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**USER GUIDE & HELP DOCUMENT**

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# **Electronic Pre-Proposal Submission System**

*August, 2017  
Version 8.0*

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## Pre-Proposal Preparation

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

### *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 FY18-19 Pre-Proposal. This also includes the uploading of supporting documents by PIs with Proposed Research Projects being submitted to Commodity-based, VDHR-Uniform Nursery and FHB Management (MGMT) Integrated Management (IM) Coordinated Projects (CPs), and Co-PIs (all RFP categories). This publication is intended as a general instructional and reference guide. You should also consult the FY18-19 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:

[https://scabusa.org/research\\_fy18-19#fy18-19\\_rfp](https://scabusa.org/research_fy18-19#fy18-19_rfp)

### ***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 and Co-PIs (all RFP categories)***

**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 FY18-19 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 [https://scabusa.org/pdfs/rfp/fy18-19\\_rfp\\_cps-form.docx](https://scabusa.org/pdfs/rfp/fy18-19_rfp_cps-form.docx). Refer to the FY18-19 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 FY18-19 Request for Pre-Proposals – Section 3 ([https://scabusa.org/pdfs/rfp/fy18-19\\_rfp\\_section3.pdf](https://scabusa.org/pdfs/rfp/fy18-19_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 or Multi-PI Budget Worksheet if applicable.

**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: [https://scabusa.org/pdfs/fy18-19\\_rfp\\_section3\\_pp-forms.docx](https://scabusa.org/pdfs/fy18-19_rfp_section3_pp-forms.docx)

Multi-PI Budget Excel File: [https://scabusa.org/pdfs/rfp/fy18-19\\_rfp-budget\\_multi-PI.xlsx](https://scabusa.org/pdfs/rfp/fy18-19_rfp-budget_multi-PI.xlsx)

**NOTE:** All Pre-Proposal files must first be converted to a PDF prior to uploading to the EPS System.

## **Using the EPS System**

### ***Logging into the EPS System***

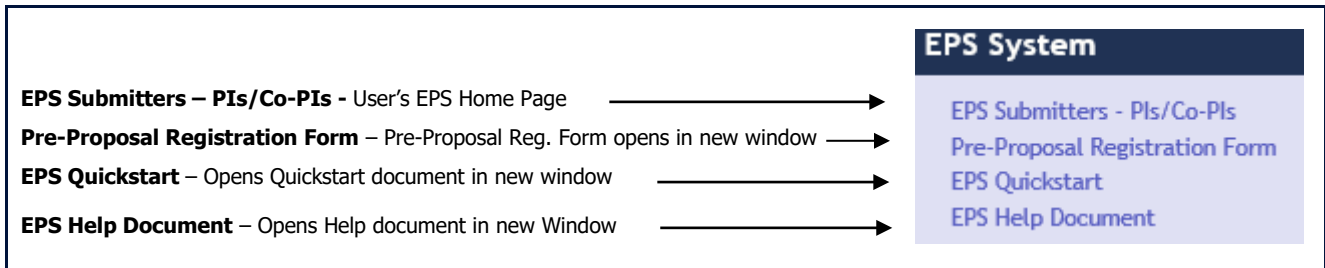
To log in to the USWBSI's Electronic Pre-Proposal Submission (EPS) System, go to the USWBSI's Home page (<https://scabusa.org>). Enter your 'Username' and 'Password' into the 'User login' fields and click on the 'Log in' button (see Figure 1.).



The image shows a 'User login' form. It has a dark blue header with the text 'User login'. Below the header, there are two input fields: 'Username \*' and 'Password \*'. Below the password field is a blue link that says 'Request new password'. At the bottom of the form is a 'Log in' button.

