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INTRODUCTION

To maintain the same format in all proposal, SC EPSCoR/IDeA developed this portal that will assist Principal Investigators with the construction of the final proposal document. This document is an easy to read guide for the use of the Proposal Submission Portal and has several screen shots (sometimes partial) to illustrate the steps. The IMPORTANT section of this guide is a must read.

This proposal submission portal has the following major functions:

- Upload proposal requirements (or sections of the proposal). Thirteen sections of the proposal can be uploaded, one file at a time. For some sections (or requirements) such as the Budget/budget justification, biographical sketches, and List of Conflicts, multiple files may be uploaded and then sorted.
- Download the proposal as a single PDF with a table of contents to print, proof or save a hard copy.
- Generate a report to determine whether the correct files have been uploaded as planned.
- Submit the Proposal to the SC EPSCoR/IDeA program.

- Edit the Proposal. This will withdraw your submission of the proposal so you may return to upload or delete files. Remember to re-submit the proposal.

The 13 “Requirements” (proposal sections) that the Stimulus Research Program requires are:

1. Cover Page (*One file. Must be a scanned copy*)
2. Project Summary (*One file*)
3. List of Collaborators/Participants (*One file. Must be scanned copy*)
4. Project Description (*One file*)
5. Collaboration, Inclusion, Mentoring and Sustainability Plan (*One file*)
6. Plans to Increase Research Capabilities and Competitiveness (*One file*)
7. References Cited (*One file*)
8. Biographical Sketches (*One file or multiple files*)
9. Budget and Budget Justification (*One file or multiple files*)
10. Cost-share Letter of Commitment (*One file*)
11. Facilities, Equipment, and Other Resources (*One file*)
12. Current and Pending Support (*One file or multiple files. Must be a scanned copy*)
13. List of Conflicts (*One file or multiple files*)

NOTE: IRB and IACUC approvals are no longer required at the proposal stage. They will be required before an award is made.

IMPORTANT

1. Only PDF files can be uploaded.
2. Do not upload fillable PDF files. Only scanned copies of fillable PDF files are allowed. To upload a fillable PDF file, such as the appendices for the Stimulus Research Program Solicitation, after completing the form: print it, get signatures (if required), scan it, then upload it.
3. The largest file size that can be uploaded is 8 MB. If you need to upload a file larger than 8 MB, immediately contact Nadim.aziz@scra.org
4. The Proposal Submission Portal will be shut down on September 1, 2017 at 5:00 PM. No proposals will be accepted after this date and time.
5. If you refresh your browser, the last thing you did will be done again. If you uploaded a file and refreshed the browser, the same file will be uploaded and you will see a duplicate in the table of uploaded files.
6. If you run into difficulties with the Proposal Submission Portal, immediate contact Nadim.Aziz@scra.org.

ACCESS

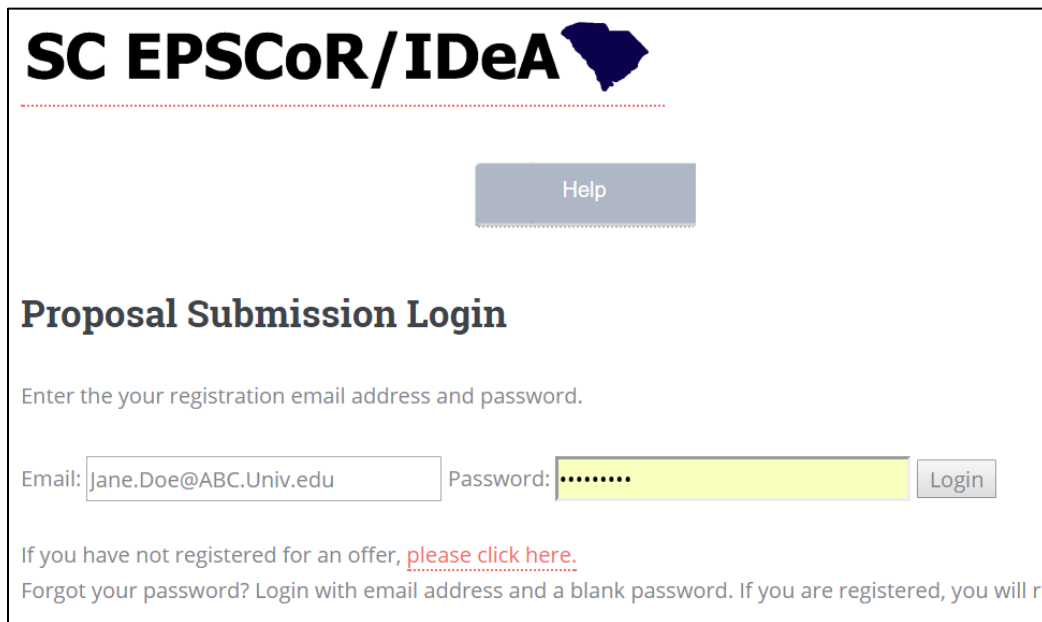
If you are the individual who submitted a LOI, you will receive an email with a temporary password to access the Proposal Submission Portal. Within 24 hours of receiving the temporary password:

