Unite!
internal eProp user guide
Introduction

Like standard Coeus/eProp, Internal eProp was developed for proposal development and submission. Capable of adeptly handling common proposal submission needs, Internal eProp also captures information specific to internally funded programs allowing for expedience and accuracy in proposal processing.

Users can build and submit internally funded proposals for review and approval in a fashion similar to external submissions; however, internal submissions are established with a particular set of codes and routing queues which identify funding via the Office for the Vice President for Research.

An internal submission requires less data input than its counterpart, making review and approval of proposals much simpler than the standard paper submissions of the past.

The following pages outline the necessary steps for proposal development of internal eProp submissions.
2. Log-In

2.1 Log-In to the eProp [here](#), a WSU Access ID and Academica password. If assistance is required, please contact Research_IT@wayne.edu.
3. Welcome Page and Main Menu

3.1 Once logged-in, the Welcome page populates; select **My Proposals**

3.2 Select **Create New Proposal** to initiate an Internal eProp record or select **Proposals in Progress** to work on previously started eProp records
4. New Proposal - General Information

4.1 Required Fields

1. Proposal Type: Select “New” from dropdown

2. Select Activity Type: Research, Instruction, Fellowship, Public Service, Other Sponsored Programs

3. Enter the proposed project Start Date

4. Enter the proposed project End Date

5. Select hyperlink ‘Search’ for OVPR funding program in Agency/Sponsor field - Pop-up window appears (see page 7).

6. Enter proposal title
5. Agency/Sponsor Search

5.1 Enter “OVPR” in Acronym field, select Search
5.2 A list of associated programs funded by the OVPR populates; select pertinent program number (sponsor code)

<table>
<thead>
<tr>
<th>SPONSOR_CODE</th>
<th>SPONSOR_NAME</th>
<th>ACRONYM</th>
</tr>
</thead>
<tbody>
<tr>
<td>810005</td>
<td>Research Stimulation</td>
<td>OVPR</td>
</tr>
<tr>
<td>810006</td>
<td>Faculty Recruitment</td>
<td>OVPR</td>
</tr>
<tr>
<td>810007</td>
<td>Research Equipment</td>
<td>OVPR</td>
</tr>
<tr>
<td>810008</td>
<td>TechTown</td>
<td>OVPR</td>
</tr>
<tr>
<td>810009</td>
<td>President's Research Enhancement Program Part 2: Seed Grants</td>
<td>OVPR</td>
</tr>
<tr>
<td>810011</td>
<td>Bridge Funding Program</td>
<td>OVPR</td>
</tr>
<tr>
<td>810012</td>
<td>INPHAASE</td>
<td>OVPR</td>
</tr>
<tr>
<td>810013</td>
<td>President's Research Enhancement Program in the Arts and Humanities</td>
<td>OVPR</td>
</tr>
<tr>
<td>810014</td>
<td>Grants Boost</td>
<td>OVPR</td>
</tr>
<tr>
<td>810015</td>
<td>Award for Graduate Students who Obtain External Support</td>
<td>OVPR</td>
</tr>
<tr>
<td>810016</td>
<td>Faculty Competition for Post-doctoral Fellows</td>
<td>OVPR</td>
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<tr>
<td>810017</td>
<td>Funder Consultation Program</td>
<td>OVPR</td>
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<tr>
<td>810019</td>
<td>Grants Plus</td>
<td>OVPR</td>
</tr>
<tr>
<td>810020</td>
<td>President's Research Enhancement Program Part 1: Integrative Biosciences</td>
<td>OVPR</td>
</tr>
<tr>
<td>810021</td>
<td>Pre-submission Review Program</td>
<td>OVPR</td>
</tr>
<tr>
<td>810022</td>
<td>Research Mentors Program for New Faculty</td>
<td>OVPR</td>
</tr>
<tr>
<td>810023</td>
<td>OVPR Special Funding Request</td>
<td>OVPR</td>
</tr>
<tr>
<td>810024</td>
<td>Team Science Travel</td>
<td>OVPR</td>
</tr>
<tr>
<td>810025</td>
<td>OVPR Matches</td>
<td>OVPR</td>
</tr>
</tbody>
</table>
6. Navigation

6.1 Typical process follows a sequential order; however, users can follow any order as long as required categories are completed.

6.2 Once required categories are completed and saved, a checkmark is populated as indication.
7. Investigators/Key Persons

7.1 Build your proposal personnel roster by searching for and selecting employees of WSU

7.2 Enter search criteria (last name will suffice, bookended by asterisks); select search
7. Investigators/Key Persons

7.3 Select person name from result list

![Person Search Result](image1)

8. PI/Co-I Certification

8.1 Principal Investigator and Co-Investigator certification is required in eProp. Certification consists of answering a series of fixed questions regarding compliance issues. Although these questions may not be applicable to internal funding, certification is a systemic requirement of eProp

![List of Investigators/Key Study Personnel](image2)
8. PI/Co-I Certification

8.2 Select the word “Certify” following the PI and Co-I names; answer the questions; Save

9. Credit Split

9.1 Another requirement, Credit Split reflects the percentage of credit applied to a PI or Co-I’s unit. If split between or among many departments, apply the unit share in the Investigator name field: e.g. SPA receives 100% of 50%, OVPR receives same. Ensure total equals 100% regardless of share
10. Special Review

10.1 If applicable to the proposed project, select a special review type from the dropdown menu; select an approval status from the dropdown menu.

*If there is no corresponding special review for project, do not complete this portion of eProp*
11. Yes No Questions (YNQ)

11.1 Required by the system, answer the three questions and save
12. Budget

12.1 Selecting “Budget” from the main menu will open the Budget sub-menu.

12.2 Internal eProp proposals do not require entry of detailed budgets as the detail will be captured in related attachments. Total project amount can be reflected in the “Other Direct Costs” section.

12.3 By default, eProp captures applies a rate of 52% indirect costs onto a project budget. Internally funded programs do not award indirect costs. The Proposal Rates need to be edited from their default amounts to “0”; Save record.
12. Budget

12.4 Select **Other Direct Costs** from the budget sub-menu; Select **Other** from dropdown menu; enter brief description, i.e. ‘project costs’; enter total project proposal amount; **Save**

12.5 Select **Budget Summary** from budget sub-menu; check **Final** box, change status to **Complete** in dropdown menu;
13. Upload Attachments

13.1 From main menu, select **Upload Attachments**; select any of the categories from the dropdown menu; upload an attachment (similar to uploading an email attachment); **Save**

13.2 Attachments can be accessed from within the system by selecting **View**

**NOTE:** All corresponding attachments should be saved as **ONE PDF** before uploading
14. Submit for Approval

14.1 Notice green status check marks for the budget and narrative indicating successful completion of these components. The proposal is now ready for submission.

14.2 Select **Submit for Approval** link

14.3 Select **OK** after automated message populates

14.4 Select **OK** to complete the submission process
15. Approval Queue

15.1 Select Approval Routing from the General Info menu to access approval queue information.

15.2 Approval Queues are based on corresponding department information of the Principal Investigator (PI). For instance, if the PI is from the department of Chemistry, the approval queue consists of personnel from Chemistry, the College of Liberal Arts and Sciences and OVPR. Each approval queue is built on department preferences and requirements for proposal review and approval. All Unite! Proposals will ultimately be reviewed by the OVPR.