SPA PROPOSAL REVIEW EXPEDITED PROCESS ---- PREP

Timeline Step PI notifies GCO of intent to submit proposal, provides Strongly suggested 30-45 days program announcement, or link to website. prior to proposal deadline PI provides proposal packet via eProp to SPA for "pre-Strongly suggested 30 days prior to proposal deadline review". **Example:** SF424 packet should be complete except for Research Plan, References and possible narrative and final version of the abstract (although a draft of the abstract should be included). No later than 7 days of receiving GCO reviews packet, notes necessary changes, replaces proposal from PI/AA as an attachment and returns proposal to PI/AA via ePROP, including message regarding whether or not changes are needed. GCO provides PI/AA FINAL proposal due date to SPA. PI/AA acknowledges receipt of reviewed packet which Within 7 days of PI/AA receipt of

Within 7 days of PI/AA receipt of GCO eProp message

PI/AA acknowledges receipt of reviewed packet which certifies that the PI/AA will notify GCO (and other appropriate parties) of any changes made prior to the submission of the FINAL packet.

SPA PREP

<u>Timeline</u>

9AM – one business days prior to proposal deadline

<u>Step</u>

PI submits FINAL proposal packet to SPA via eProp noting any changes from the original packet as well as requested corrections by GCO and marks attachments as COMPLETE in eProp. Email is sent by PI/AA notifying GCO that the FINAL proposal has been completed in eProp and is ready for submission to agency.

SPA approves eProp and submits proposal to agency.

eProp Email Function



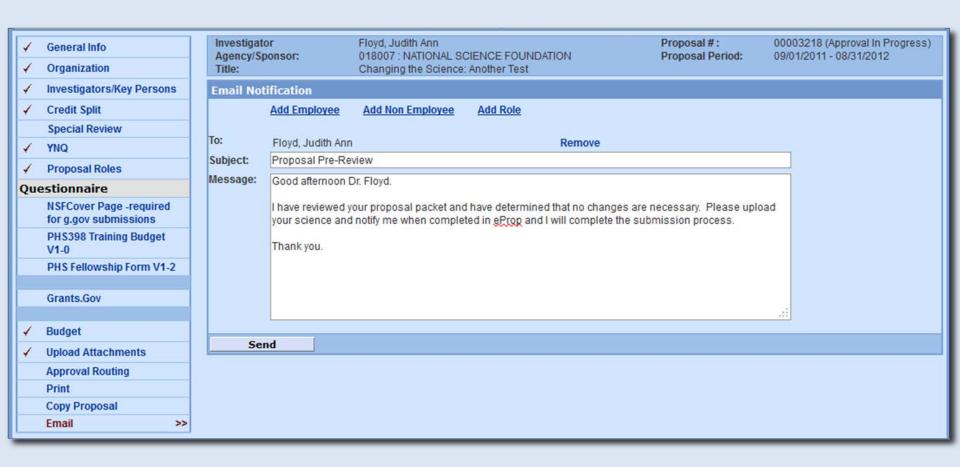
Run a standard Person Search

Search Again Close Window							
FULL_NAME	PRIOR_NAME	USER_NAME	HOME_UNIT	SCHOOL	EMAIL_ADDRESS	DIRECTORY_TITLE	OFFICE_LOCATIO
Floyd, Ashley Megan	-1	<u>dv2404</u>	<u>H1205</u>	-	dv2404@wayne.edu	Graduate Research Assistant	•
Floyd, Carlyn Ellicia		<u>bb2562</u>	<u>H0910</u>		bb2562@wayne.edu	Student Assistant	71 E. Ferry
Floyd, Judith Ann	2	ab9208	<u>H1501</u>		ab9208@wayne.edu	Professor	300 Cohn Bldg.
Floyd, Nancy J.		<u>ar7219</u>	<u>H1227</u>			9 Month Graduate Assistant	207 Rackham
Floyd, Robin V		<u>dy5999</u>	H2520	-2	dy5999@wayne.edu	Student Assistant	Student Center Building - 211
Floyd, Stacha Camille	-:	ac0213	<u>H9212</u>		ac0213@wayne.edu	Instr Assistant UPTF	

Select Person from Search Results

eProp Email Function

Compose message to PI/AA and send via eProp. Recipient will receive the message in his/her WSU email inbox. Email will include a standard message to NOT REPLY to the email as it will return to the IT server rather than the sender. Instead, when the recipient responds, he/she should select "Reply" and change the IT address to the new recipient's email address.



SAMPLE MESSAGE:

John --- please send a response to Denise and me so that we know this test works (and what it looks like). Thanks

Proposal#: 00003218

Investigator: Floyd, Judith Ann

Lead unit: H1503 : Family, Comm Mental Health

Sponsor: NATIONAL SCIENCE FOUNDATION

Deadline date:

Title: Changing the Science: Another Test

Sponsor announcement:

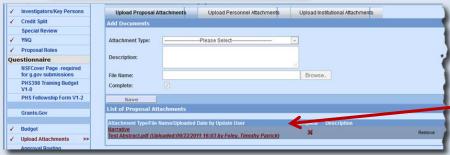
You can view this proposal through CoeusLite at the following address: https://coeuswebdevl.wayne.edu:8443/coeus/getGeneralInfo.do?proposalNumber =00003218

**DO NOT REPLY TO THIS MESSAGE
THIS MESSAGE WAS SENT VIA EPROP BY**

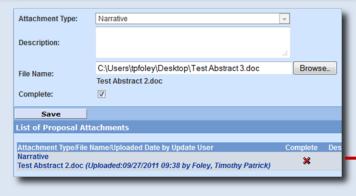
eProp - Attachments



- Attachments can be <u>replaced</u> at any time before FINAL approval of the proposal by SPA.
- The proposal does not have to be rejected or passed in order to amend.
- Instead, the record is "in progress" and can be accessed by the PI, AA or SPA for correction via the Inbox or My Proposals.



- Access the Upload Attachments screen
- The Add Documents portion is not active
 - Select the attachment link to activate the Add Documents field



- Browse and Search for replacement document
- Check as Complete
- Save

Attachment Type/File Name/Uploaded Date by Update User

Narrative
Test Abstract 3.doc (Uploaded:09/27/2011 09:39 by Foley, Timothy Patrick)