**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 Submitters – PIs/Co-PIs' link to enter the EPS System.



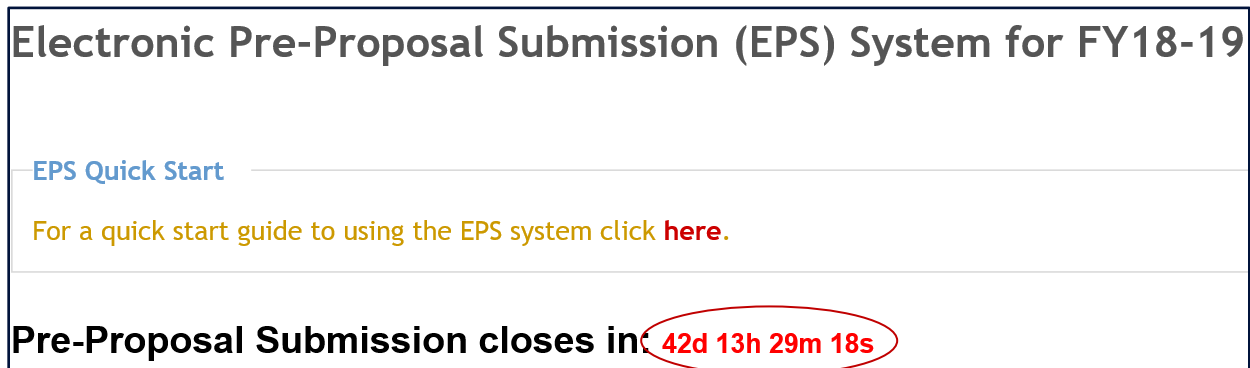
**Figure 2.** Left menu links to EPS System

### *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**

Right above the 'Supporting Documents' section 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 19, 11:59 PM ET. The only exception is if the PI has closed (i.e. submitted) a pre-proposal (refer to the 'FINAL SUBMISSION OF PRE-PROPOSAL' section of this guide, page 9)

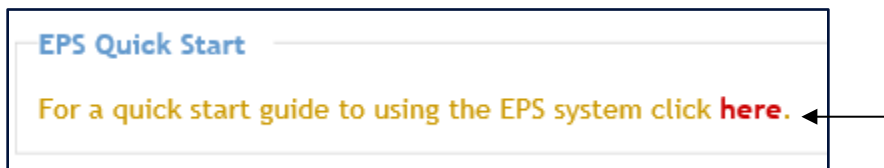


The screenshot shows the top section of the EPS System interface. At the top, it says 'Electronic Pre-Proposal Submission (EPS) System for FY18-19'. Below this is a blue link for 'EPS Quick Start' and a text prompt: 'For a quick start guide to using the EPS system click here.' At the bottom, a red timer displays 'Pre-Proposal Submission closes in: 42d 13h 29m 18s'.

**Figure 3.** EPS System Pre-Proposal Countdown Timer.

**Link to QuickStart Document**

Above the timer is a link to the EPS QuickStart document (for easy step-by-step instructions). Click on '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 (shown in 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. FY18-VA-001), will be displayed in the 'Pre-Proposal(s)' 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 email from the Networking & Facilitation Office ([nfo@scabus.org](mailto:nfo@scabus.org)).

Pre-Proposal(s)	Status	Date Updated/Closed
<a href="#">FY18-SM-125</a> ←	Open	08/03/2017 15:45:52

**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 (see arrow in Figure 7).

Supporting Documents	Date Uploaded
CV and Publications	<a href="#">Upload File</a> ←
Current and Pending Support	<a href="#">Upload File</a>

**Figure 6.** Screen showing upload links for Supporting Documents.

*Uploading Documents*

Supporting Document Files:

To upload a file for either of your supporting documents, click on the 'Update File' link (see red circle in Figure 7) to the right of the supporting document.

Supporting Documents		Date Uploaded
CV and Publications	<a href="#">Update File</a>	08/02/2017 17:06:17 ←
Current and Pending Support	<a href="#">Upload File</a>	

**Figure 7.** Supporting Document upload Status.

After you click on 'Upload File', the 'upload' page will open (see Figure 8) where you can select (click on 'Browse') your file to upload. Once you have selected your file, click on the 'Upload Current & Pending' button. If you are uploading your CV and Pubs document, you will click on the the 'Upload CV & Pubs' button.

**Current and Pending Support Upload Form**

Please select the file you would like to upload. Only PDF files are accepted for submission.

