

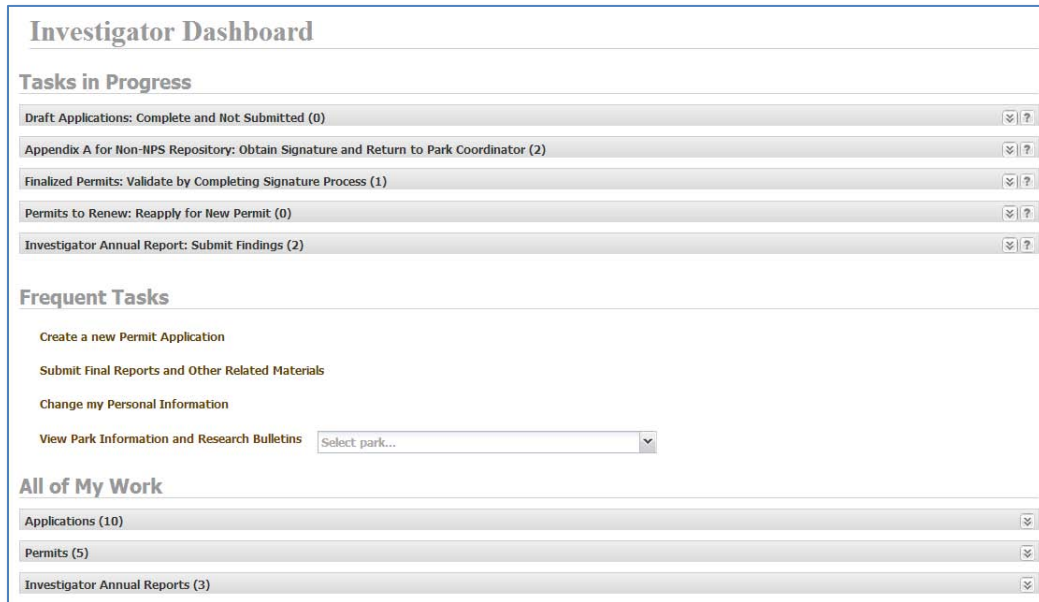
Title: How to Keep Track of My Tasks

Summary: Summarizes the investigator dashboard, which is intended to guide you to complete your tasks.

Prerequisite: You must be signed in as an Investigator

Step 1. View The Investigator Dashboard

If you are already registered as an Investigator, you will automatically be taken to the Investigator Dashboard.



The Dashboard is divided into three sections.

- Tasks in Progress are those tasks requiring immediate attention. In general, you should only have pending tasks if you are in the middle of a process (e.g., completing a permit application).
 - o Draft Applications... – Those applications which you are working on and need to be completed before submitting them to the park
 - o Appendix A... – In cases where your application is indicating that you will be maintaining specimens outside the National Park Service, you will need to obtain a signature from the repository
 - o Finalized Permits... - Before research can begin, you must physically sign the permit.
 - o Permits to Renew... - Notices will appear here if you are intending to conduct multi-year research and do not have one permit for the entire period.
 - o Investigator Annual Report... - You will see a reminder once your permit is active.
- Frequent Tasks are things you may need to do at any time. Most often, these tasks initiate a larger workflow, like submitting an application for a research permit.
 - o Create a New Permit Application – Click here to initiate creating a new research permit application
 - o Submit Final Reports... - At any time you can submit final reports that resulted from your research.
 - o Change My Personal Information – Please keep your contact information up-to-date
 - o View Park Information – Select a park to see up-to-date information
- All of My Work – This section provides links to all items/tasks you have, including those in progress.
 - o Applications – All applications associated with your account
 - o Permits – All permits associated with your account
 - o Investigator Annual Reports – All IARs associated with your account

The panels in the Tasks in Progress and All of My work can be expanded (just click on them) to show more detail.

Recommended Modules to Read Next

Manage My Investigator Account

Apply for a Research Permit