

eProposal Guide

Before you apply:

1. Are you a PI-eligible researcher at Texas A&M? If not, you are not eligible for this particular program. Please see other writing programs offered by the Division.
2. Did you attend one of the required seminars by GWSW? For NSF applicants these were:

Write Winning NIH and NSF Grant Proposals seminar (Core and NSF-Focus sections) on Sep. 21-22, 2017

For NIH applicants these were:

Write Winning NIH and NSF Grant Proposals seminar on Sep. 21, 2017 (Core and NIH-Focus sections) or Write Winning NIH Grant Proposals seminar on Sep. 22, 2016

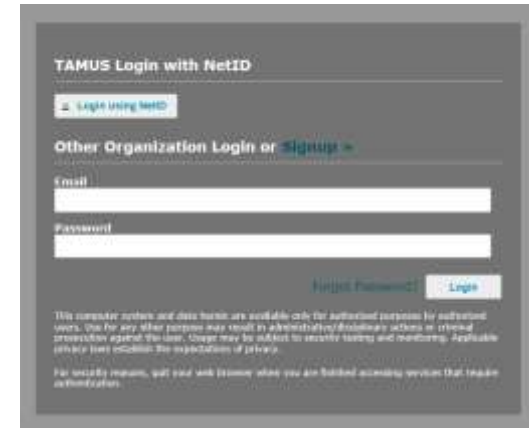
Before you log in to eProposal:

1. Look through the following pages to familiarize yourself with the eProposal application.
2. Know your UIN or have it available in order to access eProposal.
3. Prepare a short descriptive title of the proposal you plan to work on during the writing program. You will need to enter this at the beginning of the application.
4. Contact three (3) reviewers who agree to serve as members of your Pre-Submission Review Committee. They will review your proposal for *scientific and technical merit* after receipt of your final critique from GWSW. You will need to supply their names and institutions in your application.
5. Have a PDF copy of your current biographical sketch available to be uploaded during the application process.
6. Talk to your department head and/or college research dean to confirm their approval of your application and the amount of funds they will contribute toward the writing program fee. That total must add up to \$1,600. The Division will pay the remainder of the fee, \$2,400.

Log in at <https://eproposal.tamu.edu/>.

TAMUS Login with NetID

Click on “Login using NetID.” Once you have logged in there, it will bring up the Main eProposal page. See next section.



Main

Select NIH and NSF Grant Proposal – Writing Program by clicking on red plus sign.



Program Name	Start	End
DOE Advanced Manufacturing Projects for Emerging Research Exploration	Aug 12, 2015 06:00 AM	Aug 31, 2016 05:00 PM
Keck Foundation Research Program	Dec 15, 2015 06:00 AM	Sep 31, 2016 05:00 PM
Keck Foundation Undergraduate Education Program	Dec 12, 2015 06:00 AM	Sep 31, 2017 05:00 PM
Limited Submission Grant	Aug 12, 2015 06:00 AM	Aug 31, 2016 05:00 PM
NIH and NSF Grant Proposal - Writing Program	Dec 15, 2015 06:00 AM	Sep 31, 2016 05:00 PM
NSF IAPSER	Jul 26, 2017 06:00 AM	Oct 31, 2017 11:59 PM

Create Proposal

Enter a short descriptive title of your proposal.

