Verifying your eligibility:

In the first two cubing phases, several units reached their maximum number of funded tokens: Music, Theatre, and Dance; Art & Design; Libraries; Education; and Medicine. If you come from one of these units, your token is no longer active. You will not be able to commit your token during this pilot cycle of MCubed, which closes on June 30, 2014. You can still participate in a project by contributing your scholarly knowledge, but you cannot be one of the three token-holders that contributes financially to the cube and that forms the cube on the MCubed website.

You will know that your token is active if your business card on the “Find Collaborators” page indicates a maize-and-blue M. In cases where a unit has already reached its maximum number of funded tokens, you will see “Unit Tokens Used” on the business card, as well as a grayed-out M.

You can also refer to the Status of All Tokens Table, which is a link on the bottom of every page of the website. If the “Tokens Left” column indicates a zero, then your unit has already used up its tokens in this pilot cycle of MCubed.

Requesting a cube:

1. **Fill your project** – Follow the instructions under “Step-by-Step Website Instructions for Interaction Phase” to fill your project. You will need to create a project, commit your token, and then invite two collaborators to join your project. Or you can search the available open projects (not filled, less than three tokens) and ask the owner to invite you.

2. **Enter your public information** – Once you have a filled project, click on the “request cube” button in the box on the project’s page. The window that pops up will now allow you to enter a public title and public description of your project. This title and description will go on a public website along with the image and the three investigators’ names. You should choose language that will make the work accessible to the general public yet protect your intellectual property. If you have concerns about disclosing intellectual property (IP), please contact OTT. When finished, click the checkbox.

3. **Enter uniqname for account manager** – You will see the question, “Who handles your research accounts?” Please enter the uniqname for the person who will be handling your MCubed account. Most likely this is the same administrative support person who ordinarily handles your research accounts. If you are unsure, check with your department’s business manager.

4. **Fill out the regulatory approvals log** – The final step is to make sure you have completed your regulatory approvals log. There is text under the public information
entry boxes that, if you click on it, will bring up the worksheet. Make sure you answer all the questions to the best of your ability. Note that regulatory agreements do not have to be in place when you cube — you will be able to revisit this page to update it as your work progresses. When you have checked “yes” or “no” to all these items, hit “save” and you will be brought back to your previous window.

5. **Request your cube** – Once you have completed the steps listed above, the “request cube” button should become active. Clicking on it will bring up a pop-up window stating the operation cannot be undone. Click “ok” and your cube will be requested.

As long as your cube involves three faculty from units with sufficient numbers of remaining tokens, the MCubed website will fulfill the request for a cube. If you view your project on the “Find a Project” page, the three maize-and-blue tokens should have turned into a maize-and-blue cube. All three collaborators on the cube will receive a congratulations email message from the MCubed system, as well as an email message to enable verification of the financial information.

**Reconstituting your team:**

The MCubed website will not allow you to invite a collaborator whose unit has run out of tokens. Given that a unit’s token count may change from minute to minute, the system will signal in red font any immediate changes in a collaborator’s eligibility and also name the unit that has run out of tokens.

In that case, you can remove that collaborator from your group of three by choosing “remove tokens.” You can then recommit your own token and invite two collaborators whose tokens are still eligible. At the bottom of each page of the MCubed website, you can find a link to the Status of All Tokens Table. This table provides real-time information about how many tokens are available in each unit.

If you are the project owner, and your unit suddenly runs out of tokens, you will not be able to request a cube. You will need to dissolve your project. But one of your other collaborators can repost the project and invite two other faculty from units that still have remaining tokens.