Follow the link given in the email

Enter your email address and the temporary password

Change your password as instructed

then login



The screenshot shows the login interface for the SC EPSCoR/IDeA Proposal Submission Portal. At the top left, the text "SC EPSCoR/IDeA" is displayed in a large, bold, black font, with a blue silhouette of the state of South Carolina to its right. A horizontal red dotted line is positioned below the text. In the center of the page, there is a grey rectangular button with the word "Help" in white text. Below this, the heading "Proposal Submission Login" is shown in a bold, dark blue font. Underneath the heading, a grey instruction reads "Enter the your registration email address and password." The login form consists of two input fields: "Email:" followed by a white text box containing "Jane.Doe@ABC.Univ.edu", and "Password:" followed by a yellow text box containing seven black dots. To the right of the password field is a grey "Login" button. At the bottom of the form, there is a line of text: "If you have not registered for an offer, [please click here.](#)" followed by "Forgot your password? Login with email address and a blank password. If you are registered, you will re".

UPLOADING PROPOSAL REQUIREMENTS

Start uploading your proposal files by selecting a requirement, such as: “4. Project Description” as shown below in the partial image of the screen, then

Click “Choose file”

Select the PDF file from a directory on your computer

Click “Load File”

The file is now loaded and file name appears in the table (this table is called the Table of Requirements).

Repeat the above for the other requirements.

The screenshot shows the SC EPSCoR/IDeA web application interface. At the top left is the logo for SC EPSCoR/IDeA. Below the logo are three buttons: "Change PW", "Logout", and "Help". The main heading is "2017 Stimulus Research Program". Underneath are three buttons with descriptions: "Download Proposal" (Combine all proposal files into one PDF with a TOC), "Generate Report" (Compare the requirements vs. the uploaded files), and "Submit Final Proposal" (WARNING: Submitting the proposal terminates your ability to make changes). Below this is a section titled "Upload Proposal Files". It contains a dropdown menu with "1. Cover Page" selected, followed by "Upload PDF File:", a "Choose File" button, the text "No file chosen", and a "Load File" button. Below the upload area is a requirement note: "Requirement: Upload scanned pdf file only. Do not upload the fillable Appendix A unless it is a scanned copy with signatures." At the bottom of the upload section is a "Reorder Files Loaded" button. At the very bottom of the page, there is a footer with the text: "If you have questions or require assistance, please submit a [Help Request](#). Maintained by [SC EPSCoR/IDeA](#). Last Revised: August 8, 2017."

The following partial screen shot is a sample of what will be displayed after requirements 1 through 4 have been uploaded.

Note the delete function to delete any uploaded file.

Upload Proposal Files

Please select a requirement to review the brief description of the requirement. For more details, click the offer title. Only load files in PDF format.

1. Cover Page ▾ Upload PDF File: No file chosen

Requirement: Upload scanned pdf file only. Do not upload the fillable Appendix A unless it is a scanned copy with signatures.

Univ-2 Budget.pdf has been removed.