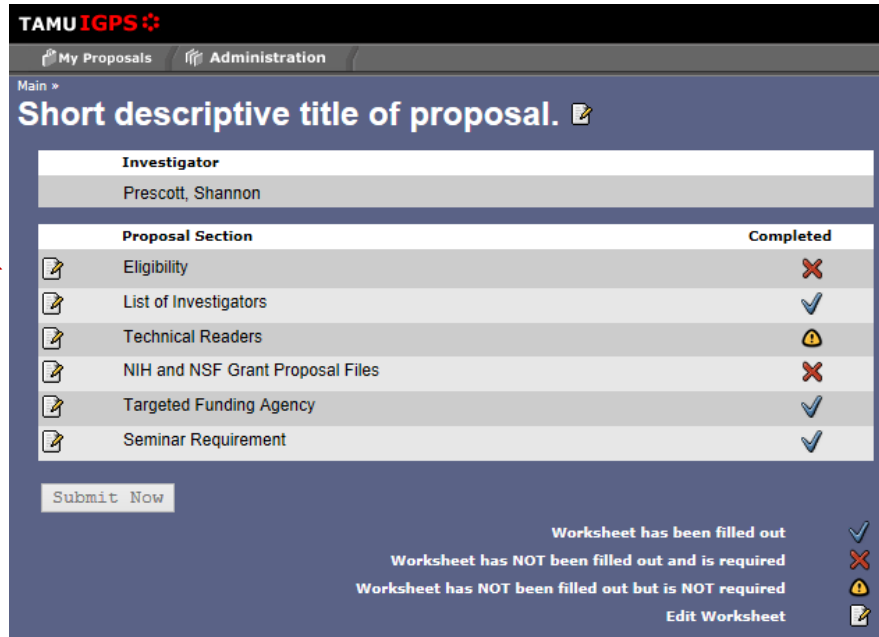
Click Next>>>









The screenshot shows the 'Create Proposal' page in the TAMU IGPS system. At the top, there are navigation tabs for 'My Proposals' and 'Administration'. Below the header, the page title is 'Create Proposal'. A section titled 'Create New Proposal' contains a text input field labeled 'Proposal Name:' with the placeholder text 'Short descriptive title of proposal.'. A 'Next >>>' button is located at the bottom of the form.

Proposal Section


Click on  next to Eligibility.



The screenshot shows the 'Proposal Section' page in the TAMU IGPS system. The page title is 'Short descriptive title of proposal.' with a pencil icon. Below the title, there is a table with the following structure:

Investigator	
Prescott, Shannon	
Proposal Section	Completed
 Eligibility	✗
 List of Investigators	✓
 Technical Readers	⚠
 NIH and NSF Grant Proposal Files	✗
 Targeted Funding Agency	✓
 Seminar Requirement	✓

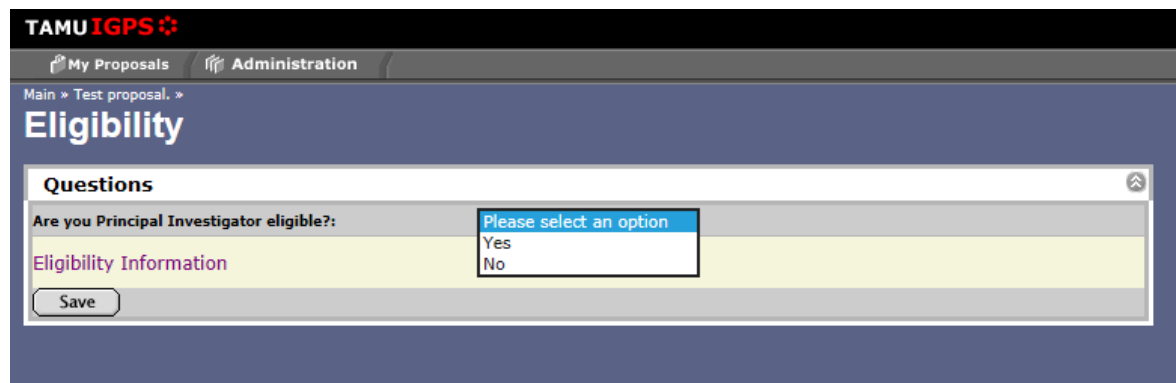
Below the table is a 'Submit Now' button. At the bottom right, there is a legend for the completion status:

- Worksheet has been filled out ✓
- Worksheet has NOT been filled out and is required ✗
- Worksheet has NOT been filled out but is NOT required ⚠
- Edit Worksheet 

Eligibility

Please select an option from the drop-down menu. If you are uncertain, click on the link, *Eligibility Information*, to find out. **If you are not PI-eligible, you are not eligible for this writing program.**

Click Save. (You will go back to the Proposal Section Page.)

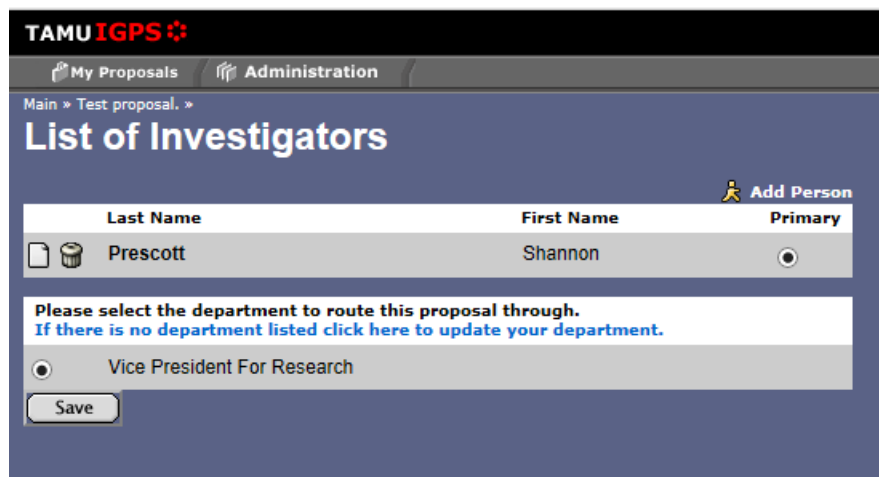


The screenshot shows the TAMU IGPS web interface. At the top, there is a navigation bar with 'My Proposals' and 'Administration' tabs. Below this, the breadcrumb trail reads 'Main > Test proposal. >'. The main heading is 'Eligibility'. A 'Questions' section contains the question 'Are you Principal Investigator eligible?'. To the right of this question is a dropdown menu with the text 'Please select an option' and two visible options: 'Yes' and 'No'. Below the question is a link for 'Eligibility Information' and a 'Save' button.

