



Creating a Data Cart File

Part of the proposal submission materials for the PPsC portal is a list of requested variables. We have provided a process for you within the portal to create such a list (a “data cart” file). This document provides you with instructions to complete this.

When selecting your variables, you can browse the universe of CWEP data either by Hallmarks or by Assessments (or each instance of a survey).

Once you have selected all of the variables you propose to include in your publication, the system provides you with a way to download the data cart to your computer. As you complete your publication submission, you can upload the data cart file. The format of the data cart file is [called JSON](#); it is in a format that the Data Coordination Core uses to create a data set for you.

To create a data cart file:

1. Visit the [DPC Publications & Presentations SubCommittee Website](#) (PPsC).
2. Select the ‘Publications Resources’ menu link.

3. Select the ‘Browse by Hallmarks’ button or the ‘Browse by Assessments/Surveys’ button to get started.



4. Use the filters and search bar to locate the Hallmarks or Assessments you would like to view. By default, only hallmarks with items mapped to them will be available. As assessment datasets become available, items associated with those assessments will be added to the system.

Hallmarks

Instructions: You may use the search box as well as the filters to select the Hallmarks you would like to view. To view an available Hallmark, click on the Hallmark Title. By default, only Hallmarks with mapped variables will be shown. The remaining Hallmarks with unmapped variables will be made available in the coming months.

Filter By: Mapped to Variable(s) Not Mapped to Variable(s) All
Target: Faculty/Mentor Institutional Student/Trainee

Show 100 entries

Search for Hallmark Code/Title:

| Hallmark Code | Hallmark Title | Hallmark Target |
|---------------|--|-----------------|
| STU-1 | High academic self-efficacy | Student/Trainee |
| STU-10 | Frequent receipt of mentoring to enhance success in the biomedical pathway | Trainee |
| STU-11 | Participation in mentored or supervised biomedical research | Student/Trainee |
| STU-12 | Evidence of competitiveness for transitioning into the next phase in the biomedical career pathway | Student/Trainee |
| STU-13 | Participation in academic or professional organizations related to biomedical disciplines | Student/Trainee |

5. Click on the 'Hallmark Title' or 'Assessment Name' to view the variables.
6. Select the checkbox to the right of each variable you would like to add to your Data Cart.

Hallmark Details

Instructions: Select the checkbox to the right of each variable you would like to add to your Data Cart. Click the Add to Data Cart button to confirm your selection. If you would like to view variable details, click on the variable name.

Hallmark Code: STU-10
Hallmark Title: Frequent receipt of mentoring to enhance success in the biomedical pathway
Hallmark Target: Student/Trainee
Type:

Show The Rest of The Hallmark Content

Questions

Questions Selected: 4

Add to Data Cart

Show 50 entries

Search for Assessment/Question:

| Variable | Variable Description | Survey Question | Data Type | Hallmarks | Select |
|---|---|-----------------|-----------|-----------|-------------------------------------|
| Assessment: BUILD Student Annual Follow-Up Survey 2017 | | | | | |
| DMEPN | How many different peer mentors do you have? | | integer | STU-10 | <input checked="" type="checkbox"/> |
| DMTECR | Career planning (e.g., giving advice, helping find opportunities) | | text | STU-10 | <input type="checkbox"/> |
| DMTEED | Educational choices and strategies (e.g., guidance in selecting coursework, further educational opportunities) | | text | STU-10 | <input checked="" type="checkbox"/> |
| DMTEES | Emotional support (e.g., listening to personal concerns) | | text | STU-10 | <input checked="" type="checkbox"/> |
| DMTEOT | Other help | | text | STU-10 | <input checked="" type="checkbox"/> |
| DMTERG | Research in general (e.g., guidance related to finding literature, research techniques, and selecting a research topic) | | text | STU-10 | <input type="checkbox"/> |
| DMTERS | Specialized research issues (e.g., just on statistics or instrumentation) | | text | STU-10 | <input type="checkbox"/> |
| Assessment: BUILD Student Annual Follow-Up Survey (SAFS) 2017 | | | | | |
| DMEPN | How many different peer mentors do you have? | | integer | STU-10 | <input type="checkbox"/> |
| DMTECR | Career planning (e.g., giving advice, helping find opportunities) | | | STU-10 | <input type="checkbox"/> |

7. Click the 'Add to Data Cart' button.



- Before you download your Data Cart, confirm the Data Cart contains all variables you want to include in your publication proposal submission by scrolling through the list on the webpage.

