

# QUICK START

## (Easy Step by Step Guide)

Use this easy step by step guide if you are ready to upload files to the EPS system and have already logged into the EPS system from the home page. See EPS Help Document - [https://scabusa.org/pdfs/eps\\_help-doc\\_user.pdf](https://scabusa.org/pdfs/eps_help-doc_user.pdf)) for instructions on logging into to EPS System as well as more extensive instructions for using the EPS System.

1. Click on 'Component' link (see arrows in Figures 1a and 1b) on the EPS Status Page for which you will upload the corresponding file.

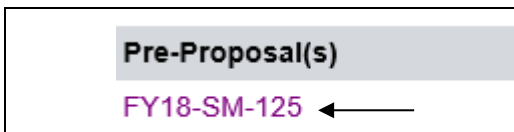


Figure 1a. First step in uploading a pre-proposal file.

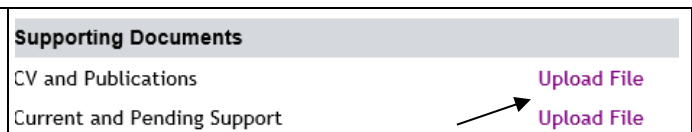


Figure 1b. First step in uploading supporting document file.

2. For uploading a Pre-Proposal related file, click on the 'Add' button (see Figure 2a) and then the 'Browse' button (Figure 2b) which will load after you click add. For uploading a Supporting Document, you will click the 'Browse' button

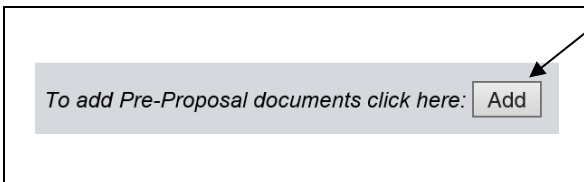


Figure 2a. For pre-proposal, first click 'Add'

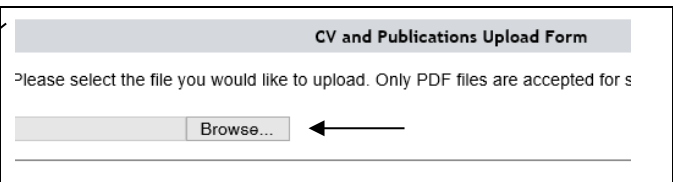


Figure 2b. Click 'Browse' to select file to be uploaded.

3. An 'Upload' screen will open where you will select a file (PDFs only) from your computer to upload (see Figure 3). Select your file and click the 'Open' button (see arrow in Figure 3).

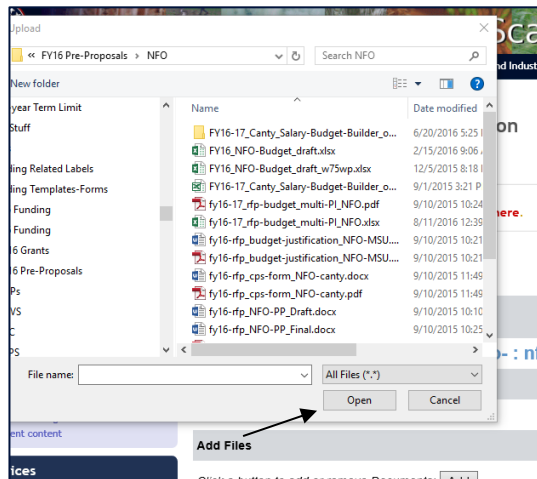
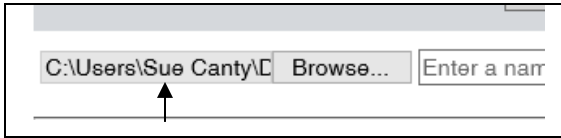
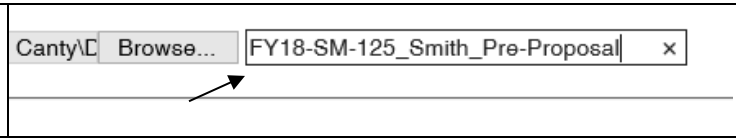


Figure 3. 'Upload' screen.

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 4a. If the file you are uploading is a Pre-Proposal related document, you will also have to create a 'Document' name (see Figure 4b). We recommending including the 'Pre-Proposal ID' as part of the document name (e.g. FY18-SM-125\_Smith\_Pre-Proposal).

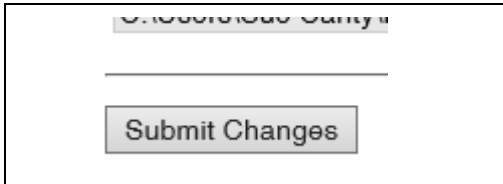


**Figure 4a.** File from computer has been selected.



**Figure 4b.** Providing name for Pre-Proposal document being uploaded.

- 4. Depending on the Document type, you will either click the 'Submit Changes' button (see Figure 5a) or 'Upload [Supporting Document]' button (see Figure 5b) depending on the supporting document type.