List of Investigators

Please select the department to route this proposal through. If there is no department listed, click the blue text to update your department.

Click Save.



The screenshot shows the TAMU IGPS web interface. At the top, there is a navigation bar with 'My Proposals' and 'Administration' tabs. Below this, the breadcrumb trail reads 'Main > Test proposal. >'. The main heading is 'List of Investigators'. There is an 'Add Person' link with a person icon. Below this is a table with the following data:

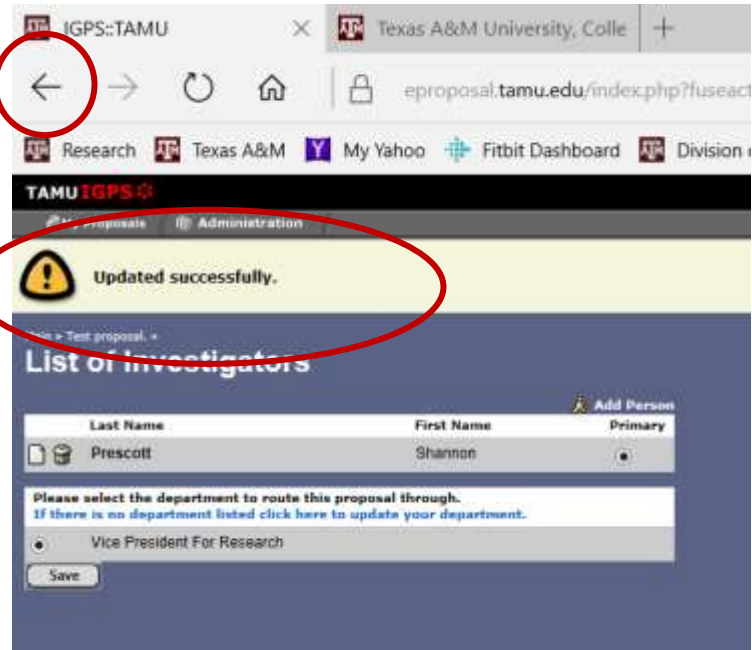
Last Name	First Name	Primary
 Prescott	Shannon	<input checked="" type="radio"/>

Below the table is a text box with the instruction: 'Please select the department to route this proposal through. If there is no department listed click here to update your department.' Below this text box is a radio button next to the text 'Vice President For Research' and a 'Save' button.

List of Investigators (continued)

Once you've updated your department, you will be returned to the **List of Investigators** and see an "Updated successfully" message at the top of the page.

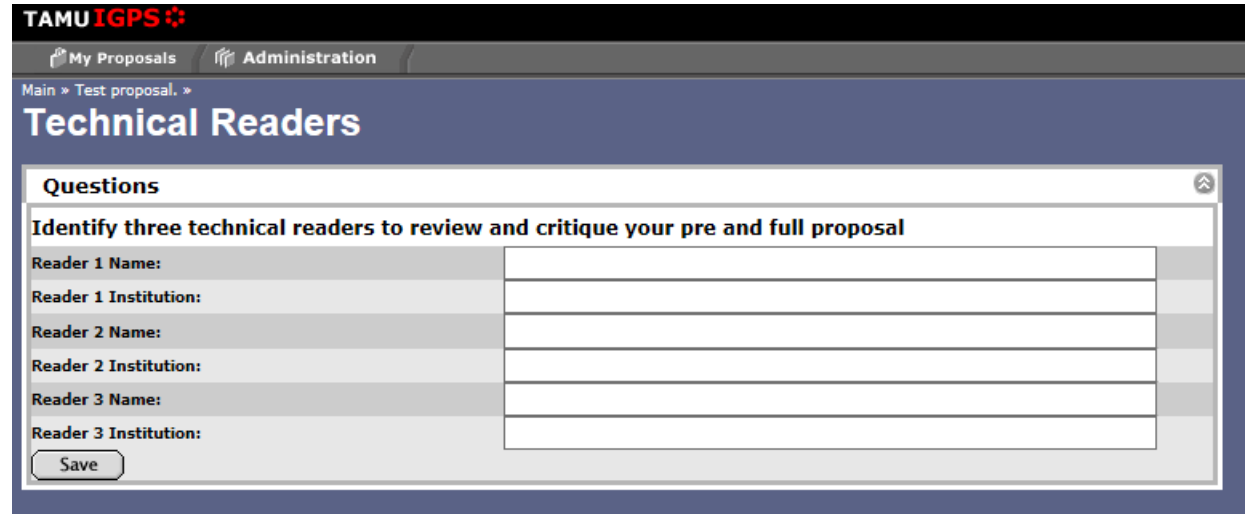
Click the back arrow until you return to the **Proposal Section** page.



