



USER GUIDE & HELP DOCUMENT

USWBSI-NFO

**Electronic
Pre-Proposal
Submission
System**

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Version 7.0*

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Pre-Proposal Preparation

Introduction

Once you have completed both steps of the pre-proposal registration process, you can begin using the Electronic Pre-Proposal Submission (EPS) System to submit your FY16-17 Pre-Proposal. This also includes the uploading of supporting documents for by PIs and Co-PIs (all RFP categories). for Proposed Research Projects being submitted to Commodity-based, VDHR-Uniform Nursery and FHB Management (MGMT) Integrated Management (IM) Coordinated Projects (CPs). This publication is intended as a general instructional and reference guide. You should also consult the FY16-17 Request for Pre-Proposal (RFP) Application for guidelines pertaining to the preparation of all components of the pre-proposal. The RFP can be accessed at the following URL:

http://www.scabusa.org/research_rfp16#fy16_rfp

Preparation of Pre-Proposal Documents

This section describes the process you go through for preparing your pre-proposal and/or supporting documents for submission via the EPS System.

Supporting Documents for PIs submitting an Individual RA Pre-Proposals and/or submitting a Proposed Research Project to a Commodity-based, VDHR-Uniform Nursery or MGMT IM Coordinated Project

NOTE: All supporting document files must first be converted to PDF prior to uploading to the EPS System.

Curriculum Vitae and Publication List (CV/Pubs): All PIs and Co-PIs must complete a CV/Pubs document. See the FY16-17 RFP for formatting instructions. CV/Pubs for secondary project personnel should be included in the PI's file. Regardless of the number of pre-proposals or proposed research projects you are submitting and/or associated with, you will upload only one CV/Pubs document.

Current and Pending Support (CPS) Form: All PIs and Co-PIs must complete a Current and Pending Support form. This form can be downloaded at http://www.scabusa.org/pdfs/rfp/fy16-rfp_cps-form.docx. Refer to the FY16-17 RFP for instructions on completing the CPS form. Regardless of the number of pre-proposals or proposed research projects you are submitting and/or associated with, you will upload only one Current and Pending Support form.

Individual Research Areas Pre-Proposals – Category 3

Once you have completed your pre-proposal following the instructions in the FY16-17 Request for Pre-Proposals – Section 3 (http://www.scabusa.org/pdfs/rfp/fy16-rfp_section3.pdf), you are ready to upload file(s) to the EPS System. The final pre-proposal must be completed as a single file and will include the following items:

- Application for Funding Cover Page
- Project Summary Form
- Project Description
- References to Project Description
- Facilities and Equipment
- Collaborative Arrangements
- Letters of Intent from Collaborators and Co-Investigators
- Budget Justification Form(s)
- Budget Page

If 'Multi-PI Budget' is used instead of 'Individual Budget Page, please delete the 'Budget Page' from the Word document and complete the budget worksheet following the instructions included in the Excel file (see "Instruction" worksheet).

The documents containing the individual RA pre-proposal forms may be accessed at the following URLs:

Section 3 Forms: http://www.scabusa.org/pdfs/rfp/fy16-rfp_section3_pp-forms.docx

Multi-PI Budget Excel File: http://www.scabusa.org/pdfs/rfp/fy16-17_rfp-budget_multi-PI.xlsx

NOTE: The Pre-Proposal (DOCX) files must first be converted to a PDF prior to uploading to the EPS System. If also submitting a 'Multi-PI Budget Worksheet (XLSX)', the file may be uploaded in its original format (i.e. XLSX) or converted to PDF.

Using the EPS System

Logging into the EPS System

To log in to the USWBSI's Electronic Pre-Proposal Submission (EPS) System, go to the USWBSI's Home page (<http://scabusa.org>). Enter your 'Username' and 'Password' into the 'User login' fields and click on the 'Log in' button (see Figure 1.).

