



Hello and Welcome to the NSF's Large Facilities Communities of Interest Platform

Let's get you started.

As part of its continuous improvement planning, the National Science Foundation's (NSF's) Large Facilities Office (LFO) built a Community of Interest (COI) to facilitate knowledge exchange among the NSF-supported Large Complex Scientific Facilities Community.

The platform's configuration of conversation-based tools such as chat forums for Q&As, Events, Articles, Issues, Ideas and Discussions are used to create categories of service. Each utility, such as a discussion forum, is called a "category." Groups of categories are called "sections."

Sections are broken into the following Communities of Interest:

- Business, Award, Budget & Finance Management
- Communications, Education & Public Outreach, and User Support
- Cybersecurity and Cyberinfrastructure
- Environmental, Health & Safety, and Quality
- Operations & Facilities Management
- Principal Investigators, Directors & Scientific Leadership
- Project & Risk Management

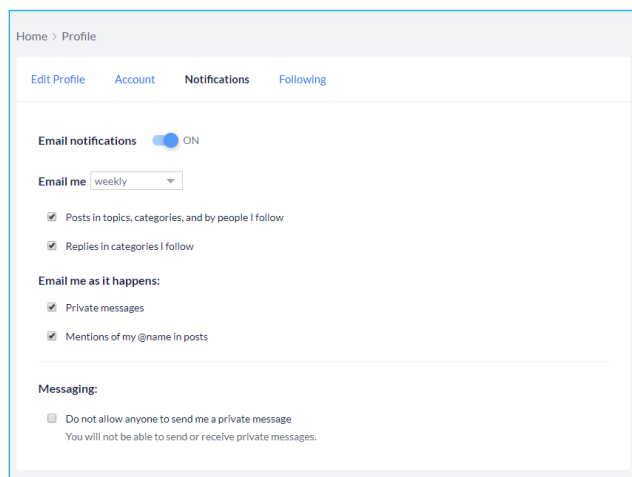
This document will show you how to:

- Set up Notifications
- Follow Categories
- Add yourself to a Contact List
- View Other Members Contact information
- Post an Article or Start a Discussion

Set up Notifications

After you have received access to Forumbee, you will be prompted to fill in your profile information.

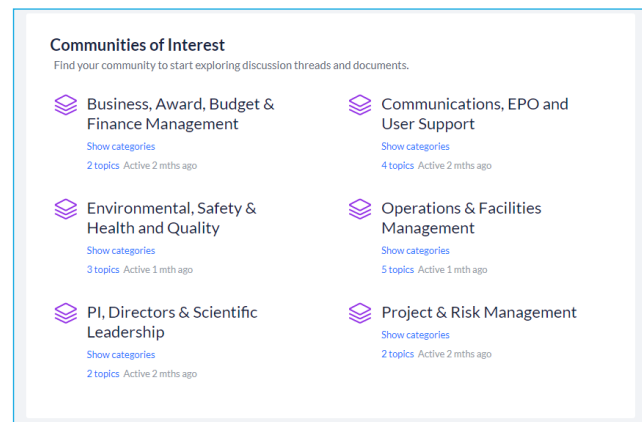
- Go to the homepage <https://largefacilities.forumbee.com/>
- In the top right-hand corner, click on your name and a drop down will appear.
- Select Notification settings.
- The following settings are our recommendations. Please adjust with your personal preferences.
 - Email notifications - On
 - Email me - Daily or as it happens
 - Check box for Posts in topics, categories, and by people I follow
 - Check box for Replies in categories I follow
 - Check box for Private messages
 - Check box for Mentions of my @name in posts



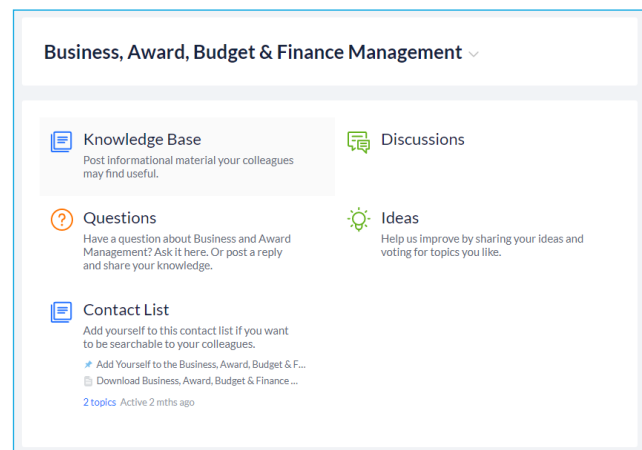
How to Follow Categories

Follow as many categories as you would like to receive email updates when new activity happens!

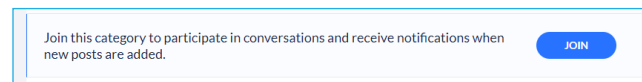
- Go to the homepage. <https://largefacilities.forumbee.com/>
- From the homepage, select a Community of Interest.



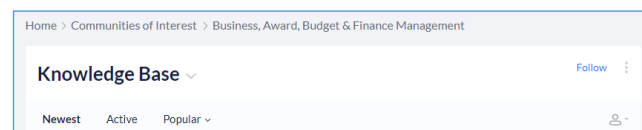
- Select Knowledge Base



- Toward the top of the page there will be a blue join button.