Technical Readers

Enter the names and institutions of the three technical readers for your proposal.

Click Save. (You will go back to the Proposal Section Page.)



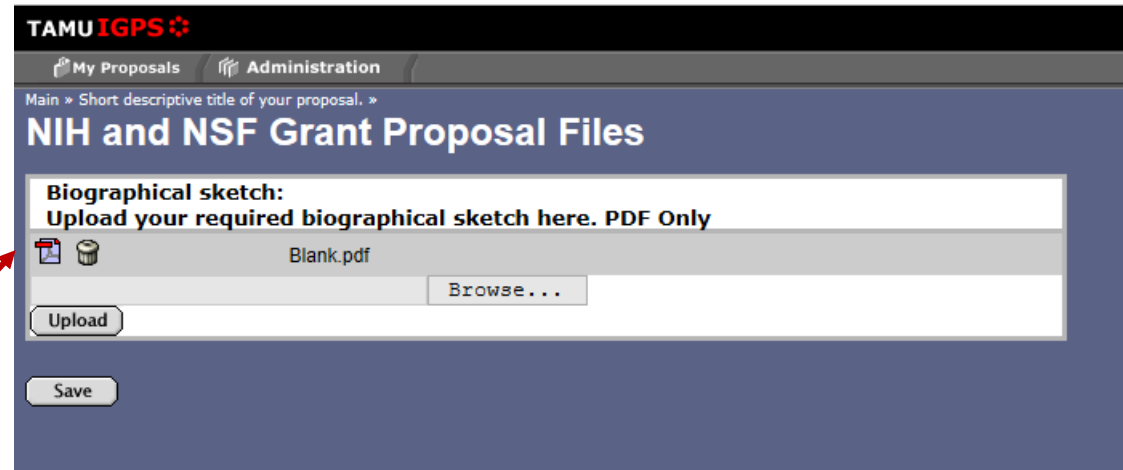
The screenshot shows the TAMU IGPS Administration page. The page title is TAMU IGPS. The navigation menu includes "My Proposals" and "Administration". The breadcrumb trail is "Main » Test proposal. »". The main heading is "Technical Readers". Below this is a "Questions" section with the text "Identify three technical readers to review and critique your pre and full proposal". The form contains three rows of input fields for "Reader 1 Name:", "Reader 1 Institution:", "Reader 2 Name:", "Reader 2 Institution:", "Reader 3 Name:", and "Reader 3 Institution:". A "Save" button is located at the bottom of the form.

NIH and NSF Grant Proposal Files

Upload your required biographical sketch here. This must be in PDF format. Your biographical sketch should be in the format required by the funding agency you are targeting.

Click Upload. Once upload is complete, you will see a PDF icon.

Click Save. (You will go back to the Proposal Section Page.)



Targeted Funding Agency

Answer the questions in the appropriate funding agency section.