Data Cart

Instructions:

- Before you download your Data Cart, confirm the Data Cart contains all variables you want to include in your publication submission.
- To browse additional datasets, select the Continue to Add More Items button.
- To download the listed variables, select the Download Data Cart button. A JSON file (*ppsc_variable_list.json*) will be downloaded to your computer's Download folder.
- The JSON file format is what the data coordinating core will use to process a data set for you. When preparing your publication submission, you will need to attach your downloaded JSON (*ppsc_variable_list.json*) file.

| Variable | Assessment/Dataset | Variable Description | Data Type | Hallmarks | Actions |
|----------|--|--|-----------|-----------|----------|
| DMEPN | BUILD Student Annual Follow-Up Survey 2017 | How many different peer mentors do you have? | integer | STU-10 | Remove X |
| DMTEED | BUILD Student Annual Follow-Up Survey 2017 | Educational choices and strategies (e.g., guidance in selecting coursework, further educational opportunities) | text | STU-10 | Remove X |
| DMTEES | BUILD Student Annual Follow-Up Survey 2017 | Emotional support (e.g., listening to personal concerns) | text | STU-10 | Remove X |
| DMTEOT | BUILD Student Annual Follow-Up Survey 2017 | Other help | text | STU-10 | Remove X |

Showing 1 to 4 of 4 entries

[Tutorial](#) [Continue to Add More Items](#) [Download Data Cart](#)

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- To browse additional datasets or hallmarks, select the 'Continue to Add More Items' button. Once you have added all required variables to the Data Cart, select the 'Download Data Cart' button.
- Name the Data Cart file before saving it to your 'Download' folder. Once you name the file, click on the 'Submit' button.

Data Cart

Instructions:

- Before you download your Data Cart, confirm the Data Cart contains all variables you want to include in your publication submission.
- To browse additional datasets, select the Continue to Add More Items button.
- To download the listed variables, select the Download Data Cart button. A JSON file (*ppsc_variable_list.json*) will be downloaded to your computer's Download folder.
- The JSON file format is what the data coordinating core will use to process a data set for you. When preparing your publication submission, you will need to attach your downloaded JSON (*ppsc_variable_list.json*) file.

| Variable | Assessment/Dataset | Variable Description | Data Type | Hallmarks | Actions |
|----------|---------------------------|----------------------|-----------|-----------|----------|
| DMEPN | BUILD Student Survey 2017 | | | STU-10 | Remove X |
| DMTEED | BUILD Student Survey 2017 | | | STU-10 | Remove X |
| DMTEES | BUILD Student Survey 2017 | | | STU-10 | Remove X |
| DMTEOT | BUILD Student Survey 2017 | | | STU-10 | Remove X |

Showing 1 to 4 of 4 entries

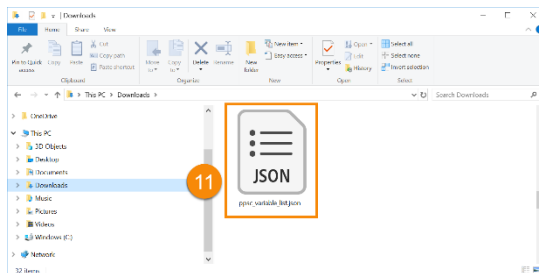
[Tutorial](#) [Continue to Add More Items](#) [Download Data Cart](#)

