here.
Theory	N		R		Provide the theoretical background of a hypothesis.
Analysis name	C		R		If you work with specific statistical analyses, e.g. ANOVA, regression, non-parametric tests, please list these.
Analysis description	N		R		A description of the used analytical method
Analysis link	N		R		A link to a description of the analytical method.
Coverage start	N		N		Start of the time period covered by the study. Either enter value by using the date picker or type in using date-format dd/mm/yyyy.
Coverage end	N		N		End of the time period covered by the study. Either enter value by using the date picker or type in using date-format dd/mm/yyyy.
Spatial coverage	N		R		List the geographical locations covered by this study.
File format	N		R		List the file-formats in which the data available in this study, is stored. Either type in the file extensions (.xlsx, .docx) or a description (word- and excel-files).
Language	N		R		Indicate in what language(s) the data is.
Title	C		R		Title of a data package
Description	C		R		Provide a description of (the content of) the data package. You can cut and paste from metadata files.
Repository	N		R		Indicate in what repository a data package is (will be) stored.
Accessibility	C		R		Indicate the accessibility of the data package in the repository. *Open Access* means data is freely available to the public. *Restricted Access* means accessibility only allowed to a specific group. *Closed Access* means data is not available. Accessibility is the result of multiple factors, like the conditions participants have signed for in the consent procedure and legal issues.
User license	N		R		Indicate under what user license a data package is (will be) made available (e.g. CC BY SA 4.0 – default within the Scoop program)
Retention period	N		R		Indicate how long the data will be kept in archival storage.

Data Package DOI	N	R	Provide the DOI (Digital Object Identifier) used to identify the data package uniquely; the DOI is the standard persistent identifier in the SCOOP program.
Publication title	C	R	Provide the title of the publication(s) which is the result of this study.
Publication Link	N	R	Provide the link to the publication(s) which is the result of this study.
Publication Details	N	R	Provide details on the publication(s) which is the result of this study, e.g. when it concerns a chapter in a book, provide the chapter number and book title.
Document name	C	R	Through this field you can upload documents. The document name will be automatically filled out. In principle you can upload any document you'd like, e.g. interview protocols, information letters from the consent procedure, data management plans, etc. Please note that everyone accessing the website has access to the documents as well.
Description	N	R	Provide a short description of the uploaded documents.