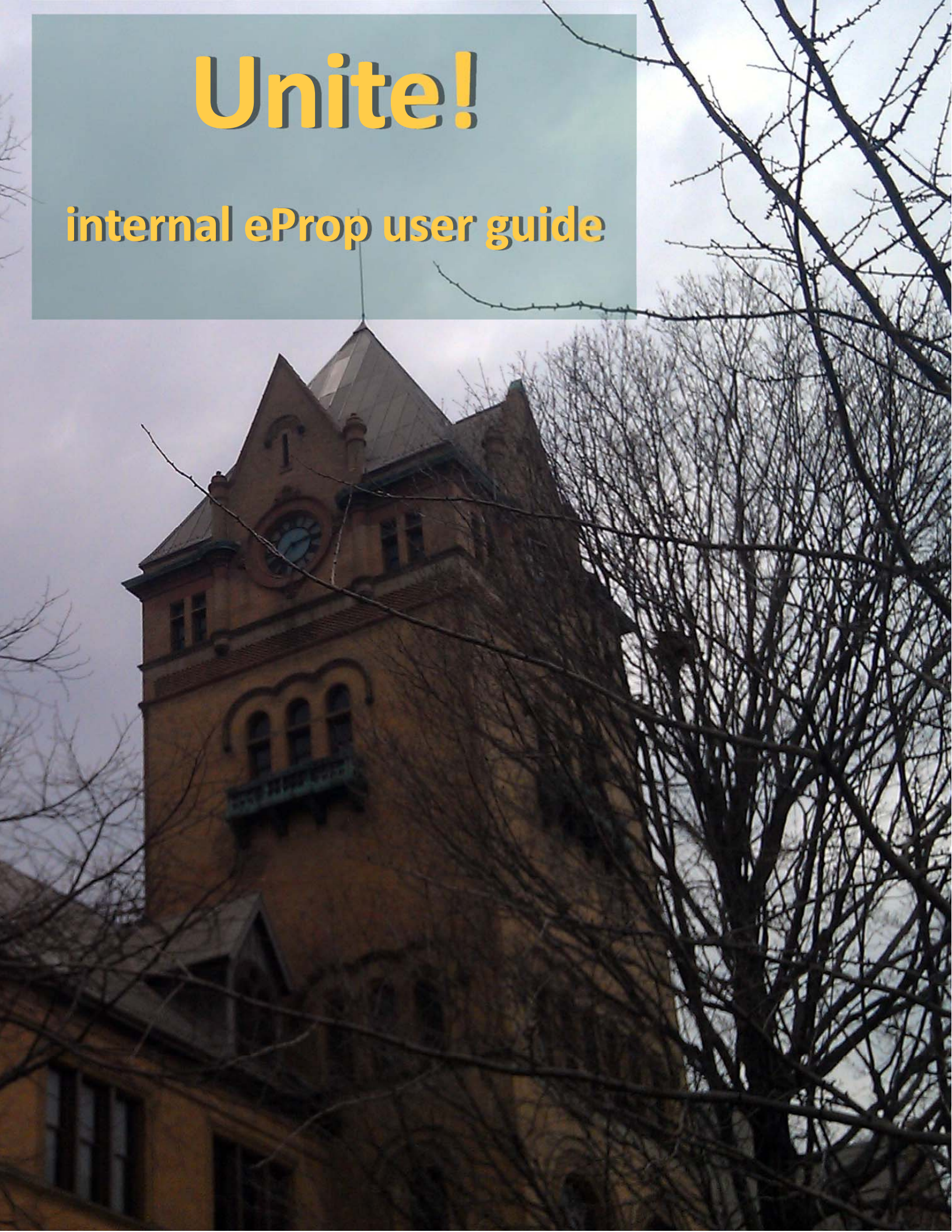


Unite!

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.