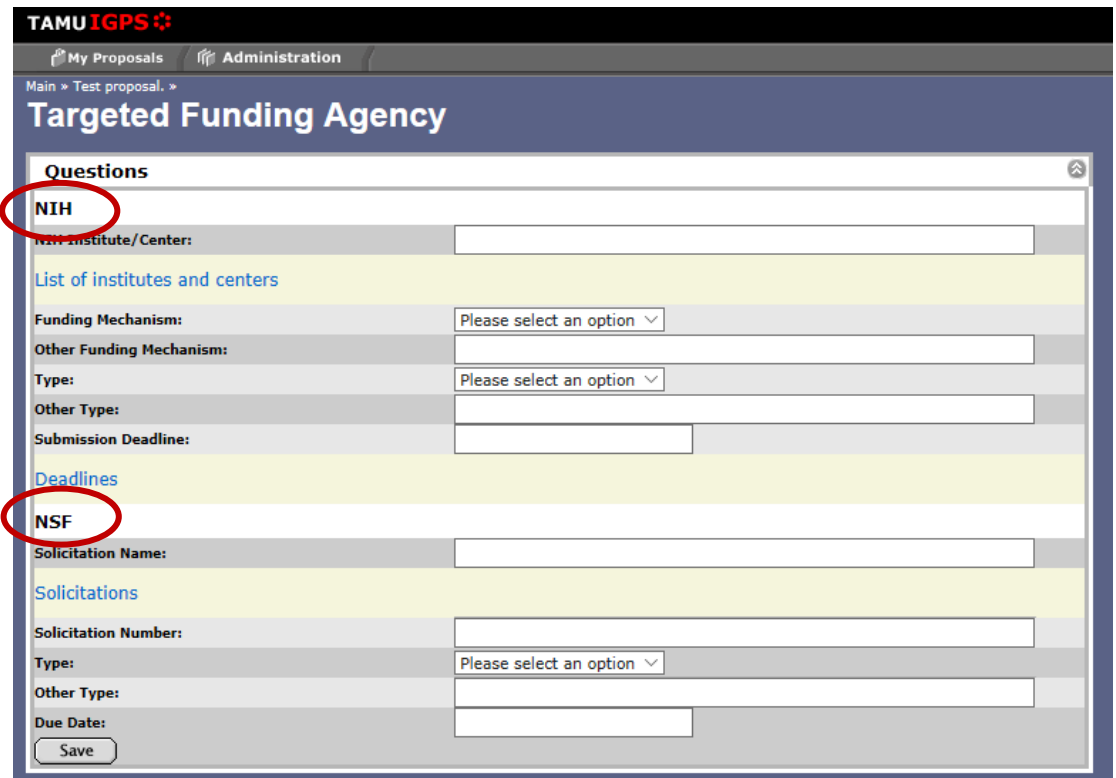
NIH applicants must enter:

- Institute/Center
- Funding Mechanism
- Type
- Submission Deadline

NSF applications must enter:

- Solicitation Name
- Solicitation Number
- Type
- Due Date

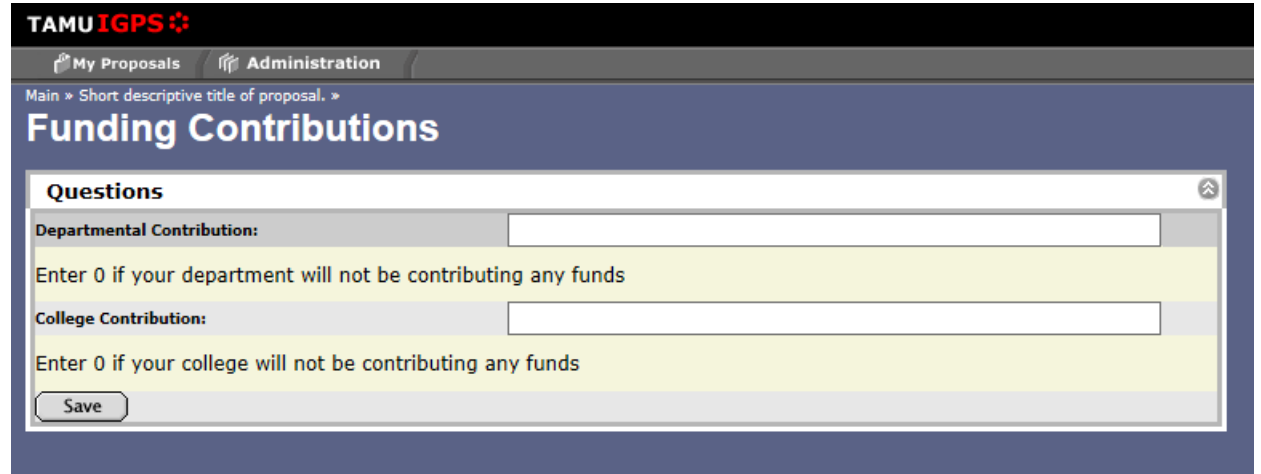
Click Save. (You will go back to the Proposal Section Page.)



Funding Contribution

Enter the amounts your department and college are contributing toward the fee. The total must add up to **\$1,600**. The Division will pay the remainder of the fee, \$2,400.

Click Save. (You will go back to the Proposal Section Page.)

