USWBSI-NFO

EPS System
for Reviewers
of Pre-Proposals

September, 2013
Version 7.0

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Review of FY14 Pre-Proposals

Introduction

The EPS System has a 'Reviewer' section that provides access to all of the FY14 Pre-Proposals and supporting documents. This publication is intended as a general reference guide.

Using the EPS System

Logging into the EPS System

To access the Reviewers section of the USWBSI's Electronic Pre-Proposal Submission (EPS) System, you must first login at the USWBSI's Home Page (http://scabusa.org/home). Next, enter your Username and Password into the login fields and click on 'User Login' button or hit the 'Enter' key (see figure 1a).

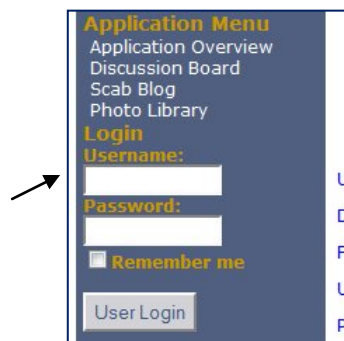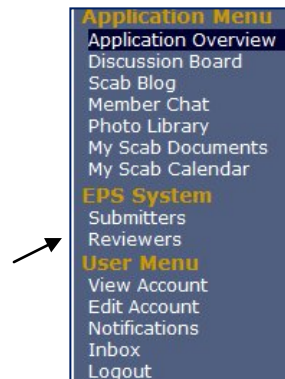**Figure 1a.** USWBSI's Electronic Pre-Proposal Submission (EPS) System Login Screen

Figure 1b. Links for EPS System

Then click on 'Reviewers' (see arrow in Figure 1a) under the EPS System application.

Overview of Navigating the EPS System

You have now entered the main page from where you can easily access FY14 pre-proposal(s) and supporting doucments (Current and Pending Support, CV and Publication Lists, FY12 Final Performance Reports and FY13 Final USWBSI Funded Grants). The Pre-proposals will be displayed under the 'FY14 Review Sections' (see Figure 2).
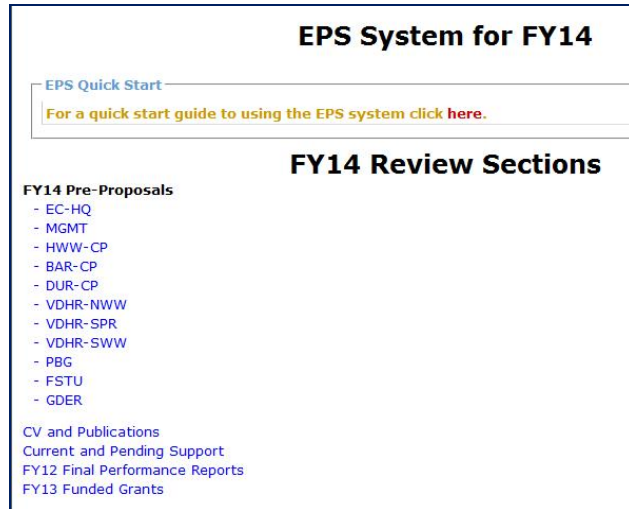
Figure 2. Reviewer's Home Page showing link to MGMT pre-proposals and supporting documents.

Viewing Pre-Proposals

On the 'EPS Reivewer Page', click on the research area (see arrow in Figure 2) to see the list of pre-proposals submitted to this area (Figure 3).
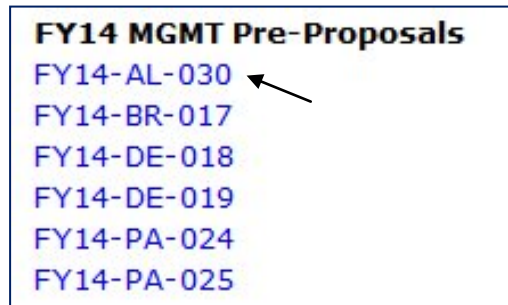

Figure 3. Arrow indicating what to click on in order to open/view PDF file of pre-proposal.

Next, click on the 'Pre-Proposal ID' (see arrow in Figure 3) and then the 'Pre-Proposal' to view the document.

Figure 4. Arrow indicating what to click on in order to view a specific pre-proposal.

Depending on your browser's settings, the file (shown in Figure 5) will open in a new browser window or tab, or will open in the same browser window. If it opens in the same browser window, click the 'Back Arrow' in your browser to return to the previous page. Repeat these steps to view each pre-proposal.
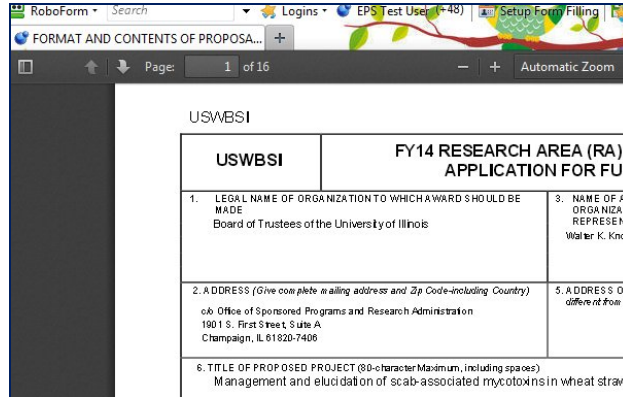
Figure 5. Open PDF file containing Pre-Proposal.