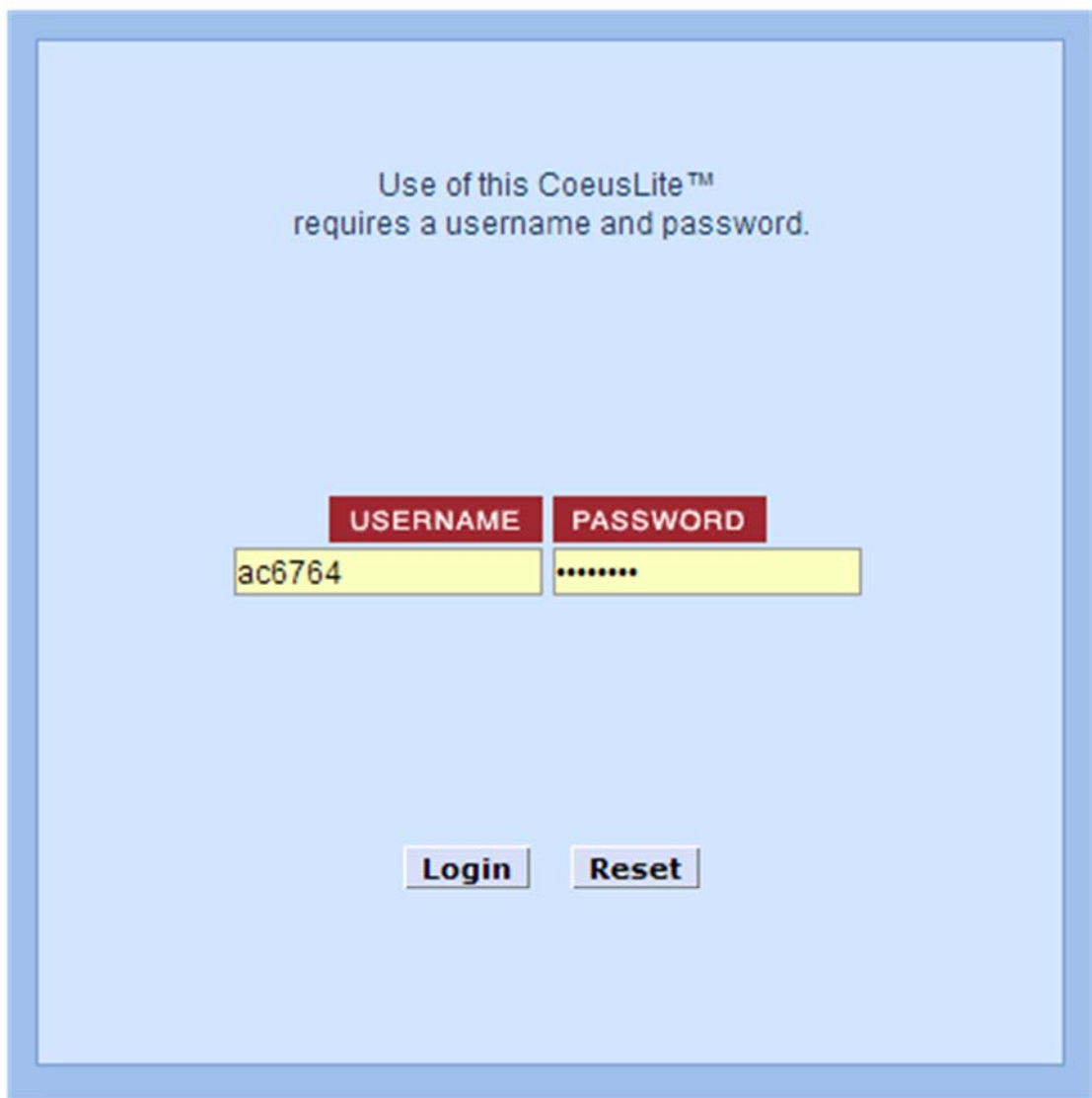
Users can build and submit internally funded proposals for review and approval in a fashion similar to external submissions; however, internal submissions are established with a particular set of codes and routing queues which identify funding via the Office for the Vice President for Research.

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](mailto:Research.IT@wayne.edu).

