

# QUICKSTART GUIDE FOR REVIEW OF FY12 INDIVIDUAL PRE-PROPOSALS USING THE EPS SYSTEM *(Short Step by Step Guide)*

1. On the USWBSI's 'Home' page, enter your Username and Password into the 'Login' boxes on the left side links (see Figure 1).

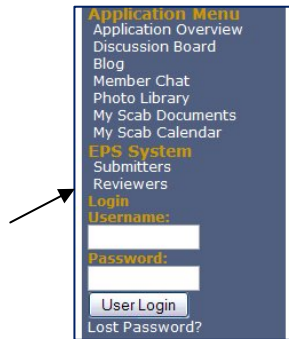


Figure 1. USWBSI's Electronic Pre-Proposal Submission (EPS) System Login Screen

Then click on 'Reviewers' (see arrow in Figure 1) under the EPS System application.

2. You are now at the home page of the EPS System for Reviewers. On the 'EPS Reivewer Page', click on the research area (see arrow in Figure 2) to see the list of pre-proposals submitted to this area (Figure 3a).

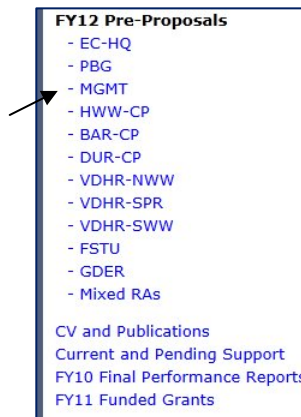


Figure 2. Reviewer's Home Page showing link to MGMT pre-proposal and supporting documents.

3. Next, click on the 'Pre-Proposal ID' (see arrow in Figure 3a) and then the 'Pre-Proposal' (Figure 3b) to view the document.

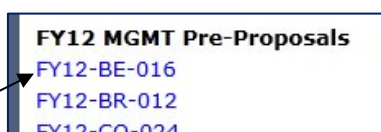


Figure 3a. Arrow indicating what to click on in order to view a specific pre-proposal.



Figure 3b. Arrow indicating what to click on in order to view a specific pre-proposal.

Depending on your browser's settings, the file (shown in Figure 4) will open in a new browser window or tab, or will open in the same browser window. If it opens in the same browser window, click the 'Back Arrow' in your browser to return to the previous page. Repeat these steps to view each each pre-proposal.

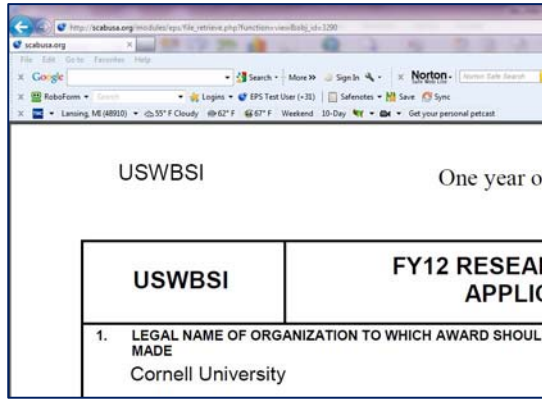


Figure 4. Open PDF file containing Pre-Proposal.

To return to the main Review page click on 'EPS Status Page' under the Main Menu links (see Figure 5).



Figure 5. Click on 'EPS Status Page' to return to Review Home Page.

Repeat these steps to view each pre-proposal you are assigned to review.

#### 4. To view *Supporting Documents*

The following supporting documents are accessible from the 'EPS Reviewer Page' (see Figure 6):

- Current and Pending Support Forms
- CV and Publication Lists
- FY10 Final Performance Reports
- FY11 Funded Grants

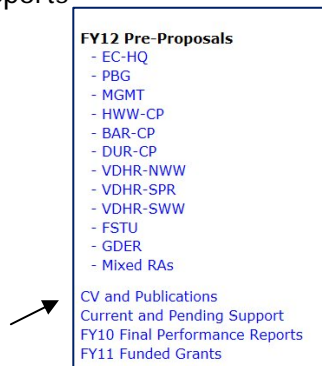


Figure 6. Links to supporting documents.

Both individual Current and Pending Support (CPS) forms and CV and Publication (CV-Pubs) lists are organized by 'First Name Last Name'. To access someone's CPS or CV-Pubs, click on the component (see arrow Figure 6), and then locate and click on the individual's name (see Figure 7). The PDF file will open in a new browser tab or window.



Figure 7. List of (and links to) Individual FY09 Final Performance Reports.

Both the FY10 Final Performance Reports and the FY11 Funded Grants are ordered by the PIs' Last Name. Repeat these steps to access any supporting document.

**5. To exit the EPS System**

When you are ready to leave the EPS System, click on 'Return to Main Site' on the left side links, and then click on 'Logout' above the 'Search' box on the left side links on the USWBSI's Home Page.

**Questions?**

Contact the Networking and Facilitation Office at 517-290-5023 or by e-mail at [scabusa@scabusa.org](mailto:scabusa@scabusa.org) if you have any questions or experience problems using the EPS System.