EPS Quick Links

To return to the main Review page click on 'EPS Status Page' under the Main Menu links (see Figure 6).
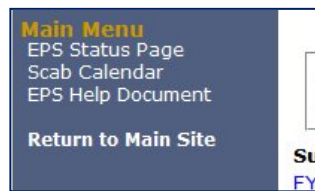

Figure 6. Click on 'EPS Status Page' to return to Review Home Page.

Repeat these steps to veiw each pre-proposal you are assigned to review.

Supporting Documents

The following supporting documents are accesesible from the 'EPS Reviewer Page' (see Figure 7):

- Current and Pending Support Forms
- CV and Publication Lists
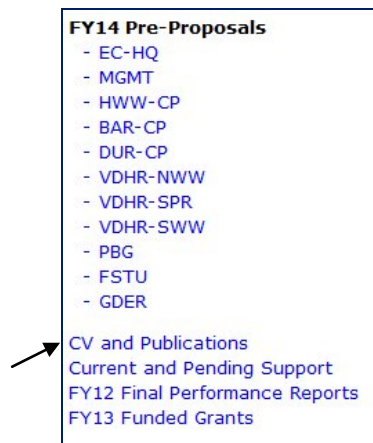- FY12 Final Performance Reports
- FY13 Funded Grants

Figure 7. Links to supporting documents.

Both indiviudal Current and Pending Support (CPS) forms and CV and Publication (CV-Pubs) lists are organized by 'First Name Last Name'. To access someone's CPS or CV-Pubs, click on the component (see arrow Figure 7), and then locate and click on the indiviudal's name (see Figure 8). The PDF file will open in a new browswer tab or window.
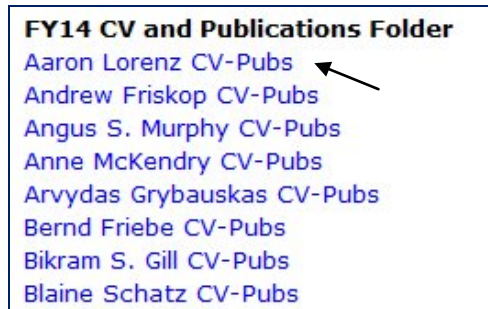

Figure 8. List of (and links to) Inidivudal CV and Publications.

The FY13 Funded Grants are ordered by the PIs' Last Name as indicated in Figure 9.

Figure 9. List of (and links to) Inidivudal FY13 Funded Grant Applications.

When done viewing file, close tab or browser window. Repeat these steps to access each FY13 Funded Grant.

The link to the FY12 Final Performance Reports will open a new tab taking you to the report records within our Projects-Grants database. You can use the 'Submitted by Search' or the 'Submitted by Rolodex' to quickly find the report (unsing PI's last name) for which are interested in viewing. To open the report, click on the 'View' button (see arrow in Figure 10) next to the 'Title' (PI's last name is at the beginning of the title).
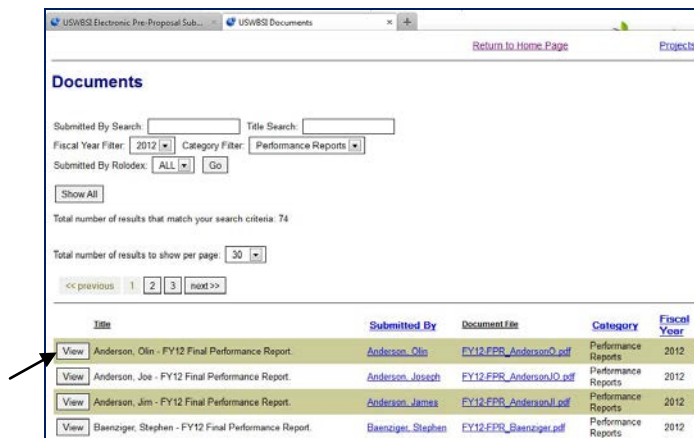

Figure 10. Click on 'View' button to open the report.

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Exiting EPS System

When you are ready to leave the EPS System, click on 'Return to Main Site' on the left side links, and then click on 'Logout' above the 'Search' box on the left side links on the USWBSI's Home Page (see Figure 11).
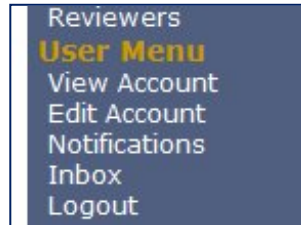

Figure 11. User's Logout

Questions?

Contact the Networking and Facilitation Office at 517-290-5023 or by e-mail at scabusa@scabusa.org if you have any questions or experience problems using the EPS Sytstem.