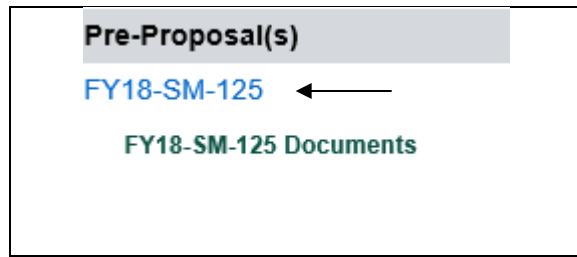
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**Figure 8.** Current and Pending Support 'Upload' page.

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), you are done using the EPS system once you have uploaded your Supporting Documents. If you need to replace one of your supporting documents, go to 'Replacing an Uploaded File' section on page 7.

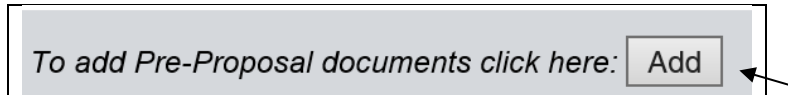
New Pre-Proposal Related File:

**Step 1:** To upload a file to your Individual RA Pre-Proposal, click on the Pre-Proposal ID for which you wish to upload a file (see arrows in Figure 9.) from the EPS Status page.



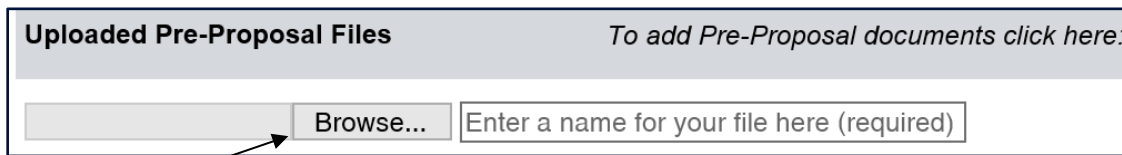
**Figure 9.** Step 1 in uploading a file to your Pre-Proposal.

**Step 2:** Click on 'add' button as shown in Figure 10 below.



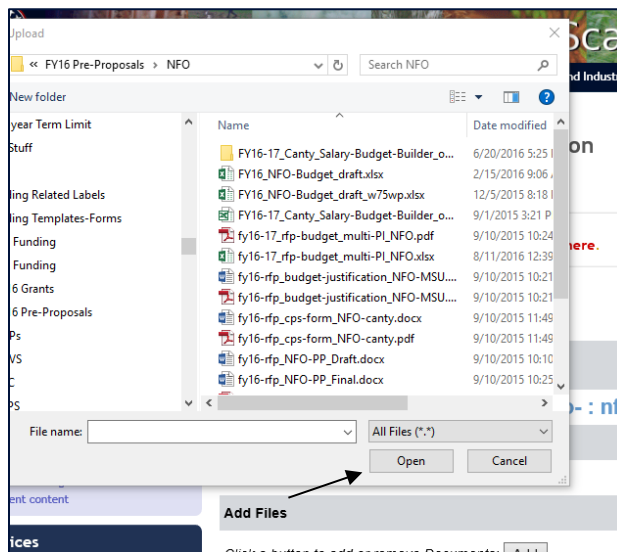
**Figure 10.** Step 2 in uploading file.

A 'Browse' button will appear where you will select a file (PDFs ONLY) from your computer to upload (see Figure 11) to your pre-proposal.



**Figure 11.** 'Upload' screen.

**Step 3:** Click on the 'Browse' button to select the file to upload (see arrow in Figure 11). A window will open (Figure 12) where you can choose a file from a location on your computer to upload to the Pre-Proposal in the EPS System.