Action	Requirement	File Name	Size	Loaded
Delete	1. Cover Page	Signed Cover Page.pdf	31.1KB	2017-08-09 07:50:37
Delete	2. Project Summary	Project Summary.pdf	69.1KB	2017-08-09 08:06:09
Delete	3. List of Collaborators/Participants	List of Collaborators-Participants.pdf	31.1KB	2017-08-09 07:51:07
Delete	4. Project Description	Project Description.pdf	1.0MB	2017-08-09 08:06:20

UPLOADING BIOGRAPHICAL SKETCHES

Use requirement #8 to upload biographical sketches.

- You may upload those as one PDF, or
- You may upload the biographical sketch of each investigator one PDF file at a time using requirement #8. By doing it this way, you should upload as requirement #8 as many PDF files as there are investigators.

Regardless of the method used, the lead PI's biographical sketch must appear first, before other investigators' biographical sketches.

Upload Proposal Files

Please select a requirement to review the brief description of the requirement. For more details, click the offer title. Only load files in PDF format.

1. Cover Page No file chosen

Requirement: Upload scanned pdf file only. Do not upload the fillable Appendix A unless it is a scanned copy with signatures.

Action	Requirement	File Name	Size	Loaded
Delete	1. Cover Page	Signed Cover Page.pdf	31.1KB	2017-08-09 07:50:37
Delete	2. Project Summary	Project Summary.pdf	69.1KB	2017-08-09 08:06:09
Delete	3. List of Collaborators/Participants	List of Collaborators-Participants.pdf	31.1KB	2017-08-09 07:51:07
Delete	4. Project Description	Project Description.pdf	1.0MB	2017-08-09 08:06:20
Delete	5. Collaboration, Inclusion, Mentoring and Sustainability Plan	Collaboration Inclusion.pdf	31.1KB	2017-08-09 08:06:44
Delete	6. Plans to Increase Research Capabilities and Competitiveness	Plans to increase SC.pdf	31.1KB	2017-08-09 08:07:05
Delete	7. References Cited	References.pdf	101.6KB	2017-08-09 08:08:33
Delete	8. Biographical Sketches	Lead PI Bio.pdf	84.9KB	2017-08-09 08:08:43
Delete	8. Biographical Sketches	Co-PI Smith Bio.pdf	83.1KB	2017-08-09 08:09:05
Delete	8. Biographical Sketches	Co-PI Fun Bio.pdf	83.1KB	2017-08-09 08:11:11
Delete	8. Biographical Sketches	Co-PI Happy Bio - Copy.pdf	84.9KB	2017-08-09 08:08:51
Delete	8. Biographical Sketches	Co-PI Brown Bio.pdf	83.1KB	2017-08-09 08:09:49
Delete	8. Biographical Sketches	Co-PI Joy Bio - Copy.pdf	84.9KB	2017-08-09 08:10:47

UPLOADING BUDGET FILES

Use requirement #9 to upload several budget sheets and budget justification. You may use requirement #9 once for each institution’s budget documents. The following process must be followed:

1. You may upload those as one PDF. For each institution, print the budget sheets (3 pages) and the budget justification sheets (2 pages), then scan them into one PDF. Make sure budget sheets have been signed by the appropriate individuals before uploading the PDF as requirement #9. Or,
2. You may upload each institution’s budget sheets as a separate file, one file for each institution.
 - a. First, upload the Lead PI institution’s scanned budget and budget justification pages (5 pages)
 - b. Then upload the next institution’s budget and budget justification pages (5 pages)
 - c. Repeat the previous step (b) for each other institution’s budget and budget justification

In this case, the requirements table will show several lines for requirement #10, one for each uploaded budget file. It is advisable to name these files carefully so you may easily recognize if you have loaded the correct files and the correct number of budgets. Below is an example of the requirements table with four budget files uploaded separately with the lead institution’s budget first.