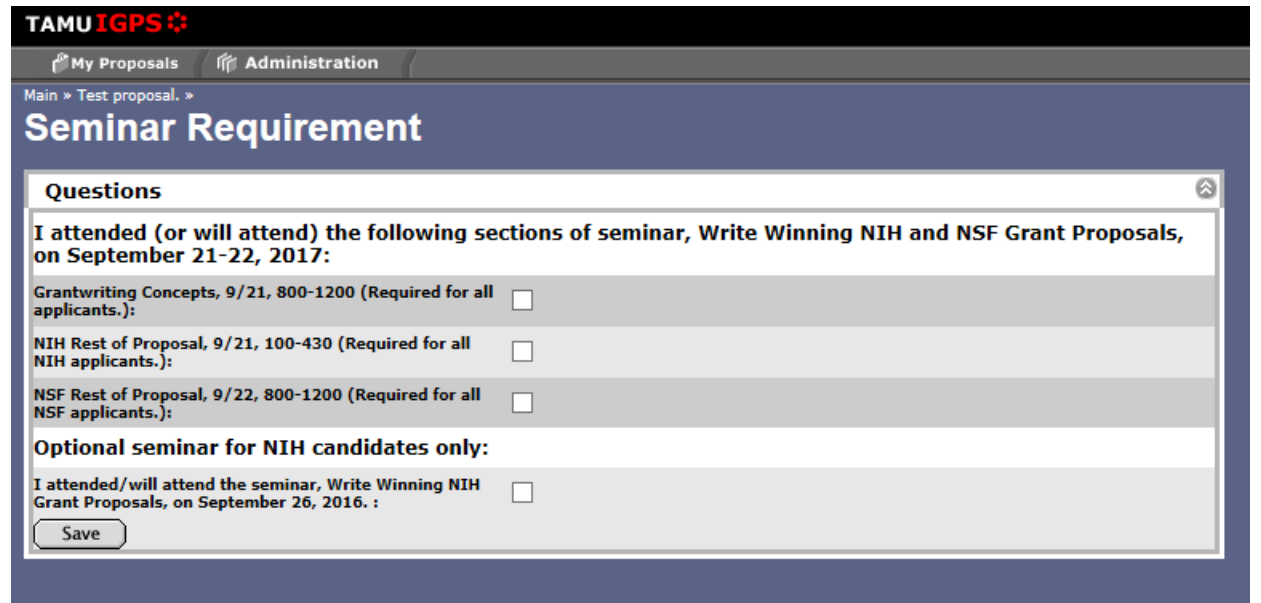


The screenshot shows the TAMU IGPS web interface. At the top, there is a navigation bar with 'My Proposals' and 'Administration' tabs. Below the navigation bar, the breadcrumb trail reads 'Main > Short descriptive title of proposal. >'. The main heading is 'Funding Contributions'. The form contains two input fields: 'Departmental Contribution:' and 'College Contribution:'. Below each field is a yellow highlighted instruction: 'Enter 0 if your department will not be contributing any funds' and 'Enter 0 if your college will not be contributing any funds'. A 'Save' button is located at the bottom of the form.

Seminar Requirement

Select all that apply.

Click Save. (You will go back to the Proposal Section Page.)




The screenshot shows the TAMU IGPS web interface. At the top, there is a navigation bar with 'My Proposals' and 'Administration' tabs. Below the navigation bar, the breadcrumb trail reads 'Main > Test proposal. >'. The main heading is 'Seminar Requirement'. The form contains a 'Questions' section with the following text: 'I attended (or will attend) the following sections of seminar, Write Winning NIH and NSF Grant Proposals, on September 21-22, 2017:'. Below this text are three checkboxes: 'Grantwriting Concepts, 9/21, 800-1200 (Required for all applicants.):', 'NIH Rest of Proposal, 9/21, 100-430 (Required for all NIH applicants.):', and 'NSF Rest of Proposal, 9/22, 800-1200 (Required for all NSF applicants.):'. Below these is another section: 'Optional seminar for NIH candidates only:'. Below this section is one checkbox: 'I attended/will attend the seminar, Write Winning NIH Grant Proposals, on September 26, 2016. :'. A 'Save' button is located at the bottom of the form.

Submit Now

Once you have completed all sections of the proposal, the Submit Now button will be highlighted.

