

SPA PROPOSAL REVIEW EXPEDITED PROCESS ---- PREP

Timeline

Step

Strongly suggested 30-45 days prior to proposal deadline

PI notifies GCO of intent to submit proposal, provides program announcement, or link to website.

Strongly suggested 30 days prior to proposal deadline

PI provides proposal packet via eProp to SPA for “pre-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 proposal from PI/AA

GCO reviews packet, notes necessary changes, replaces 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.

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

Timeline

9AM – one business days prior to proposal deadline

Step

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

Employee Search - Mozilla Firefox

wayne.edu https://coeuswebdevl.wayne.edu:8443/coeus/irbSearch.do?type=Employee Search&search=true&searchNan

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

Last Name: *Floyd* First Name:

Full Name: User Name:

Run a standard Person Search

Person SearchResult

[Search Again](#) [Close Window](#)

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

[Search Again](#) [Close Window](#)

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.

The screenshot displays the eProp system interface. On the left is a vertical navigation menu with the following items: General Info, Organization, Investigators/Key Persons, Credit Split, Special Review, YNQ, Proposal Roles, Questionnaire (highlighted), NSFCover Page -required for g.gov submissions, PHS398 Training Budget V1-0, PHS Fellowship Form V1-2, Grants.Gov, Budget, Upload Attachments, Approval Routing, Print, Copy Proposal, and Email >>. The main area on the right is titled 'Email Notification' and contains the following information:

Investigator	Floyd, Judith Ann	Proposal # :	00003218 (Approval In Progress)
Agency/Sponsor:	018007 : NATIONAL SCIENCE FOUNDATION	Proposal Period:	09/01/2011 - 08/31/2012
Title:	Changing the Science: Another Test		

Below the table are three links: [Add Employee](#), [Add Non Employee](#), and [Add Role](#). The 'To:' field contains 'Floyd, Judith Ann' with a [Remove](#) link. The 'Subject:' field contains 'Proposal Pre-Review'. The 'Message:' field contains the text: 'Good afternoon Dr. Floyd. I have reviewed your proposal packet and have determined that no changes are necessary. Please upload your science and notify me when completed in eProp and I will complete the submission process. Thank you.'

At the bottom of the form is a **Send** button.

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

Department Required for Proposal Approval

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

(000001) SPA Final Approval Nursing and Research		
Ellis, Lisa M.	Waiting for approval	
Foley, Timothy Patrick	Waiting for approval	
Ryan, Gail Louise	Waiting for approval	
(H115) Division Map for College of Nursing - Non-Training Grants		
Redman, Barbara Klug	Approved by other	
Lewandowski, Linda Ann	Approved by other	
Cavanagh, Stephen James	Approved by other	
Rize, Kimberly Elizabeth	Approved	Comment
Davis, Jean Elizabeth	Approved by other	
(H1503) Unit Map for FCMH		
Rize, Kimberly Elizabeth	Approved	Comment
Kopka, Penelope Hammons	Approved by other	
Williams, Tracy O.	Approved by other	
Brumitt, Gail Ann	Approved by other	
Artinian, Nancy Marie Trygar	Approved by other	
Redman, Barbara Klug	Approved by other	
Rize, Kimberly Elizabeth	Approved	Comment
Cavanagh, Stephen James	Approved by other	
Redman, Barbara Klug	Approved by other	

- Attachments can be replaced 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.

- ✓ Investigators/Key Persons
- ✓ Credit Split
- Special Review
- ✓ YNQ
- ✓ Proposal Roles
- Questionnaire**
- NSFCover Page -required for g.gov submissions
- PHS398 Training Budget V1-0
- PHS Fellowship Form V1-2
- Grants.Gov
- Budget
- ✓ Upload Attachments >>
- Approval Routing

Upload Proposal Attachments
Upload Personnel Attachments
Upload Institutional Attachments

Add Documents

Attachment Type:

Description:

File Name:

Complete:

List of Proposal Attachments

Attachment Type/File Name/Uploaded Date by Update User	Complete	Description
Narrative Test Abstract.pdf (Uploaded:09/22/2011 16:03 by Foley, Timothy Patrick)	✗	

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

Attachment Type:

Description:

File Name:

Test Abstract 2.doc

Complete:

List of Proposal Attachments

Attachment Type/File Name/Uploaded Date by Update User	Complete	Description
Narrative Test Abstract 2.doc (Uploaded:09/27/2011 09:38 by Foley, Timothy Patrick)	✗	

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

Attachment Type/File Name/Uploaded Date by Update User	Complete
Narrative Test Abstract 3.doc (Uploaded:09/27/2011 09:39 by Foley, Timothy Patrick)	✓