Delete	6. Biographical sketches	Co-PI Job Bio - Copy.pdf	84.9KB	2017-08-09 08:10:47
Delete	9. Budget and Budget Justification	Lead Univ Budget.pdf	104.5KB	2017-08-09 08:19:50
Delete	9. Budget and Budget Justification	Univ-2 Budget.pdf	93.5KB	2017-08-09 08:12:57
Delete	9. Budget and Budget Justification	Univ-3 Budget.pdf	93.5KB	2017-08-09 08:13:10
Delete	9. Budget and Budget Justification	Univ-4 Budget.pdf	93.5KB	2017-08-09 08:13:15

UPLOADING CURRENT AND PENDING SUPPORT

Use requirement #12 to upload Current and Pending Support:

- You may upload those as one PDF. Print the completed Current and Pending Support of all investigators and scan all of them as one PDF file. The Lead PI Current and Pending Support form must be at the top of all others.
- You may upload the Current and Pending Support for each investigator separately, one PDF file at a time using requirement #12. In this method, you should upload as requirement #12 as many PDF files as there are investigators. All Current and Pending Support forms must be scanned copies of the completed forms. The lead PI's Current and Pending Support must appear first, before other investigators' Current and Pending Support.

UPLOADING LIST OF CONFLICTS

Use requirement #13 to upload the List of Conflicts:

- You may upload those as one PDF after you have combined the List of Conflicts spreadsheets of all investigators. Then print it and scan it as PDF then upload this PDF, or Save the spreadsheet as PDF and upload it using requirement #13.
- You may upload the List of Conflicts for each investigator separately, one PDF file at a time using requirement #13. In this method, you should upload as requirement #13 as many PDF files as there are investigators.

REORDERING/SORTING REQUIREMENTS THAT HAVE MULTIPLE FILES

For requirements with multiple files, such as budget/budget justification, biographical sketches, etc., click on “Reorder Files Loaded” to put the files in the correct sequence (Such as moving the lead PI biographical Sketch to the top of all biographical sketches). The image below shows an example of the sorting table.

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Only the requirements that have multiple files loaded are shown. Enter integers in the textbox for each row to indicate the new sort order. Note that files are only sorted within each requirement group. Click the Sort button to save your changes.

Order	Requirement	File Name	Size	Loaded
First Name: <input type="text" value="1"/>	8. Biographical Sketches	Lead PI Bio.pdf	84.9KB	2017-08-09 08:08:43
First Name: <input type="text" value="2"/>	8. Biographical Sketches	Co-PI Smith Bio.pdf	83.1KB	2017-08-09 08:09:05
First Name: <input type="text" value="3"/>	8. Biographical Sketches	Co-PI Fun Bio.pdf	83.1KB	2017-08-09 08:11:11
First Name: <input type="text" value="4"/>	8. Biographical Sketches	Co-PI Happy Bio - Copy.pdf	84.9KB	2017-08-09 08:08:51
First Name: <input type="text" value="5"/>	8. Biographical Sketches	Co-PI Brown Bio.pdf	83.1KB	2017-08-09 08:09:49
First Name: <input type="text" value="6"/>	8. Biographical Sketches	Co-PI Joy Bio - Copy.pdf	84.9KB	2017-08-09 08:10:47
First Name: <input type="text" value="1"/>	9. Budget and Budget Justification	Lead Univ Budget.pdf	104.5KB	2017-08-09 08:19:50
First Name: <input type="text" value="2"/>	9. Budget and Budget Justification	Univ-2 Budget.pdf	93.5KB	2017-08-09 08:12:57
First Name: <input type="text" value="3"/>	9. Budget and Budget Justification	Univ-3 Budget.pdf	93.5KB	2017-08-09 08:13:10
First Name: <input type="text" value="4"/>	9. Budget and Budget Justification	Univ-4 Budget.pdf	93.5KB	2017-08-09 08:13:15

DOWNLOADING THE PROPOSAL

The “Download Proposal” function combines all uploaded files into one PDF in the order they appear in the table. Review the uploaded file, it contains a table of contents. Make sure your proposal contains the correct files.

SC EPSCoR/IDeA

Change PW Logout Help

2017 Stimulus Research Program

Download Proposal Combine all proposal files into one PDF

Generate Report Compare the requirements and the uploaded files

Submit Final Proposal **WARNING:** Submitting the proposal terminates your ability to make changes

GENERATING A REPORT

This “Generate Report” function displays two tables. The first is a table containing all the requirements for the proposal showing the column with number of files required for each requirement, another column shows the number files you uploaded for each requirement, and the last column is a “warnings” columns.