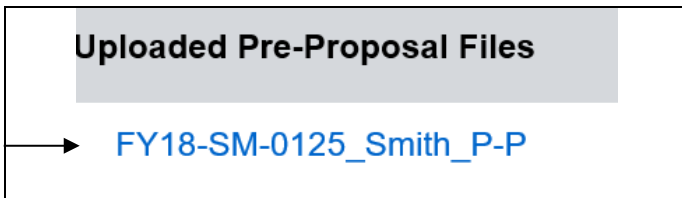


**Figure 5a.** Upload Pre-proposal related file.

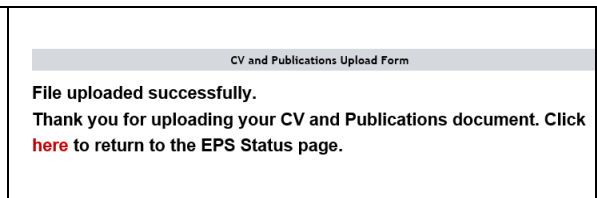


**Figure 5b.** Upload Supporting Document related file.

After you click 'Submit Changes' or 'Upload' button, you will see confirmation of your uploaded file (see Figures 6a and 6b). To view the uploaded Pre-Proposal related file, click on the file name (shown by arrow in Figure 6a).



**Figure 6a.** Confirmation of uploaded Pre-proposal component.



**Figure 6b.** Confirmation of uploaded Supporting Document

To return to the EPS Status page, either click 'Here' (see Figures 6b) if you were uploading a supporting document, or click on the 'Return to EPS Status page' (upper right corner) if you were uploading a pre-proposal related file. You can see in Figure 7 that the pre-proposal document is now displayed under the user's Pre-Proposal ID link. To view the 'Supporting Documents,' just click on the supporting document name (see arrow in Figure 7).

Supporting Documents		Date Uploaded
<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
Pre-Proposal(s)		Date Updated/Closed
<a href="#">FY18-SM-125</a>	Open	08/07/2017 13:39:59
<a href="#">FY18-SM-125 Documents</a>		<a href="#">Date Updated</a>
- <a href="#">FY18-SM-125_Smith_Pre-Proposal</a>		08/07/2017 14:23:22

Figure 7. EPS Status page showing uploaded files.

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 1-5. However for a Pre-Proposal related file, from the Pre-Proposal page, you must first delete the previous uploaded file by checking the 'Delete' box (see arrow in Figure 8). and then 'Submit Changes' button. Then proceed to select a new file following steps shown in Figures 2a-5.

**FY18-SM-125**

**Primary Investigator: Smith, John : nfo-student2**

**Research Category:** MGMT

**Pre-Proposal Status:** Open

**Uploaded Pre-Proposal Files** *To add Pre-Proposal documents click here*

[FY18-SM-0125\\_Smith\\_P-P](#)  Delete file?

Figure 8. Delete previously uploaded Pre-Proposal related file prior to uploading new (i.e. replacement) file.

# Final Submission of Pre-Proposal

Once you have completed uploading all of the required documents and you are ready to submit a pre-proposal, click on the Pre-Proposal ID (see arrow in Figure 7 above) to open the Pre-Proposal window. First click on the 'Pre-Proposal: Final Submit' button (Figure 9a) and then the 'YES CLOSE' button (Figure 9b). It is a two step process.

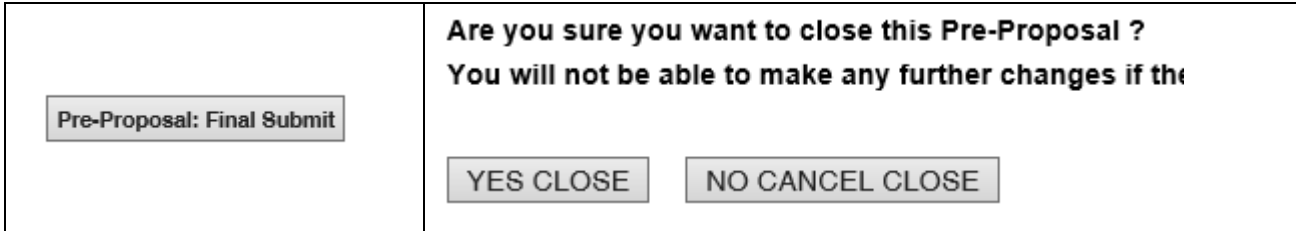


Figure 9a. Step 1 of Final Submit.

Figure 9b. Step 2 of Final Submit.

After you hit 'YES CLOSE', a confirmation screen will load (see Figure 10). A confirmation email will also be sent to you, however, please print a copy of the confirmation screen as backup.

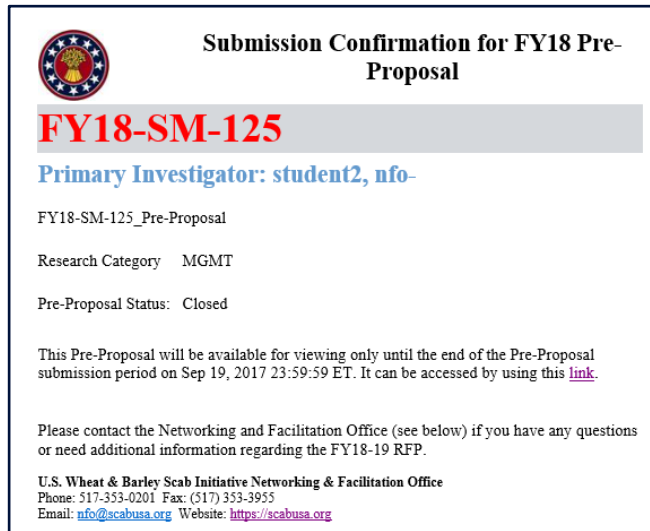


Figure 10. Confirmation of Final Submission.

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.