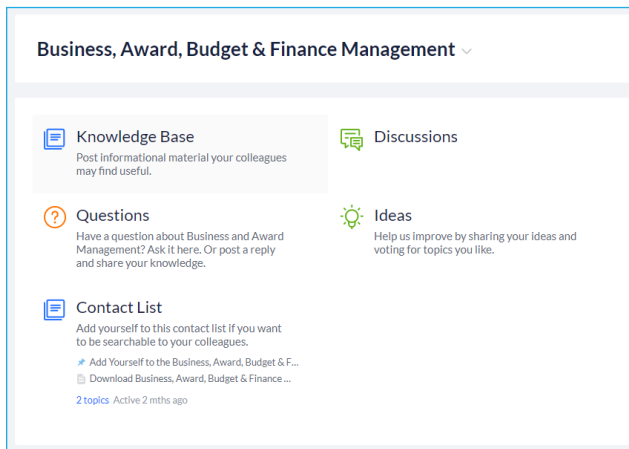
- Repeat steps 2 to 4 for Discussions, Questions, Ideas, and any other category you wish to follow.



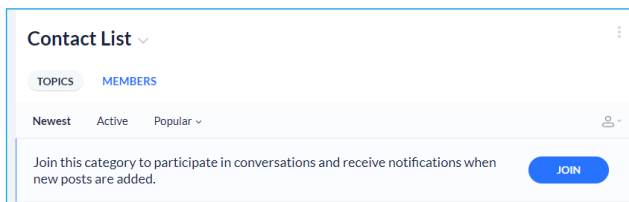
Add Yourself to a Contact List

We recommend adding yourself to your Community of Interest's Contact List category.

- Go to the homepage. <https://largefacilities.forumbee.com/>
- Select and click a Community of Interest.
- Find the Contact List Category.



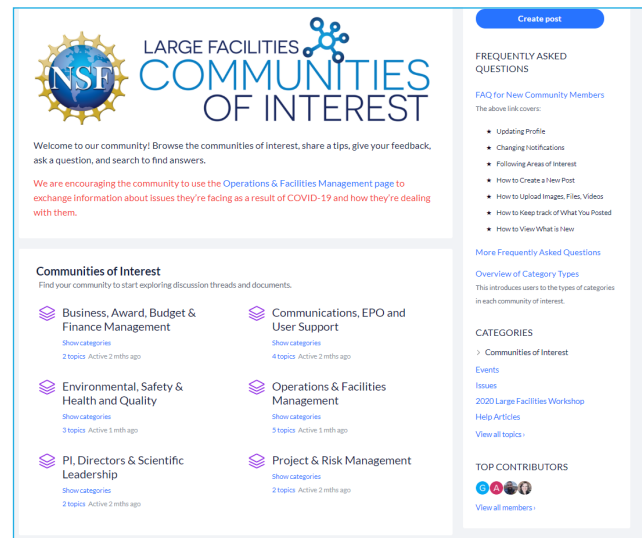
- This page will have a join button. Click the join button.



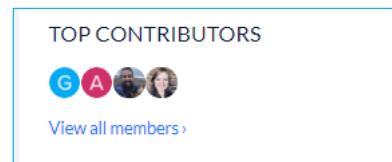
- You are now on the Contact List for this Community of Interest.
- You may now include more detailed contact information. Users can find your email on your profile.

View Other Members Contact information

- Go to the homepage. <https://largefacilities.forumbee.com/>
- On the right-hand side column, at the bottom, there will be a Top Contributors section. Here you can find a hyper-link to view members.



- Click View All Members.









- The next page will show you all the members in Forumbee. You can search members, view email address, job title, and the institutions / organizations of other members.
- To find more information on particular member you can click on that member's icon and it will bring you to their profile page.
- On a member's profile page, you can view their email address, job title, their Institution/Organization, Community of Interest and the NSF Large Facility they are associated with (if applicable).
- On a member's profile page, you can also view all posts made by that member, and choose to follow that member.
- Following a member will result in email notifications of this user's posts.

Post an Article or Start a Discussion

- Go to the homepage. <https://largefacilities.forumbee.com/>
- Navigate to your Community of Interest.






Communities of Interest

Find your community to start exploring discussion threads and documents.

 Business, Award, Budget & Finance Management Show categories 2 topics Active 2 mths ago	 Communications, EPO and User Support Show categories 4 topics Active 2 mths ago
 Environmental, Safety & Health and Quality Show categories 3 topics Active 1 mth ago	 Operations & Facilities Management Show categories 5 topics Active 1 mth ago
 PI, Directors & Scientific Leadership Show categories 2 topics Active 2 mths ago	 Project & Risk Management Show categories 2 topics Active 2 mths ago


- Navigate to the category you want to add to. (Knowledge Base, Discussion, Idea, etc.)

Business, Award, Budget & Finance Management

 Knowledge Base Post informational material your colleagues may find useful.	 Discussions
 Questions Have a question about Business and Award Management? Ask it here. Or post a reply and share your knowledge.	 Ideas Help us improve by sharing your Ideas and voting for topics you like.
 Contact List Add yourself to this contact list if you want to be searchable to your colleagues. Add Yourself to the Business, Award, Budget & F... Download Business, Award, Budget & Finance ... 2 topics Active 2 mths ago	

- In the upper right-hand corner, click “Add Resource”. Please note this button may have a different label such as “start a new topic” depending on the category

Home > Communities of Interest > Business, Award, Budget & Finance Management

Discussions ▾	Follow	Start a new topic
Active Newest Popular ▾		FREQUENTLY ASKED QUESTIONS

For additional information, check out our [FAQ page](#). You may also send an email to LFWorkshop@nsf.gov.