SC EPSCoR/IDeA

Change PW Logout Help

2017 Stimulus Research Program

Download Proposal Combine all proposal files into one PDF

Generate Report Compare the requirements and the uploaded files

Submit Final Proposal **WARNING:** Submitting the proposal terminates your ability to make changes

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[Download Proposal](#) Combine all proposal files into one PDF with a TOC

[Generate Report](#) Compare the requirements vs. the uploaded files

[Submit Final Proposal](#) **WARNING:** Submitting the proposal terminates your ability to make changes

Upload Proposal Files

Please select a requirement to review the brief description of the requirement. For more details, click the offer title. Only load files in PDF format:

1. Cover Page No file chosen

Requirement: Upload scanned pdf file only. Do not upload the fillable Appendix A unless it is a scanned copy with signatures.

[Reorder Files Loaded](#)

Requirement	Files Allowed	Files Loaded	Warning
1. Cover Page	1	1	
2. Project Summary	1	1	
3. List of Collaborators/Participants	1	1	
4. Project Description	1	1	
5. Collaboration, Inclusion, Mentoring and Sustainability Plan	1	1	
6. Plans to Increase Research Capabilities and Competitiveness	1	1	
7. References Cited	1	1	
8. Biographical Sketches	> 1	6	Multiple files allowed.
9. Budget and Budget Justification	> 1	4	Multiple files allowed.
10. Cost-Share Letter of Commitment	1	0	No files loaded.
11. Facilities, Equipment and other Resources	1	0	No files loaded.
12. Current and Pending Support	> 1	0	No files loaded.
13. List of Conflicts	> 1	0	No files loaded.

Action	Requirement	File Name	Size	Loaded
Delete	1. Cover Page	Signed Cover Page.pdf	31.1KB	2017-08-09 07:50:37
Delete	2. Project Summary	Project Summary.pdf	69.1KB	2017-08-09 08:06:09

SUBMIT FINAL PROPOSAL

After you have uploaded all the files that are required by the solicitation, click the “Submit Final Proposal” button.

2017 Stimulus Research Program

[Download Proposal](#) Combine all proposal files into one PDF

[Generate Report](#) Compare the requirements and the uploaded files

[Submit Final Proposal](#) **WARNING:** Submitting the proposal terminates your ability to make changes

After clicking the “Submit Final Proposal”, a message will appear confirming your submission as shown below.

2017 Stimulus Research Program

[Download Proposal](#) Download a composite file containing all loaded files. Note that non-standard PDF files may cause this function to fail.

[Request Evaluation of Proposal](#) Click this button to see an evaluation report

[Edit Proposal](#) Prior to the final due date/time (2017-09-01 17:00:00) for submission of the proposal, you may continue to make changes

Your proposal has been submitted for review. You will be contacted as soon as the review is complete.

Requirement	File Name	Size	Loaded	Deleted
1. Cover Page	Signed Cover Page.pdf	31.1KB	2017-08-04 22:49:54	
2. Project Summary	Project Summary.pdf	31.2KB	2017-08-04 22:52:29	
3. List of Collaborators/Participants	List of Collaborators-Participants.pdf	31.1KB	2017-08-04 22:51:24	

EDIT PROPOSAL

The “Edit Proposal” button appears only after you have submitted the proposal. If you wish to go back to review or make changes to the files you have uploaded, click on “Edit Proposal” button to get access to your files again.

WARNING: By clicking “Edit Proposal” you are withdrawing the submission and you must resubmit the proposal once again before the proposal submission deadline. A withdrawn proposal will not be considered for review by the Stimulus Research Program.

2017 Stimulus Research Program

[Download Proposal](#) Download a composite file containing all loaded files. Note that non-standard PDF files may cause this function to fail.

[Request Evaluation of Proposal](#) Click this button to see an evaluation report

[Edit Proposal](#) Prior to the final due date/time (2017-09-01 17:00:00) for submission of the proposal, you may continue to make changes

Your proposal has been submitted for review. You will be contacted as soon as the review is complete.

Requirement	File Name	Size	Loaded	Deleted
1. Cover Page	Signed Cover Page.pdf	31.1KB	2017-08-04 22:49:54	
2. Project Summary	Project Summary.pdf	31.2KB	2017-08-04 22:52:29	
3. List of Collaborators/Participants	List of Collaborators-Participants.pdf	31.1KB	2017-08-04 22:51:24	