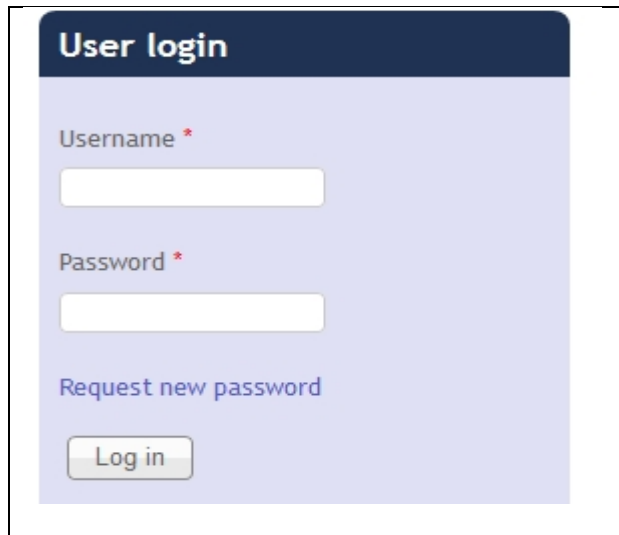


Figure 1. User Login - step 1 for accessing EPS System

After you have logged in, the EPS System menu block will load in the left side links (shown in Figure 2). Click on the 'EPS Submission – PIs/Co-PIs' link to enter the EPS System.

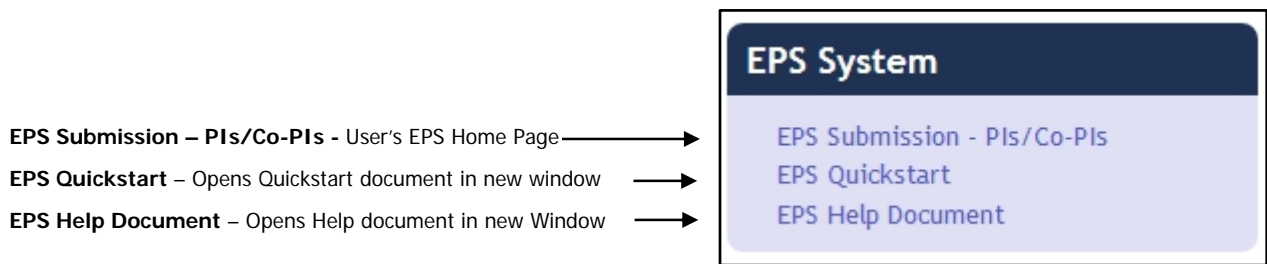


Figure 2. Left menu links to EPS System

Overview of Navigating EPS System

You have now entered the main page of the EPS System (i.e. EPS Status Page) from where you will upload your pre-proposal(s) and/or supporting documents.

EPS Status Page – Countdown Timer

At the top of the EPS Status page is a timer (see Figure 3) showing the days, hours, minutes, and seconds left until the EPS System closes. Users (PIs/Co-PIs) will be able to upload/replace files in the EPS System through September 11, 11:59 PM PDT.

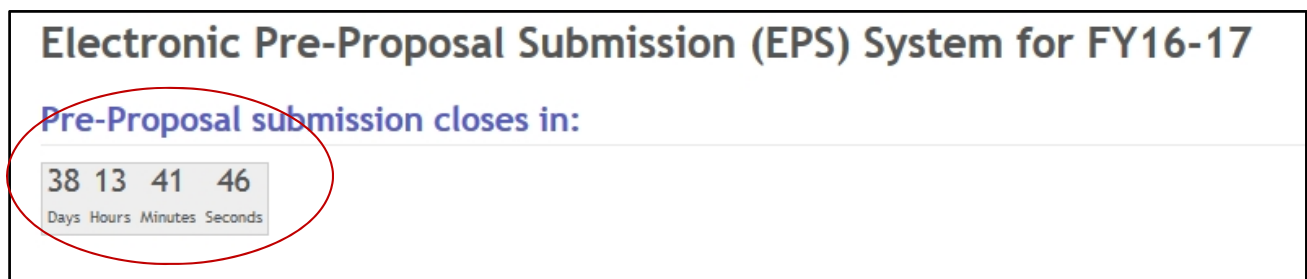


Figure 3. EPS System Pre-Proposal Countdown Timer.