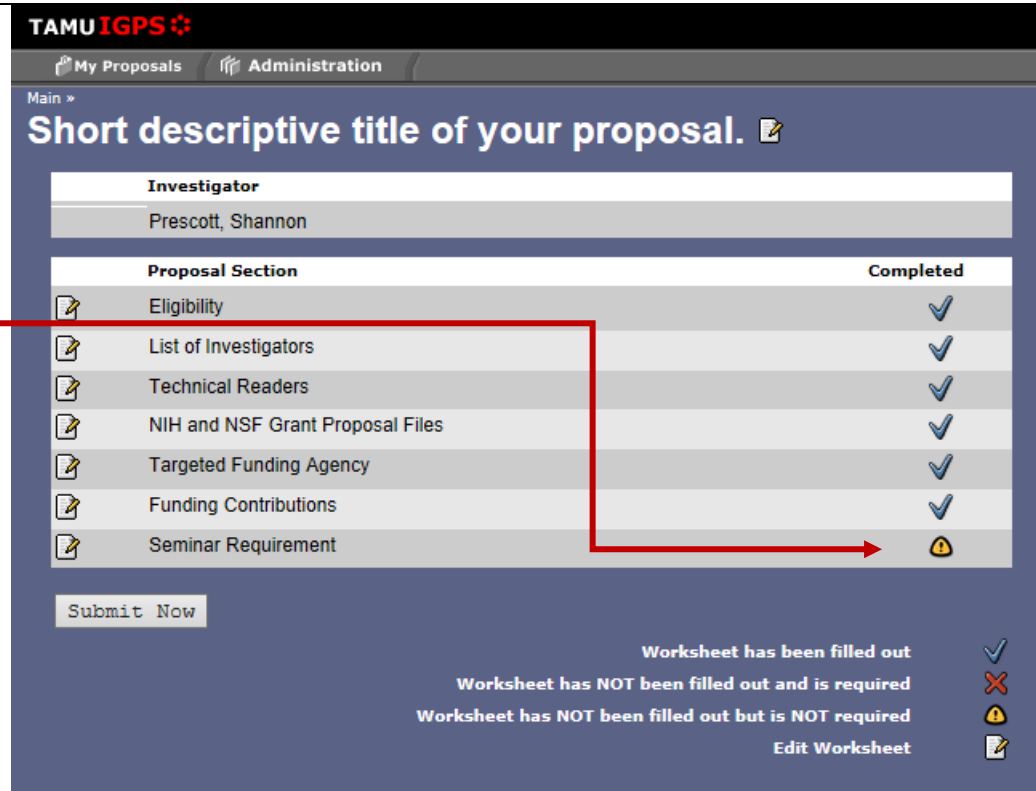
You will note that the Seminar Requirement will continue to show the icon:

 Worksheet has NOT been filled out but is NOT required.













This is an element of the software we are unable to change at this point, so please disregard the warning.

Completion of this section is required.




Click **Submit Now**.



The screenshot shows the TAMU IGPS Administration interface. At the top, there are tabs for 'My Proposals' and 'Administration'. Below the tabs, the user is logged in as 'Prescott, Shannon'. The main heading is 'Short descriptive title of your proposal.' followed by an edit icon. A table lists the proposal sections and their completion status:

Investigator	Completed
Prescott, Shannon	
Proposal Section	Completed
 Eligibility	
 List of Investigators	
 Technical Readers	
 NIH and NSF Grant Proposal Files	
 Targeted Funding Agency	
 Funding Contributions	
 Seminar Requirement	

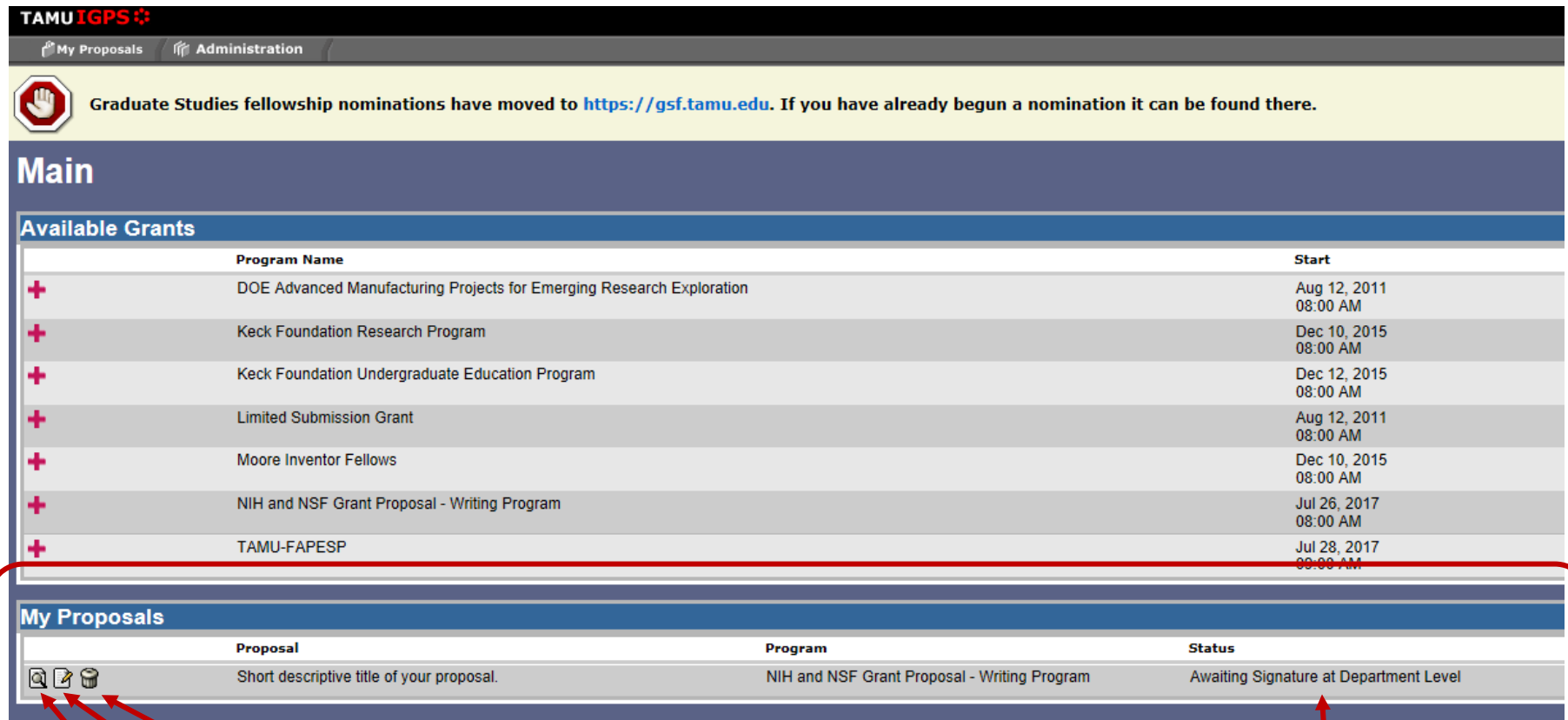
Below the table is a 'Submit Now' button. At the bottom right, there is a legend for the completion status:

