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**USER GUIDE & HELP DOCUMENT**

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*USWBSI-NFO*

**EPS System  
for Reviewers  
of Pre-Proposals**

*October, 2007  
Version 2.0*

# Table of Contents

## **Review of FHB Management Pre-Proposals**

Introduction.....1

## **Using the Electronic Pre-Proposal Submission (EPS) System**

Logging into EPS System .....2

Overview of Navigating EPS System.....2

Change User’s Password .....3

Viewing a Pre-Proposal .....4

    Organization of Pre-Proposal Components .....5

    Viewing Components of Pre-Proposals .....5

Questions .....6

# Review of MGMT Pre-Proposals

## Introduction

Once you have received your password along with the URL for accessing the EPS system from the USWBSI-NFO, you can begin using the EPS System to access the electronic versions of the FY08 Pre-Proposals submitted to the FHB Management (MGMT) research area. This publication is intended as a general training and reference guide.

## Using the EPS System

### Logging into the EPS System

To log into the USWBSI's Electronic Pre-Proposal Submission System, go to the URL below:

<http://scabusa.org/eps/index.php>

Enter the 'Username' and the 'Password' you received from USWBSI-NFO in the notification letter. Click on 'User Login' button or hit 'Enter' key (see Figure 1.)

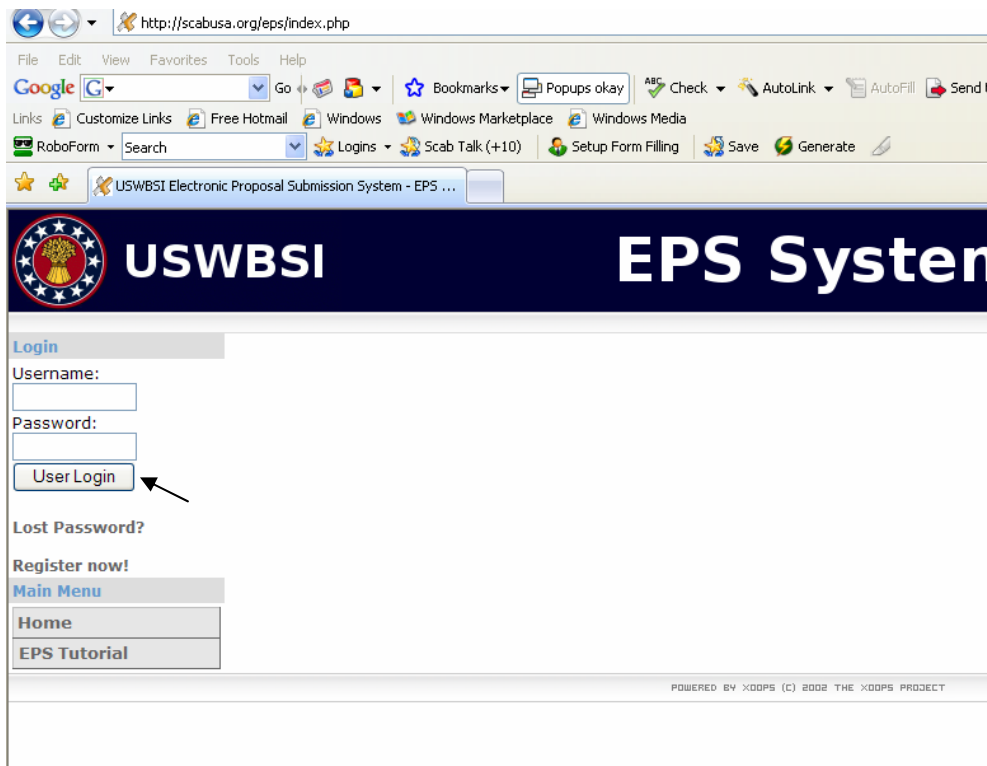


Figure 1. USWBSI's Electronic Pre-Proposal Submission (EPS) System Login Screen

### Overview of Navigating EPS System

You have now entered the main page from where you can easily access all of the FY08 MGMT pre-proposal(s). All Pre-proposals will be displayed in the EPS Status Menu (see

Figure 2). Along with the 'Pre-Proposal ID' (a unique identifier assigned to each pre-proposal by the Networking & Facilitation), other relevant information (Title of Pre-Proposal and Principal Investigator) associated with each pre-proposal is displayed.

