



National Evolutionary Synthesis Center

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Durham, NC 27705 USA
<http://www.nescent.org>
919-668-4551

DATE

Inside Address

Dear _____,

We hope you are enjoying your visit to NESCent. We would like you to submit a brief report (~2-3 pages) directly into our NESCent Administrative Database (NEAD) on your sabbatical scholar project at NESCent before **DATE**. Please include the following information in the report:

1. List of any collaborators at NESCent
2. Goals of the project
3. Summary of activities at NESCent
4. Anticipated outcomes and products (e.g. follow-up meetings, databases, papers, proposals, collaborations)

To upload your report:

1. Log into the NESCent Administrative Database (NEAD) at <https://nead.nescent.org/nead/>.
 - If you do not have a password, please use the “Please retrieve it” feature logging in with your current email. A randomly assigned password will be sent to you by email. You will be required to change the password when you log in.
2. In the menu on the left side please choose “Add” under the Product heading.
3. Please ensure that the Project Title is for the correct project.
 - To change the project, simply type any key word(s) from the title into the text box. This will call up an autofill feature that will give you selections to choose from. For example typing *size* will bring up *Phanerozoic Body Size Trend in Time and Space*
4. Under New Product “Type” the drop-down menu will contain available report types for your project.
5. If appropriate, e.g. with individual meetings of a working group, please ensure the correct activity is selected in the drop down menu.

6. The product contributor is you.
7. Please paste a brief report summary into the text field. You can upload your report as pdf to our system by selecting the choose button and selecting the report on your computer. Please enter the correct year for your report.
8. Press the "Submit" button

We ask that you ensure that support from the Center is acknowledged in all publications or other products that you produced, or to which you contributed, that resulted from your stay at NESCent. You may do this by including the following – ***"Supported by the National Evolutionary Synthesis Center (NESCent), NSF #EF-0905606."*** Copies of published articles and other products should be provided electronically to the Center. This is important for our annual reports to NSF and to other funding agencies.

In addition to the report, we would appreciate any feedback or suggestions that you may have on how we can best support the activities at NESCent. Craig McClain, our Assistant Director for Science, will contact you to set up a meeting with you before your departure.

Karen Cranston will also be contacting you to schedule a short exit interview and finalize your NESCent IT needs (wiki, intranet access, etc.). Also, please remember to return your keys to Stephanie before your departure.

Thanks!

Yours,



Susan Alberts

Associate Director for Science, NESCent