**Figure 12.** 'File Upload' Window.

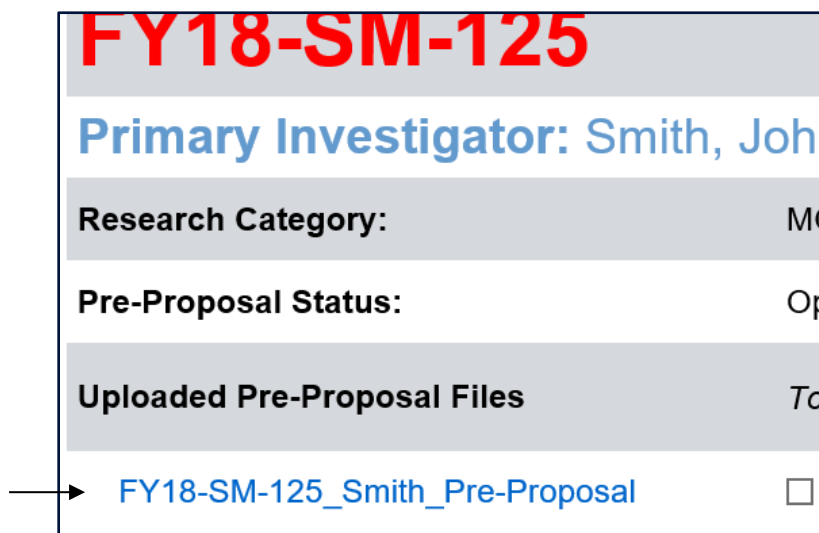
Select your file and click the 'Open' button (see arrow in Figure 12). The 'File Upload' window will close and the file you have selected will display to the left of the 'Browse' button as shown in Figure 13.





**Figure 13.** Import Document screen after file from computer has been selected for upload.

**Step 4:** Next, you must enter a file name in the box to the right of the 'Browse' button. We recommend including the 'Pre-Proposal ID' as part of the document name (e.g. FY18-SM-125\_Smith\_Pre-Proposal). After you enter the name, click the 'Submit Changes' button (see blue arrow in Figure 13). Your file will be uploaded and your 'Pre-Proposal Status Page' will reload showing the file that has been uploaded. You can see in Figure 14 the pre-proposal document is now displayed under the 'Uploaded Pre-Proposal Files' section.



**Figure 14.** Pre-Proposal Status Menu showing uploaded Pre-proposal component.

To view the uploaded file, click on the Pre-Proposal file name (shown by arrow in Figure 14) Repeat these steps to upload all pre-proposal files.

Replacing an Uploaded File:

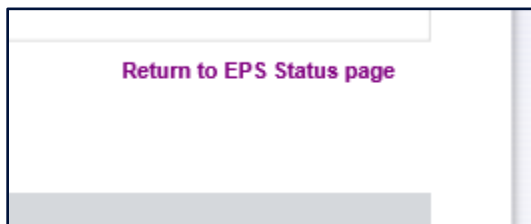
If you need to change a file you have previously uploaded to the EPS System, the process varies whether it is a supporting document or a pre-proposal related document. For a supporting document, just click the 'Update File' button and follow the same instructions as shown in Figures 7-8. For a Pre-Proposal related file, you must first delete the uploaded file by checking the 'Delete File?' box (see Figure 15) and then click on the 'Submit Changes' button. Then follow the same instructions for uploading a 'New File' as shown in Figures 10-13 (Steps 2-4).



**Figure 15.** Remove previously uploaded file prior to uploading new (i.e. replacement) file.

View All Uploaded Files:

When you are done uploading files to your Pre-Proposal, click on the link in the upper right corner of the Pre-Proposal Status Page labeled 'Return to EPS Status Page (see Figure 16 below).



**Figure 16.** Link to return to EPS Status page

The EPS Status page will show the status of your supporting documents that have been uploaded as well as documents uploaded to your Pre-Proposal(s). Figure 17 belows show that the PI has uploaded their CV and Pubs, Current and Pending Support, and one document associated with their 'FY18-SM-125' Pre-Proposal (see date next to uploaded file name).

<b>Pre-Proposal Submission closes in: 41d 12h 26m 39s</b>		
<b>Supporting Documents</b>		<b>Date Uploaded</b>
<a href="#">CV and Publications</a>	<a href="#">Update File</a>	08/07/2017 14:31:03
<a href="#">Current and Pending Support</a>	<a href="#">Update File</a>	08/07/2017 14:30:34
<b>Pre-Proposal(s)</b>	<b>Status</b>	<b>Date Updated/Closed</b>
<a href="#">FY18-SM-125</a>	Open	08/09/2017 11:06:48
<b>FY18-SM-125 Documents</b>		<b>Date Updated</b>
- <a href="#">FY18-SM-0125_Smith_P-P</a>	<a href="#">→</a>	08/09/2017 11:33:00

**Figure 17.** EPS Status Page showing status of files that have been uploaded.

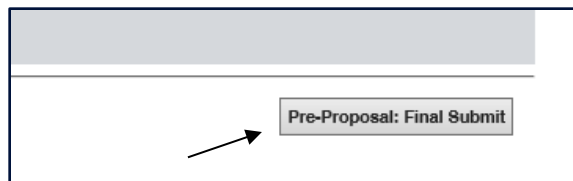
## Final Submission of Pre-Proposal

Once you have completed uploading all of the required documents (see Figure 18 indicating all files have been uploaded), you are ready to 'Final Submit' each pre-proposal. Click on the the Pre-Proposal ID for which you are ready to submit (see arrow in Figure 18 below).

