Internal eProp/Evisions User Reference Manual

For submission of internally funded proposal opportunities of the Office of the Vice President for Research

Introduction

Like standard Evisions/eProp for external funding opportunities, Evisions/eProp can be used for internal funding 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.
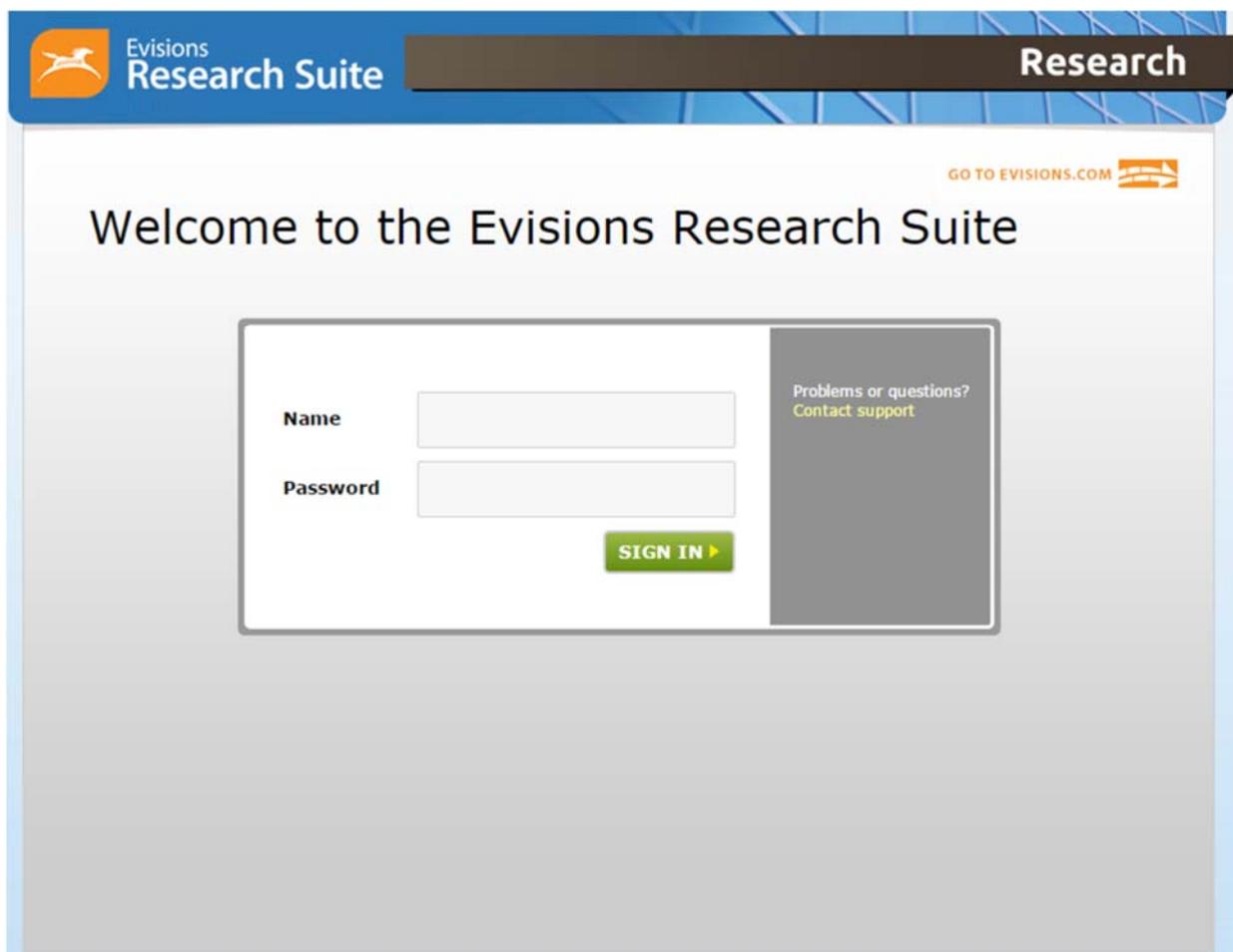
NOTE: Internal submissions are established with a particular set of codes and routing queues which identify funding via the Office for the Vice President for Research. The Approving Units section of Evisions must include "VP Research H09050" to correctly route through the system.

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.

Log-In

Log-in to eProp/Evisions here. Evisions is also accessible via the Research Resources tab in Academica. A WSU Access ID and Academica password is required.

1. Select the Cayuse SP hyperlink

2. Select Start New Proposal

3. All fields with asterisks (*) are required - fields with the magnifying glass icon are searchable; you must select field, enter search criteria in pop-up window (not case sensitive) and select pertinent record from search results.

