Managing Research Projects

Purpose: *This guide helps manage research SAEs, which includes recording hours, storing your research proposal and report, expenses, photos and results in the portfolio. Make sure you have your project setup and your SAE plan complete.*

Step 1: Entering Jounral Entries
Journals entries represent time invested in a research SAE.
Steps to make an "Experience Related" Journal Entry:
1. Choose JOURNAL tab
2. Choose "Time in your AET Experiences (SAEs)"
3. Select the correct date and provide a name for the activity, select common activity, a description, and enter the hours complete outside of class.

Step 2: Capture Research-Related Photos & Files
This represents the research evidence in the form of photos and/or files. Use these items to support filling out an a award application or as an online storage file for your project. Steps:
1. Choose "Portfolio" located on the Left margin menu
2. Select the Experience the photo/file is related to (Drop-down menu in the right hand corner)
3. Click "Choose File & Upload." Once uploaded, choose "Edit" to create a caption!

Step 3: Record Income/Expense for Research SAE
Income is considered funding for the project; so, if your project is externally funed, list the income value. Expenses are very common; so, record only those related to your project.
Steps:
1. Choose FINANCES tab
2. Choose "SAE Cash Entry"
3. If externally funded, select "Enter Cash Income" to record the funding. If no funding exists and is funded by the student, this step is not needed

4. To record expenses, select "Enter Cash Expense" to record expenses such as supplies or other related expenses.

5. To record "SAE Non-Cash Entries," select to enter items such as rent or any labor exchanges.

Step 4: Review your SAE projects *The steps are:*
1. Review the financial and journal transactions

2. Select annual review to enter an annual summary of the project, which is to summarize responsibilities and skills gained from the experience. Once complete the icon will be green

3. If the project is complete, select to turn off the project.