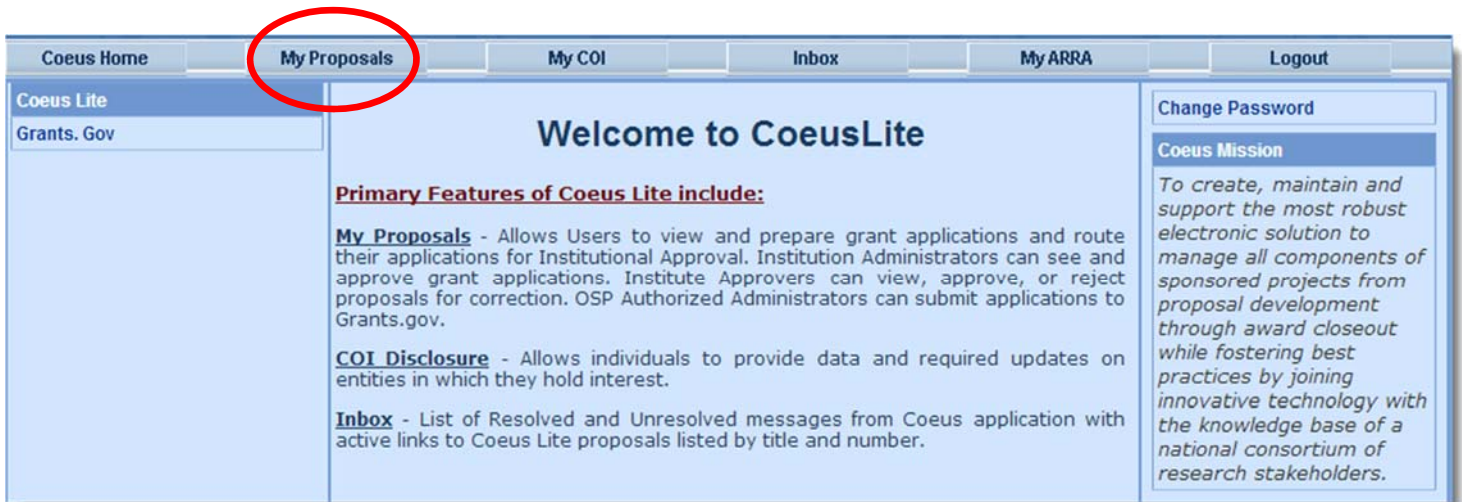


Use of this CoeusLite™ requires a username and password.

USERNAME	PASSWORD
ac6764	*****

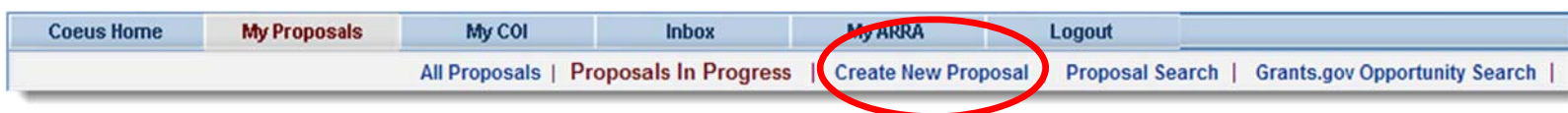
Login Reset

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

General Proposal Information Budget: ✕ Narrative: ✕

* Indicates Mandatory Fields

1 *Proposal Type: New

2 *Activity Type: Research

3 *Start Date: 01/01/2014

4 *End Date: 12/31/2014

Original Proposal Number: Search

Award #: Search

5 *Agency/Sponsor: 810012 Search INPHAASE

Prime Sponsor: Search

Proposal Deadline Date: Receipt Postmarked

NSF Science Code: Please Select

Anticipated Award Type: Please Select

Sponsor Proposal No:

6 *Title: Sample Project Involving Internally Awarded Funds from the Office of the Vice President for Research

Program Title:

Proposal in Response: Please Select Sub Contract: ☐

Funding Opportunity Number: CFDA Number:

Agency Program Code: Agency Div Code:

Save

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

Pop-up window — Agency/Sponsor

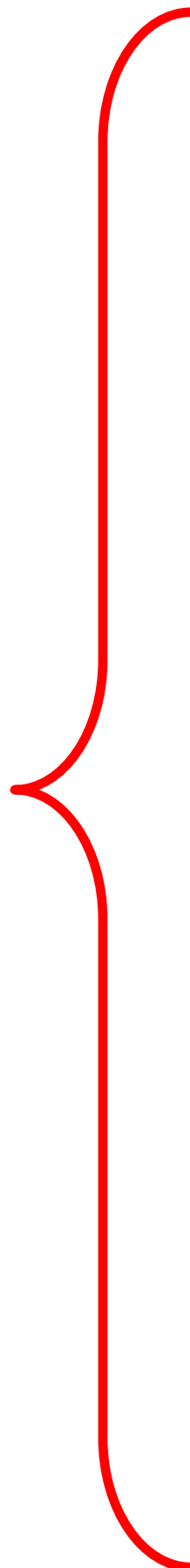
<https://coeuswebtest.wayne.edu/coeus/generalProposalSearch.do?type=Sponsor%20Search&search=true&sea>

Please enter search criteria of the form *value* or *value or value* in any of search fields.