      A. Sponsor — search "OVPR", select program

      B. Administrative Unit, search for and select your home unit.

      C. Administrative Contact, search for and select your unit's Administrative Assistant

      D. Enter Short Title

4. Select "Research" for Activity Code

5. Proposal Type - select New

6. Instrument Type - select Internal

7. Sponsor Deadline - select due date for proposal submission

8. Enter title

IGNORE THE 'PAIR PROPOSAL' SELECTIONS

Item List	16-0042	📄

View or Edit completed sections by clicking the name next to the check.

✔ General Information　　　　>>
✔ Personnel Roster
✔ Proposal Budget
✔ Conflict of Interest
✔ Regulatory Compliance
✔ Subcontractors
✔ Export Control
✔ Intellectual Property
✔ Community Benefits
✔ Location of Sponsored Activities
✔ Proposal Abstract
✔ Proposal Attachments
✔ Approving Units
　 Submission Notes

[Administer Proposal]

[Submit for Routing]

Once General Information section is completed, you must complete every section of the SP record (even if unrelated), before submission. A green check-mark is generated for completed sections.

Personnel Roster

Search for and enter personnel dedicating effort to the project, even if they are not requesting salary support.

NOTE: The sum of allocated credit on this proposal is currently 0%.

Add Personnel Information

* Last Name:	
* First Name:	
Phone:	
Email:	
* Person Months:	

* Unit:	
* Role:	Lead Principal Investigator ▾
* Sponsored Effort %:	
Cost Shared Effort %:	
Allocation of Credit %:	

Save Personnel

1. Search for and select PI name

2. Enter 0 (zero) for Person Months

3. Enter 0 (zero) for Sponsored Effort

4. Enter 100 for Allocation of Credit

5. Save

Proposal Budget

For one-year projects and Progress Reports, both columns should match.

* Indicates Required Fields

Overview

Lead PI: Timothy Foley   Sponsor: Grants Boost - OVPR

* Budget Form: Summary ▾

Select one of the above:
Summary: View direct costs, indirect rates, bases and totals (default setting)
Detailed: View specific budget categories, indirect rates, bases and totals
Autofill: View detailed budget data autofilled from 424 proposals, if paired

* # of Budget Periods: 1 ▾

	Project Dates:	Current Period	Entire Project
	* Start	[ ] 🗓 Clear	01/09/17
	* End	[ ] 🗓 Clear	01/10/17

Comments:
(512 chars max)

Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?
○ Yes   ○ No

1. Ensure "Summary" is selected

2. Enter Start and End dates

3. Check "No" for Cost-sharing

F&A Rates

		Current Period	Entire Project
	F&A Rate (1):	0.000 %	0.000 %
	F&A Rate (2):	0.000 %	0.000 %
	F&A Rate (3):	0.000 %	0.000 %
Use calculated values: ☑	* Effective Rate:	0.000 %	0.000 %

* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

Budget Categories

		Current Period	Entire Project
	SPONSOR DIRECT COSTS:	$ 0	$ 0

4. F&A Rates - Do Nothing

5. Sponsor Direct Costs - Enter total budget amount

6. Save

Complete each section of the Item List. Most require Yes/No answer. Please complete questions as they apply to your project.

When all sections are completed, the proposal is ready for submission

Proposal Abstract

1. Select "No" - we will not be tracking abstracts for internal submission material

2. Select NSF Science Code - select the most pertinent area of study related to your proposal

Approving Units - CRUCIAL STEP

>> Approving Units

The units listed below will be notified to authorize this proposal record.
Make sure every affiliated unit is listed on this screen before submitting the proposal record for routing. Approval is required before submission to the sponsor agency.

PLEASE NOTE:
- If proposal sponsor is OVPR (internal funding), VP Research (H09050) must be selected as an approving unit.
- If proposal sponsor is Karmanos Cancer Institute (KCI), Oncology must be selected as an approving unit.
- If proposal is a fellowship application, Graduate School must be selected as an approving unit.

Sponsored Program Administration will authorize this proposal on behalf of Wayne State University.
Do **not** add SPA as an approving unit.

Add Approving Unit

Unit: [   ] 🔍   [Add Unit]

List of Approving Units: (to edit the information, remove first, then add back)

1. You MUST search for and select "VP Research (H09050)" as an Approving Unit. Once selected, it will be added to the List of Approving Units. **If not added, the proposal will not properly route.**

2. Select Authorize Unit Listing

Once all green check marks are in place (Submission Notes are not required), you can submit proposal for routing.

Proposals will be routed to departmental/college approval queues before OVPR review and approves.