Supporting Documents		Date Uploaded
CV and Publications	<a href="#">Update File</a>	08/02/2017 17:06:17
Current and Pending Support	<a href="#">Update File</a>	08/03/2017 16:35:43
Pre-Proposal(s)		Status
FY18-SM-035		Open
<a href="#">FY18-SM-035 Documents</a> - FY18-SM-035_Pre-Proposal		Date Updated 08/03/2017 16:35:22
FY18-SM-125 ←		Open
<a href="#">FY18-SM-125 Documents</a> - FY18-SM-125_Pre-Proposal		Date Updated 08/03/2017 16:10:32

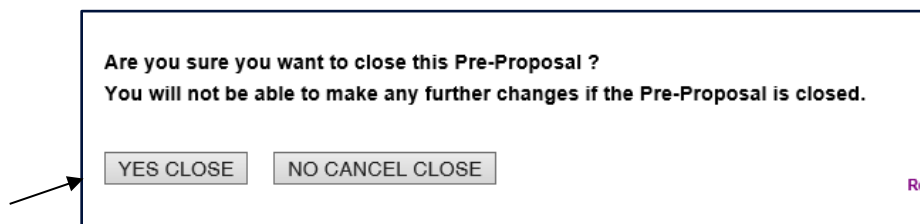
**Figure 18.** EPS Status Menu showing all pre-proposal components have been upload.

Then, just click on the 'Pre-Proposal: Final Submit' button (Figure 19).



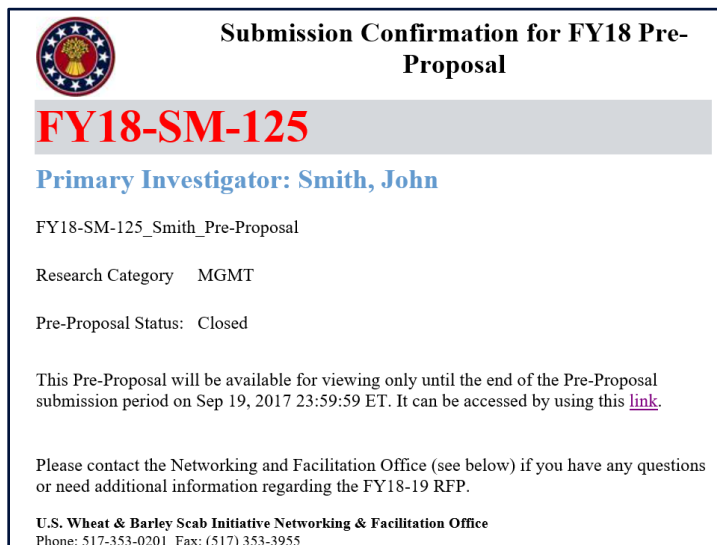
**Figure 19.** Pre-Proposal Final Submit button

You will then need to confirm that you you are ready to submit (i.e. Close) the Pre-Proposal by clicking on the 'YES CLOSE' button (Figure 20).



**Figure 20.** Confirm Final Submission (i.e. closing) of Pre-Proposal

After you hit 'YES CLOSE', a confirmation screen will load (see Figure 21). A confirmation email will also be sent to you, however, please print a copy of the confirmation screen as backup.



**Figure 21.** Confirmation of Final Submission.

The confirmation email will contain a link so you can access your pre-proposal and view files even after you have ‘submitted’ the pre-proposal. However, once the EPS System closes (8/19, 11:59 PM ET), you will receive an email indicating that the EPS System is closed and you can no longer access your pre-proposal documents.

## **Need Help? Contact Us**

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