Sponsor Code:	<input type="text"/>	Sponsor Name:	<input type="text"/>
1 Acronym:	<input type="text" value="OVPR"/>	A133 Status:	<input type="text"/>
	<input type="text"/>	Radstreet Number:	<input type="text"/>
		Dodac Number:	<input type="text"/>
Cage Number:	<input type="text"/>	Audit Report:	<input type="text"/>
Owned by Unit:	<input type="text"/>	Sponsor Type:	<input type="text"/>
State/ Province Name:	<input type="text"/>	Country:	<input type="text"/>

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)



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

6. Navigation

Sequential order

Sequential order



★	General Info	>>
	Organization	
★	Investigators/Key Persons	
★	Credit Split	
	Special Review	
★	YNQ	
	Proposal Roles	
Questionnaire		
	PHS Fellowship Form- required data	
	NSFCover Page -required for g.gov submissions	
	PHS398 Training Budget V1-0	
	PHS Fellowship Form V1-2	
	Grants.Gov	
★	Budget	
★	Upload Attachments	
	Validate	
	Submit for Approval	
	Print	
	Copy Proposal	
	Email	

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

Investigators/Key Study Personnel Details
Investigator/Key Study Personnel Name is a searchable field, it cannot be entered.
Unit is required for Investigators.
Key Person Role is required for Key Personnel.

Employee Search

Non Employee Search

Name:

Email:

Phone:

Commons User Name:

Fax:

Mobile:

Unit:

[Search](#)

Proposal Role:

Principal Investigator

Multi PI ☐

% Effort:

% Academic Year Effort:

% Summer Year Effort:

% Calendar Year Effort:

Save

List of Investigators/Key Study Personnel

Name	Department	LU	MPI	Role	% Effort			
					T	A	S	C

7.2 Enter search criteria (last name will suffice, bookended by asterisks); select search

Please enter search criteria of the form *value* or *value or value* in any of search fields.

Last Name:

First Name:

Full Name:

User Name:

Search

Cancel

7. Investigators/Key Persons

7.3 Select person name from result list

Person Search Result							
Add Person		Search Again		Close Window			
FULL_NAME	PRIOR_NAME	USER_NAME	HOME_UNIT	SCHOOL	EMAIL_ADDRESS	DIRECTORY_TITLE	OFF
Foley, Andrea Michele		bb4426	H1303		bb4426@wayne.edu	PT UPTF	475
Foley, Angela		ay5791	H9208		ay5791@wayne.edu	Executive	116
Foley, Barbara Ann		bc4303	H1224		bc4303@wayne.edu	PT UPTF	
Foley, Michael J.		ai1906	H1303		ai1906@wayne.edu	Program Records Clerk Senior	
Foley, Timothy Patrick		ac6764	H0912		ac6764@wayne.edu	Training Specialist, SPA	505 Ave
Add Person		Search Again		Close Window			

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											
Name	Department	LU	MPI	Role	T	A	S	C	Remove	Certify	Details
Foley, Timothy Patrick	• Sponsored Program Administration	<input checked="" type="checkbox"/>		Principal Investigator	0.0	0.0	0.0	0.0	Remove	Certify	Details
James, Sarah A.	• VP Research			Co-Investigator	0.0	0.0	0.0	0.0	Remove	Certify	Details

8. PI/Co-I Certification

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

Code	Question	Answer	
Z1	Do you, your spouse or domestic partner, or any of your dependent children have a relationship (other than the grant proposal, Human Investigation Committee(HIC) protocol, Institutional Animal Care and Use Committee (IACUC) protocol, or WSU Institutional BioSafety Committee (IBC) Standard Operating Procedures) with the sponsor of this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Details
Z2	Are you currently Debarred, Suspended, or proposed for debarment or suspension?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Details
Z3	Are you delinquent on any federal debt?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Details
P1	Is the information provided within this proposal, true, completed and accurate to the best of your knowledge?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Details
P2	I understand that any false, fictitious or fraudulent statements or claims may subject me to criminal, civil or administrative penalties?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Details
P3	If an award is made as result of this application, do you agree to accept the obligation to comply with the terms and conditions of the award and accept responsibility for the scientific conduct of the project?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Details
P4	I understand and agree that ownership of inventions conceived or reduced to practice using University funds, facilities or funds administered by the University, including sponsored research funds will be assigned to and owned by the University in accordance with WSU Patent and Copyright Policy.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Details
Save Print Certification			