Link to QuickStart Document

Below the timer is a link to the EPS QuickStart document (for easy step-by-step instructions). Click on 'click here' (see arrow in Figure 4) to open the QuickStart document in a new browser window. You can also click on the link in the EPS System menu block (see figure 2).

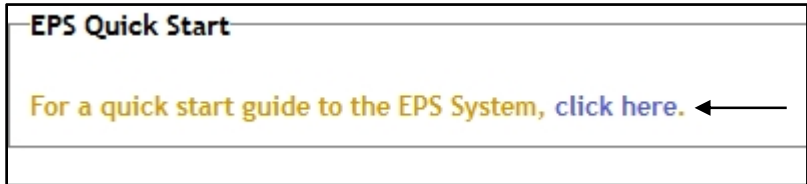


Figure 4. Link to EPS Quick Start document from EPS Status Page

Pre-Proposal Section of the EPS Status Page

All Pre-proposals associated with the user, which are assigned a unique 'ID' by the Networking & Facilitation Office (e.g. FY16-VA-001), will be displayed in the 'Your Pre-Proposals' section of the EPS Status page (see arrow Figures 5). The Pre-Proposal ID and other information pertaining to the pre-registered pre-proposal(s) was included in the PI's notification letter.



Figure 5. User's Home Page (i.e. EPS Status Menu showing Individual RA pre-proposal Documents).

For PIs submitting a Proposed Research Project (PRP) to a Commodity-based, VDHR-Uniform Nursery or MGMT Integrated Management (IM) Coordinated Project, as well as all Co-PIs (all Categories), their EPS Status Page will only contain links for uploading their 'Supporting Documents' (see Figure 6) and status of whether they have uploaded their files as shown in Figure 7.

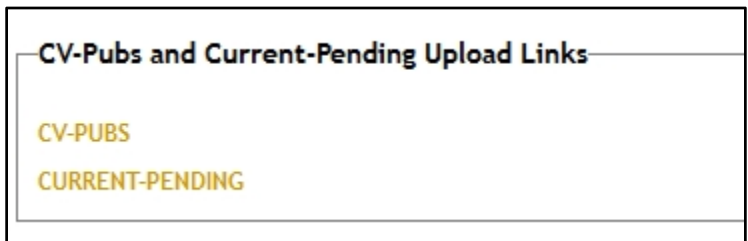


Figure 6. Screen showing upload links for Supporting Documents.

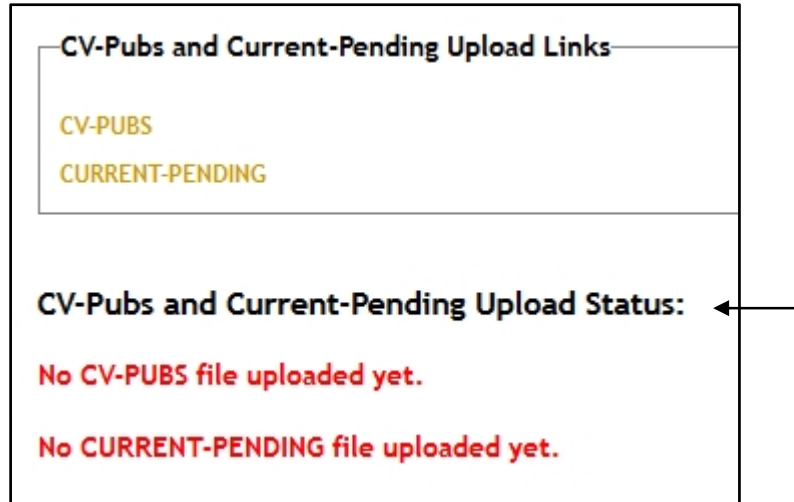


Figure 7. Supporting Document upload Status.