- Worksheet has been filled out 
- Worksheet has NOT been filled out and is required 
- Worksheet has NOT been filled out but is NOT required 
- Edit Worksheet 

A red arrow points from the 'Seminar Requirement' row in the table to the 'Worksheet has NOT been filled out but is NOT required' status in the legend.

After Submission

Once you have clicked Submit Now, you will return to the Main window.
Your proposal will appear at the bottom.






The screenshot shows the TAMU IGPS web interface. At the top, there is a navigation bar with 'My Proposals' and 'Administration' tabs. Below this is a yellow banner with a hand icon and the text: 'Graduate Studies fellowship nominations have moved to <https://gsf.tamu.edu>. If you have already begun a nomination it can be found there.'

The main content area is titled 'Main' and contains two tables:

Available Grants

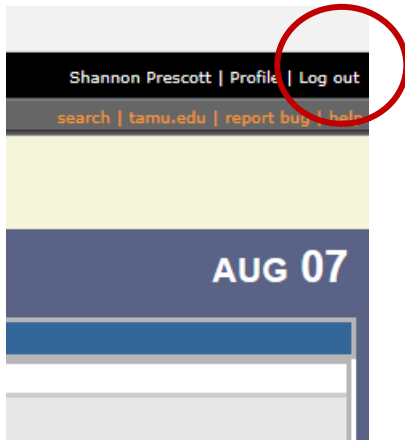
	Program Name	Start
+	DOE Advanced Manufacturing Projects for Emerging Research Exploration	Aug 12, 2011 08:00 AM
+	Keck Foundation Research Program	Dec 10, 2015 08:00 AM
+	Keck Foundation Undergraduate Education Program	Dec 12, 2015 08:00 AM
+	Limited Submission Grant	Aug 12, 2011 08:00 AM
+	Moore Inventor Fellows	Dec 10, 2015 08:00 AM
+	NIH and NSF Grant Proposal - Writing Program	Jul 26, 2017 08:00 AM
+	TAMU-FAPESP	Jul 28, 2017 08:00 AM

My Proposals

	Proposal	Program	Status
  	Short descriptive title of your proposal.	NIH and NSF Grant Proposal - Writing Program	Awaiting Signature at Department Level

You can view or edit or delete the proposal.

You can also check the status.



Click “Log out” in the upper right-hand corner of the page. Your application is accessible at any time by logging back into eProposal with your NetID.

Contact Shannon Prescott, sprescott@tamu.edu, if you have any questions or issues with the **application**.

Questions about applying to the **NIH** can be addressed to:

John Ivy, Ph.D. (johnivy@tamu.edu)

Christina Papke, Ph.D. (cpapke@tamu.edu)

Questions about applying to the **NSF** can be addressed to:

Jim Izat, Ph.D. (jizat@tamu.edu)

**Thank you for applying to the
2018 NIH and NSF Grant
Proposal Writing Program!**

We look forward to working with you.