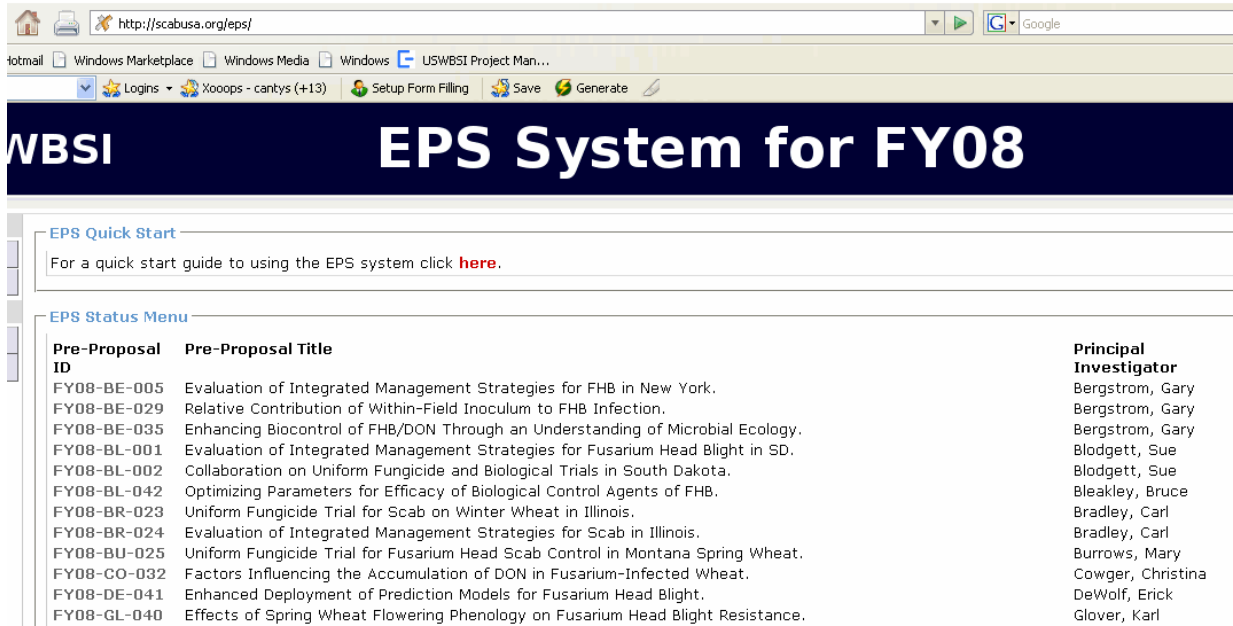


Figure 2. Reviewer's Home Page (i.e. EPS Status Menu showing list of MGMT pre-proposals).

### Changing Password

The first thing you should do when you log into the USWBSI's Electronic Pre-proposal Submission System is change your password. Click on 'View Account' located in the 'User Menu' located on the left side of the screen (Figure 3).



Figure 3. Screen capture of Home page showing 'View Account' under the User Menu

A screen (see Figure 4) will open in the center box. Click on 'Edit Profile' button located at the top of the screen.