Uploading Documents

New File:

Step 1: To upload a file to your Individual RA Pre-Proposal or supporting documents, click on the Pre-Proposal ID or document type (e.g. CV-PUBS) of the item for which you wish to upload a file (see arrows in Figure 8.). For uploading Current-Pending and CV-Pubs, skip to Step 3.

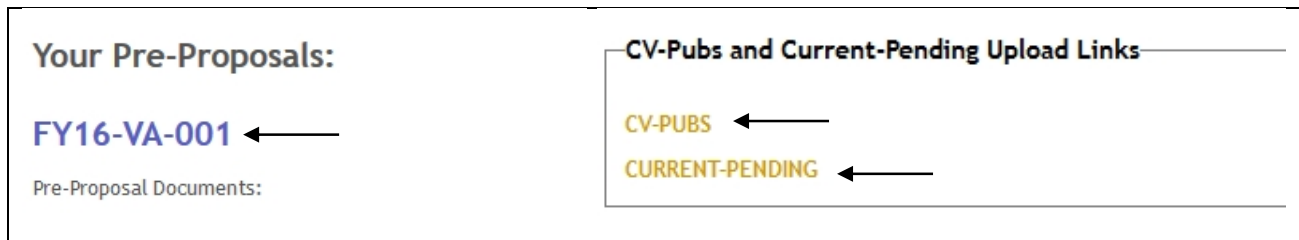


Figure 8. Step 1 in uploading a file.

Step 2: Click on 'edit' button as shown in Figure 9 below. This step is only for uploading pre-proposal associated files.

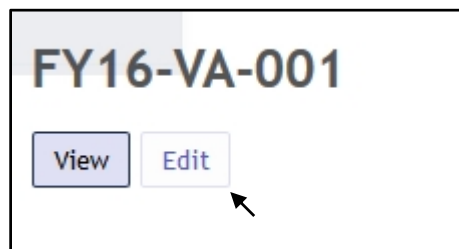


Figure 9. Step 2 in uploading file.

An 'Upload' screen will open where you will select a file (PDF, XLS, and XLSX for pre-proposal files; PDF only for supporting documents) from your computer to upload (see Figure 10).

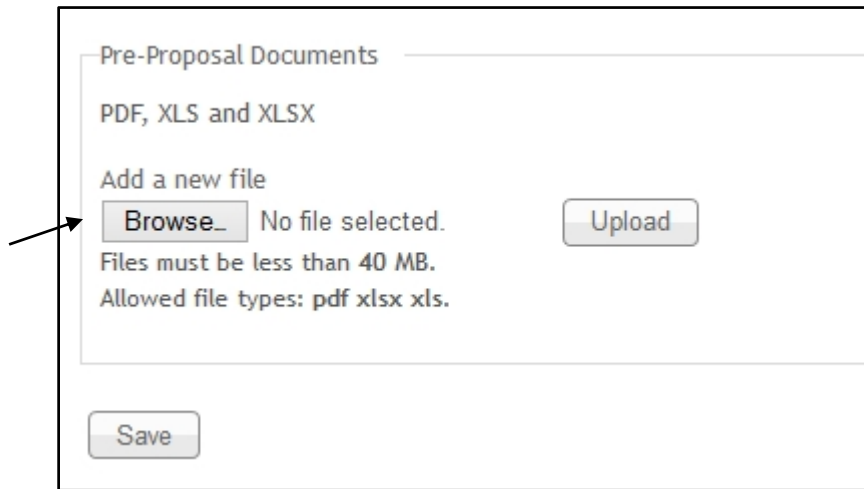


Figure 10. 'Upload' screen.

Step 3: Click on the 'Browse' button to select the file to upload (see arrow in Figure 10). A window will open (Figure 11) where you can chose a file from a location on your computer to upload to the EPS System.