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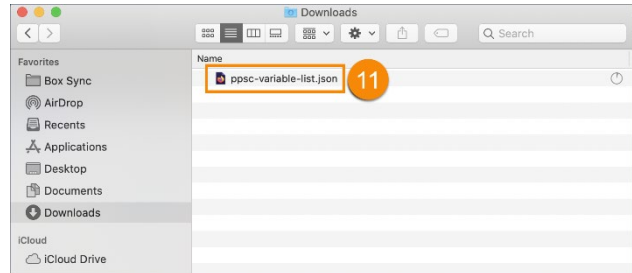


11. The file will be downloaded into your computer's 'Download' folder.

e.g. Windows download

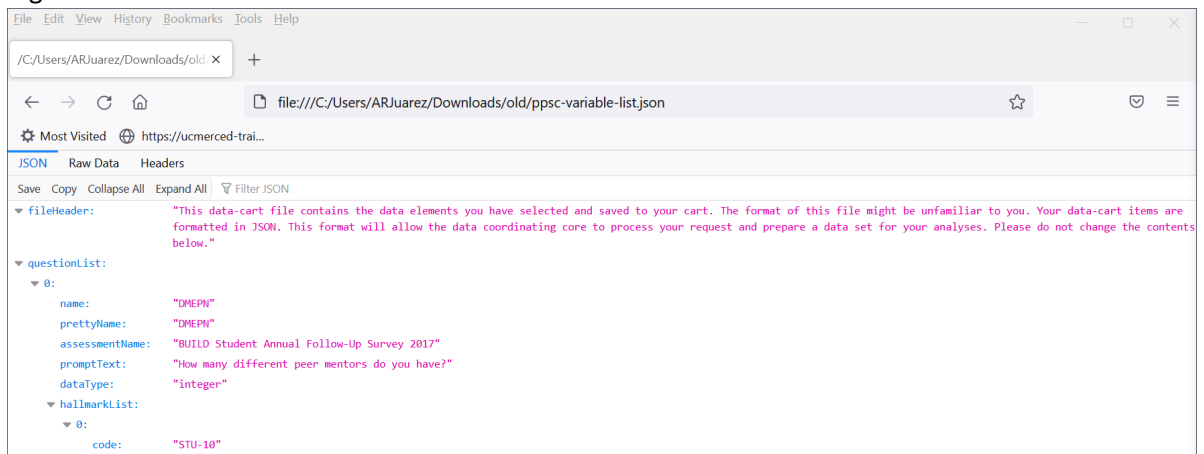


e.g. Mac download



Viewing a JSON file: To view a JSON file, you can drag and drop the JSON file onto your browser screen (preferably Firefox) or open the file on your computer's notepad.

e.g. Firefox browser





12. When preparing your publication proposal submission, you will need to attach your data cart file. Click the 'Choose File' button to attach your downloaded JSON file.

The screenshot shows the DPC | PPsC submission form. The header includes the logo and navigation links: Home, Policies & Guidelines, Publication Resources, Proposal Submission, Tutorials, Contact, and Logout. The form fields are as follows:

- First Name:** [Text input]
- Last Name:** [Text input]
- Email:** [Text input]
- Proposal Title:** [Text input]
- Select the most appropriate description of the data being requested:**
 - Consortium-wide data
 - Sub-consortium data
 - Consortium-wide data for analysis ONLY
- Attach your proposal:**
 - Choose File | No file chosen
- Attach the variable list relevant to your analysis (the Data Cart):**
 - Browse Data Cart** (circled in blue with callout 13)
 - Choose File | No file chosen (circled in orange with callout 12)
- Keywords:** [Text input]
- Custom Keywords:** [Text input]

At the bottom of the form are three buttons: **Save for Later** (grey), **Cancel** (red), and **Submit** (green).

13. If you began your submission before creating a Data Cart, you can link to the system with the "Browse Data Cart" from this page too.