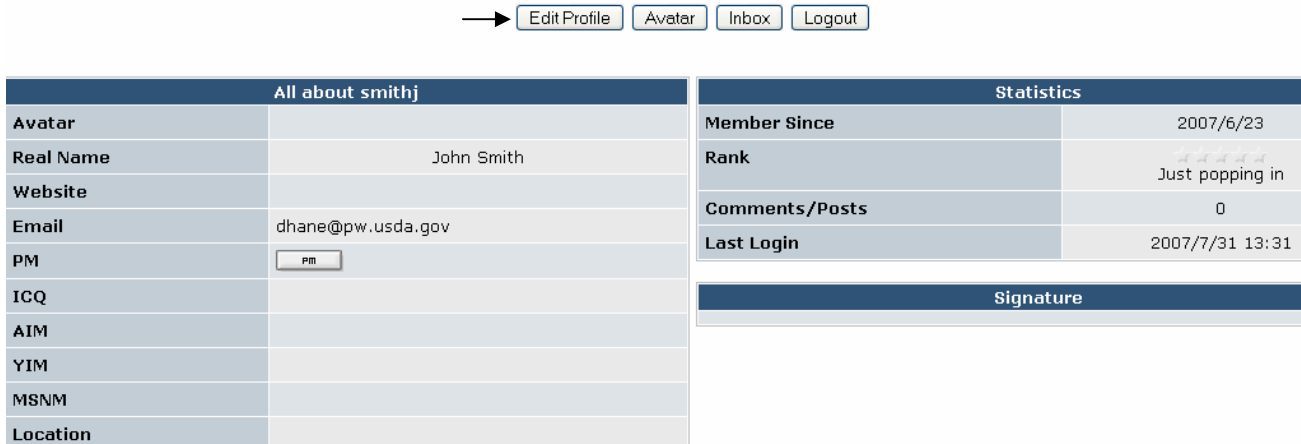


Figure 4. 'User Account' window.

An 'Edit Profile' window will open (see Figure 5).

Profile »» Edit Profile

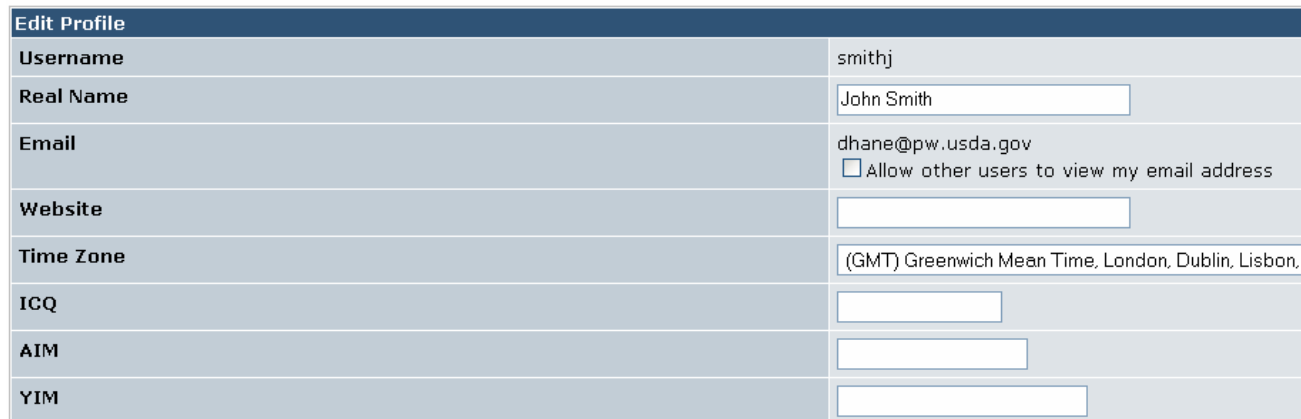


Figure 5. 'Edit Profile window.

Scroll down to the bottom of the screen to the 'Password' section, type in your new password into both boxes (see Figure 6) and then click on the 'Save Changes' button



Figure 6. New Password typed into both boxes.

If password was changed successfully, you will be returned to the 'User Account' screen as shown in Figure 4. If the two passwords you entered do not match, after you click on the 'Save Changes' button, the 'Edit Profile' window reloads, but it now contains an error message (Figure 7).

Both passwords are different. They must be identical.

Profile >>> Edit Profile

Edit Profile	
Username	smithj
Real Name	John Smith
Email	dhane@pw.usda <input type="checkbox"/> Allow other u

Figure 7. Changin Password – error message.

Scroll down to re-enter the correct information, and the click on the 'Save Changes' button again. Upon successfully changing your password, you will be returned to the 'User Account' screen (Figure 4). You should then logout (click on 'Logout' buttom at top of screen) and then log back in with your new password.

### Viewing Pre-Proposals' Components

To view the components of a specific pre-proposal, click on the pre-proposal's 'ID' (see arrow in Figure 8).

– EPS Status Menu –

Pre-Proposal ID	Pre-Proposal Title
FY08-BE-005	Evaluation of Integrated Management Stra
FY08-BE-029	Relative Contribution of Within-Field Inocul
FY08-BE-035	Enhancing Biocontrol of FHB/DON Through
FY08-BL-001	Evaluation of Integrated Management Stra
FY08-BL-002	Collaboration on Uniform Fungicide and Biol
FY08-BL-042	Optimizing Parameters for Efficacy of Biolo

Figure 8. Arrow indicating what to click on in order to view individual components of a pre-proposal.