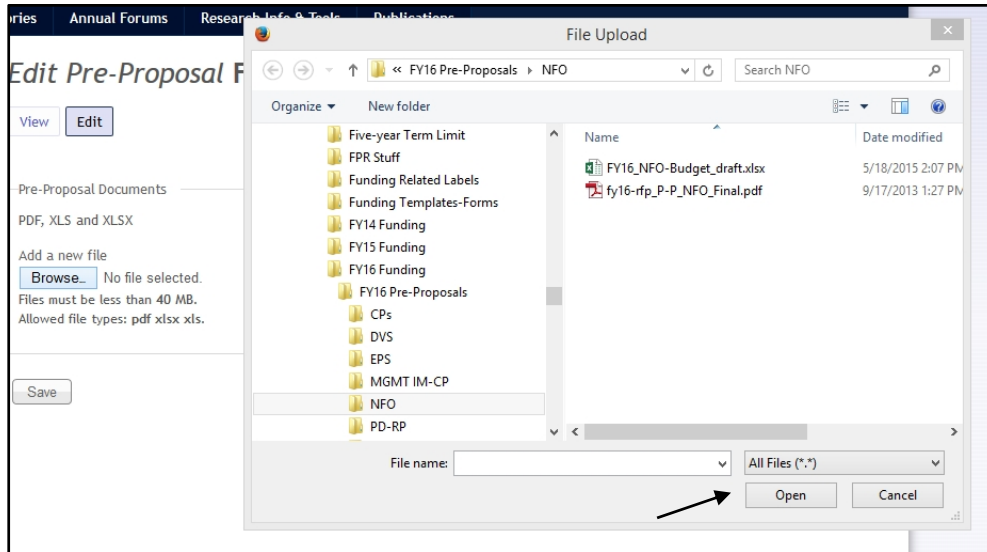


Figure 11. 'File Upload' Window.

Select your file and click the 'Open' button (see arrow in Figure 11). The 'File Upload' window will close and the file you have selected will display next to the 'Browse' button as shown in Figure 12.

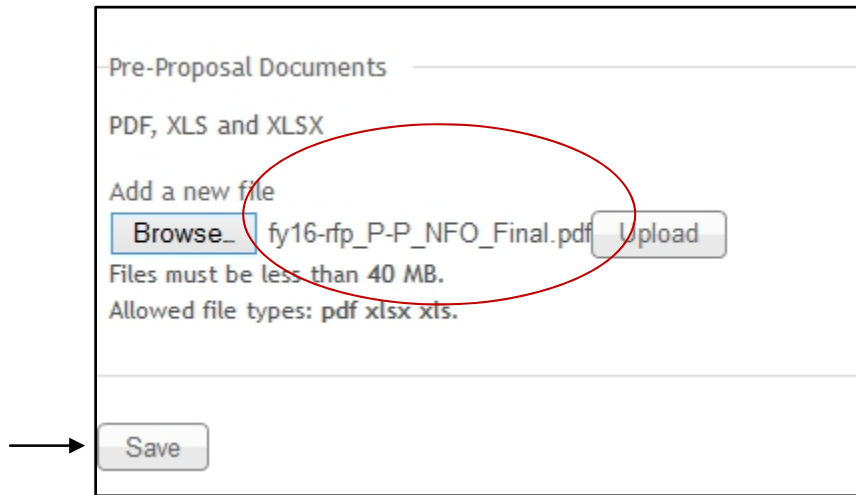


Figure 12. Import Document screen after file from computer has been selected for upload.

Step 4: Click on the 'Save' button (see arrow in Figure 12); you do NOT need to first click the 'Upload' button before clicking the 'Save' button. After you click 'Save', your file will be uploaded and you will be returned to the EPS Status - Home Page. You can see in Figure 13 below that the pre-proposal document is now displayed under the user's Pre-Proposal ID link. To view the uploaded file, click on the file name (shown by arrow).