9. Credit Split

Investigator	Foley, Timothy Patrick	Proposal # :	00008925 (In Progress)
Agency/Sponsor:	810012 : INPHAASE	Proposal Period:	01/01/2014 - 12/31/2014
Title:	Sample Project Involving Internally Awarded Funds from the Of...		
Credit Split:			
		Recognition	
Foley, Timothy Patrick (PI)		50.00	
H0912 - Sponsored Program Administration		100.00	
Unit Total		100.00	
James, Sarah A.		50.00	
H0905 - VP Research		100.00	
Unit Total		100.00	
Investigator Total		100.00	
Save			

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

The screenshot shows a web form titled 'Special Reviews' with a sub-header '[Proposal No. - 00008925]'. A note at the top states '*Indicates Required Fields'. The form has a section titled 'Special Review' containing the following fields:

- *Special Review: A dropdown menu currently showing '---Please Select---'. A red arrow points down to its expanded list.
- *Approval: A dropdown menu currently showing '---Please Select---'. A red arrow points down to its expanded list.
- Protocol No: A text input field.
- Application Date: A date picker field.
- Approval Date: A date picker field.
- Comments: A large text area.
- A 'Save' button at the bottom left.

The expanded dropdown for 'Special Review' lists the following options:

- ARRA Funds
- Animal Usage
- Clinical Trials
- DMC Research Review
- Department of Psychiatry & Behavioral Neurosciences
- Human Subjects
- Human Subjects - Pending
- IRB Approval for Less Than One Year
- International Programs
- Karmanos Cancer Institute
- Oakwood Hospital
- Radioactive Isotopes
- Recombinant DNA
- Veterans Administration

The expanded dropdown for 'Approval' lists the following options:

- Approved
- Link to IACUC
- Not yet applied
- Pending

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

YNQ:

Proposal Questions

Question Id	Question	
W1	Is this proposal being submitted in relationship to SBIR or STTR	
	<input type="radio"/> Yes <input type="radio"/> No	More
W2	As part of this proposal are you collaborating with a person or organization outside the U.S.?	
	<input type="radio"/> Yes <input type="radio"/> No	More
W3	As a part or result of this research will you export any property (tangible or intangible) outside the U.S.?	
	<input type="radio"/> Yes <input type="radio"/> No	More

Save

12. Budget

✓ Budget Versions
✓ Budget Summary
Print

Budget Set Up

✓ Personnel Roster >>
Adjust Periods
✓ **Proposal Rates**

Validate

Budget Periods

Personnel Budget
Equipment
Travel
Participant/Trainee
Other Direct Costs

Modular Budget
Cost Sharing Distribution
Under Recovery Distribution
Project Income

Generate All Periods

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

Activity Type: Research
F and A

Rate Type	On Off Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
MTDC	Off	2014	10/01/2013	26.0	0.0
MTDC	On	2014	10/01/2013	52.0	0.0
MTDC	Off	2015	10/01/2014	26.0	0.0
MTDC	On	2015	10/01/2014	52.0	0.0
TDC	Off	2014	10/01/2013	8.0	0.0
TDC	On	2014	10/01/2013	8.0	0.0
TDC	Off	2015	10/01/2014	8.0	0.0
TDC	On	2015	10/01/2014	8.0	0.0

✓ Proposal Rates >>

12. Budget

Period 1

Period Totals

Direct Cost : \$0.00	Indirect Cost : \$0.00	Total Cost : \$0.00	No. of Months : 12.0
Under Recovery : \$0.00	Cost Share : \$0.00	Period : 01/01/2014 - 12/31/2014	

Budget Other Direct Costs

Type	Description	Funds Requested (\$)	
Other		\$0.00	Edit Remove
Total Other Direct Costs		\$0.00	

Type

Other

Please Select

- Alterations and Renovations
- Computer Services
- Consultants
- Equipment or Facility/Rental User Fees
- Human Subjects
- Materials and Supplies
- Other
- Patient Care Costs - Inpatient
- Patient Care Costs - Outpatient
- Professional Services Agreement
- Publication Costs
- Purchase Service Agreement
- Rent
- Subawards/Consortium over \$25K
- Subawards/Consortium under \$25K
- Subcontracts
- Tuition
- Vertebrate Animals

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**

Budget Summary

Budget Summary : Version 1

Budget Status: Incomplete

On/Off Campus: On

Residual Funds: \$0.00

OverHead Rate Type: MTDC

Comments:

Final: ☐ Modular Budget: ☐ Submit Cost Sharing: ☐

Total Cost Limit: \$0.00

Total Direct Cost Limit: \$0.00

Underrecovery Rate Type: MTDC

Budget Totals

Direct Cost : \$25,000.00	Indirect Cost : \$0.00	Total Cost : \$25,000.00
Under Recovery : \$13,000.00	Cost Share : \$0.00	Project Period : 01/01/2014 12/31/2014

Budget Periods

Period	Start Date	End Date	No. of Months	Direct Cost	Indirect Cost	Under Recovery	Cost Sharing	Total Cost
1	01/01/2014	12/31/2014	12.0	\$25,000.00	\$0.00	\$13,000.00	\$0.00	\$25,000.00

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

13. Upload Attachments

Upload Proposal Attachments Upload Personnel Attachments Upload Institutional Attachments

Add Documents

Attachment Type: -----Please Select-----

Description: -----Please Select-----

File Name: Narrative

Complete: Facilities

Save

List of Proposal Attachments

Equipment

Bibliography

Project_Summary

Budget_Justification

Other

Additional_Key_Persons

Additional_Equipment

Personal_Data

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**

List of Proposal Attachments			
Attachment Type/File Name/Uploaded Date by Update User		Complete Description	
Other			
INTERNAL ePROP SUBMISSION SAMPLE.doc		✓	Remove View
(Uploaded:02/07/2014 13:24 by Foley, Timothy Patrick)			

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

General Info >>
✓ Organization
✓ Investigators/Key Persons
✓ Credit Split
Special Review
✓ YNQ
✓ Proposal Roles
Questionnaire
PHS Fellowship Form - required data
NSFCover Page -required for g.gov submissions
PHS398 Training Budget V1-0
PHS Fellowship Form V1-2
Grants.Gov
✓ Budget
✓ Upload Attachments
Validate
Submit for Approval
Print
Copy Proposal
Email

Investigator: Foley, Timothy Patrick
Agency/Sponsor: 810012 : INPHAASE
Title: Sample Project Involving Internally Awarded Funds from the Of...
Proposal #: 00008925 (In Progress)
Proposal Period: - 12/31/2014
Lead Unit: H0912 : Sponsored Program Administration
Last Updated: 2014-02-06 14:06:53.0 by Foley, Timothy Patrick

General Proposal Information
* Indicates Mandatory Fields
* Proposal Type: New * Activity Type: Research
* Start Date: 01/01/2014
Original Proposal Number: Search
* Agency/Sponsor: 810012 Search
Prime Sponsor: Search
Proposal Deadline Date: Search
NSF Science Code: -----Please Select-----
Anticipated Award Type: -----Please Select-----
Sponsor Proposal No :
* Title: Sample Project Involving Intern...
Program Title:
Proposal in Response: -----Please Select----- Sub Contract: ☐
Funding Opportunity Number: CFDA Number:
Agency Program Code: Agency Div Code:
Save

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

Investigator: Foley, Timothy Patrick
Agency/Sponsor: 810012 : INPHAASE
Title: Sample Project Involving Internally Awarded Funds from the Of...
Proposal #: 00008925 (In Progress)
Proposal Period: 01/01/2014 - 12/31/2014

All Coeus validation rules were passed successfully

OK

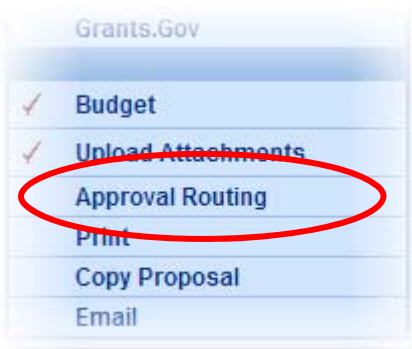
14.4 Select **OK** to complete the submission process

Proposal Submitted successfully
The proposal is successfully submitted for Routing

OK

15. Approval Queue

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



Department Required for Proposal Approval

Below is the list of the Approvers who are required to approve this proposal before it may be submitted to the agency.

(000001) OVPR Approval for Internal Proposals		Hide
	James, Sarah A.	Waiting for approval

[Hierarchy](#)

[Hide Legend](#)

 Primary Approver	 Alternate Approver	 Approved	 Bypassed
 Approved by other	 In progress	 Passed	 Rejected
 To be submitted	 Waiting for approval	 Delegated	

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.