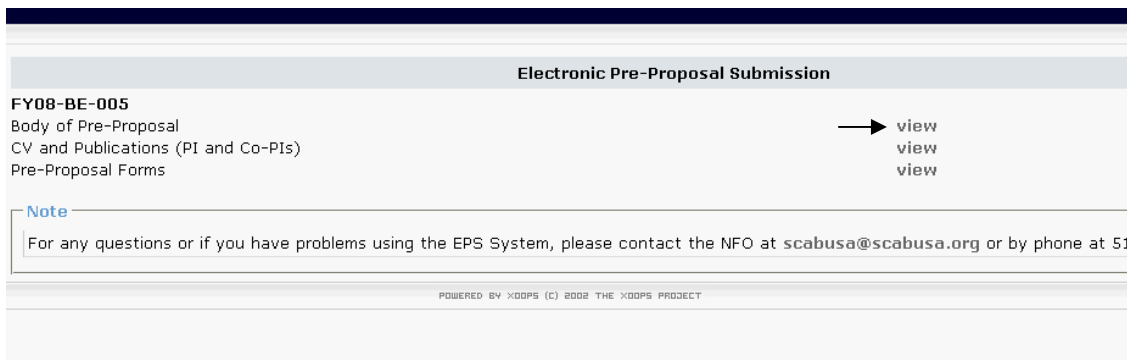
Each pre-proposal will have either 3 or 4 components depending on whether it is a new ('N') or continuing ('C') project ('Type' is indicated on table summarizing submitted pre-proposals distributed with the review notification letter). New projects will not have an 'FY06 Final Performance Report'. See Figure 9 listing components of individual pre-proposal.

Electronic Pre-Proposal Submission	
<b>FY08-BE-005</b>	
Body of Pre-Proposal	view
CV and Publications (PI and Co-PIs)	view
Pre-Proposal Forms	view
<b>Note</b>	
For any questions or if you have problems using the EPS System, please contact the NFO at scabusa@scabusa.org or by phone at 517-338-1111.	
POWERED BY XODPS (C) 2008 THE XODPS PROJECT	

Figure 9. Individual Pre-Proposal Page

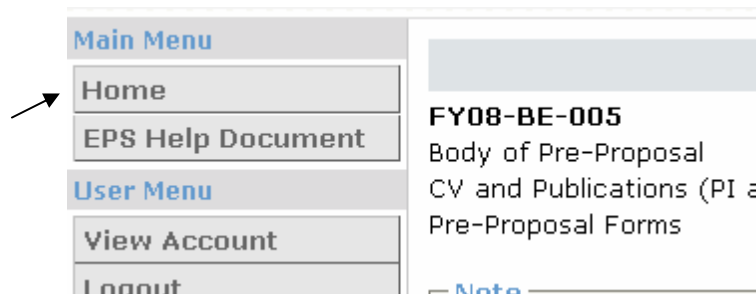
All of the components are in PDF format and are organized as follows:

- **Pre-Proposal Forms** - Application for Funding Cover Page, Project Summary, Current and Pending Support Form (PI and Co-PIs), Budget Justification Form and Single Project Budget Page.
- **Body of Pre-Proposal**– Contains the following:
  - Summary of Progress for Ongoing Related Project(s)
  - Project Description
  - References to Project Description
  - Facilities and Equipment
  - Collaborative Arrangements
  - Letters of Intent from Collaborators and Co-Investigators (letter from Co-PI will substitute signature on 'Application for Funding Cover Page') – *may be in the form of e-mail messages pasted into Word Document.*
- **CV and Publication List** – includes PI, Co-PIs, project personnel, etc.
- **FY06 Final Performance Report** – 'Continuing' projects only.



**Figure 10.** Arrow indicating what to click on in order to view a specific pre-proposal component of a pre-proposal.

To view a specific component, click on 'view' to the right of the component (see arrow in Figure 10) . The component will open in a new browser window. When finished viewing the component, simply close the window. Repeat to view each component. To return to the main menu page (i.e. list of all pre-proposals), click on 'Home' under the Main Menu links (see Figure 11).



**Figure 11.** Click on 'Home' to return to list of pre-proposals.

## **EPS System**

*Pre-Proposal Review*

You have now completed all steps for accessing and viewing the FY08 FHB Management Pre-proposals. Contact the Networking and Facilitation Office at 517-290-5023 or by e-mail at [scabusa@scabusa.org](mailto:scabusa@scabusa.org) if you have any questions or experience problems using the EPS System.