Requesting a cube: Step by Step Instructions

November 13, 2012

Request a cube:

1. **Fill your project** – Follow the instructions under “Step-by-Step Website Instructions for Interaction Phase” to fill your project. You need to create a project, commit your token, and then invite three 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 title and 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 descriptive language that will make the work accessible to the general public. 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 popup window stating the operation cannot be undone. Click “ok” and your cube will be requested. If you view your project on the “Find a Project” page, the three maize-and-blue tokens should have turned into a gray cube. If your cube is approved — you should hear by the end of the month — the cube will turn maize and blue. And you will have $60,000 to spend!

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**Semi-random selection:**

The semi-random selection process for picking the cubes from those requesting cubing will be as described below. In this description, a pre-cube is a project that is filled and has requested cube status (has requested funding).
1. **Random order list** – At the close of the cubing request period, the website will generate a list of all pre-cubes in a random order. This list will be used to select the valid cubes.

2. **All units represented by owner** – We will first try to pick a cube with an owner from each unit in the program. Starting with the first pre-cube and proceeding down the list, as a cube is selected, subsequent pre-cubes on the list with project owners from that same unit will be skipped. Also, one token will be subtracted from the available tokens in each of the investigators’ corresponding units. When a unit runs out of tokens, all subsequent pre-cubes with investigators from that unit will be skipped.

3. **If not owners, use collaborators** – If all units are not represented in cubes after the above procedure, cubes with tokens from the non-represented units will be formed based on the two other tokens in the pre-cubes. The same process will be used as described above, skipping units that already have tokens in a cube or have run out of tokens. If all units are still not represented after this process is completed, this procedure and the above procedure (#2 and #3) may be modified to incorporate as many units as possible (e.g., switching the picking order of cubes containing tokens from non-represented units).

4. **Pick the rest randomly** – After the unit distribution phase has been completed, the rest of the cubes will be formed. Again, the same procedure will be used as described above, skipping already picked cubes, and skipping pre-cubes containing tokens from units whose tokens are depleted. Pre-cubes with insufficient tokens (i.e., requiring two tokens from a unit that has only one token left) will be skipped. This cubing process will continue until all the pre-cubes have been processed or the total number of valid cubes for that cycle has been formed (e.g., 50 for the first cubing event), whichever comes first. Any pre-cubes that did not cube will be returned to the Filled Projects status.