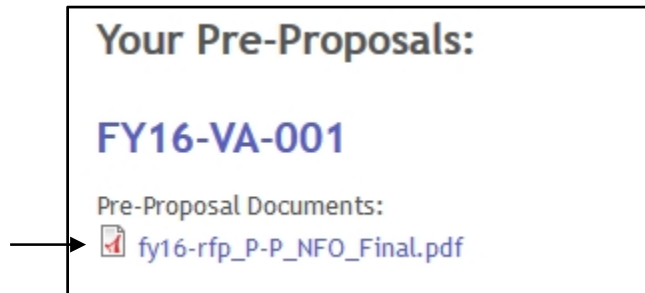


Figure 13. EPS Status Menu showing uploaded Pre-proposal component.

Repeat these steps to upload all files to the EPS System.

Replacing an Uploaded File:

If you need to change a file you have previously uploaded to the EPS System, you follow the same instructions for uploading a 'New File' following the steps shown in Figures 8 and 9. However, before uploading the new file, first remove the existing file by clicking on the 'Remove' button (see arrow in Figure 14). Then proceed to select a new file following steps shown in Figures 10-12.



Figure 14. Remove previously uploaded file prior to uploading new (i.e. replacement) file.

Final Submission of Pre-Proposal

Once you have completed uploading all of the required documents you are done (see Figure 15 indicating files have been uploaded).

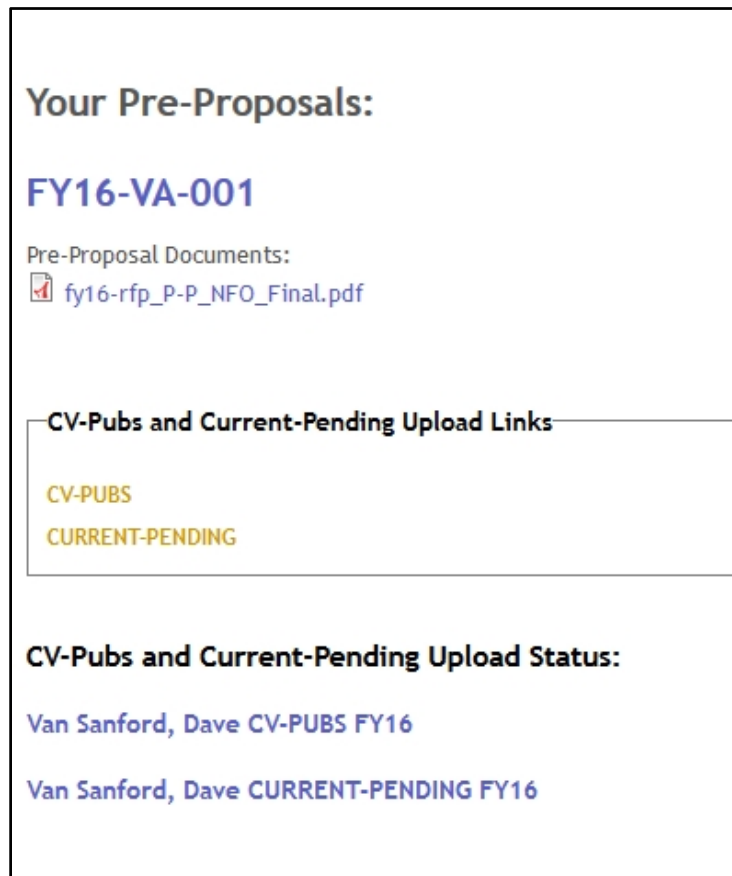


Figure 15. EPS Status Menu showing all pre-proposal components have been upload.

Once the EPS closes (8/12, 12:00 AM PDT), you will receive an email indicating that the EPS is closed and you can no longer access your pre-proposal documents.

Conclusion

Within 72 normal business hours (M-F, 8-5 EDT) after the EPS System closes, PIs will receive an email from the NFO confirming their Pre-proposal has been received.

Need Help? Contact Us

Contact the Networking and Facilitation Office (NFO) at 517-353-0201 or by e-mail at scabusa@scabusa.org if you have any questions or experience problems using the EPS System.