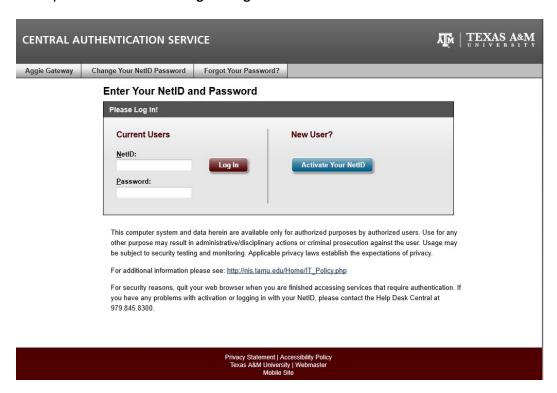
## Guide to using the E-proposal system:

## Log in screen:

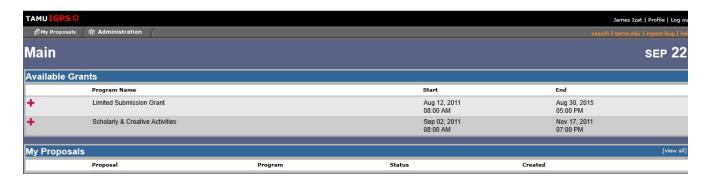


E-Proposal home screen.

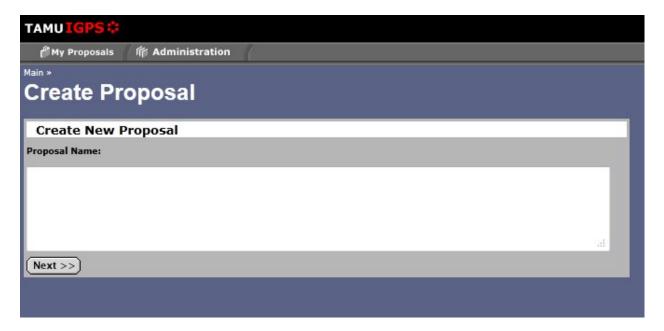
Faculty should click on the "Login using NetID" button on the above screen.



Faculty can enter their NetID and Password here to enter the system.



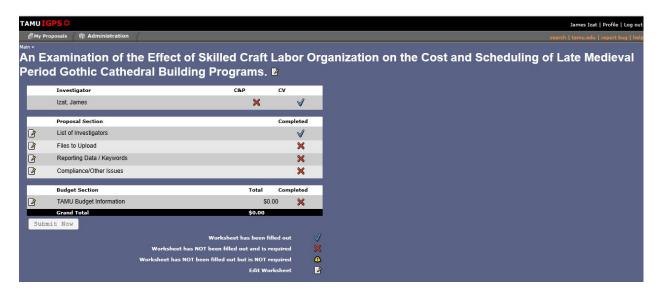
This is the screen you will see when you are successfully logged into E-Proposal. Simply click on the red plus sign on the left edge of the page next to **Scholarly & Creative Activities** to begin entering your proposal information.



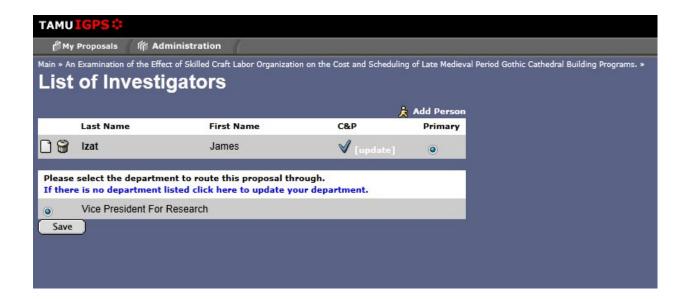
The above dialogue box is the first of several which will allow the user to enter (usually by copy/paste) the required information which, when finished, will comprise a completed PESCA proposal.

Once the title of the Proposal has been entered, the user will see the following:

## **List of Required Documents Screen:**

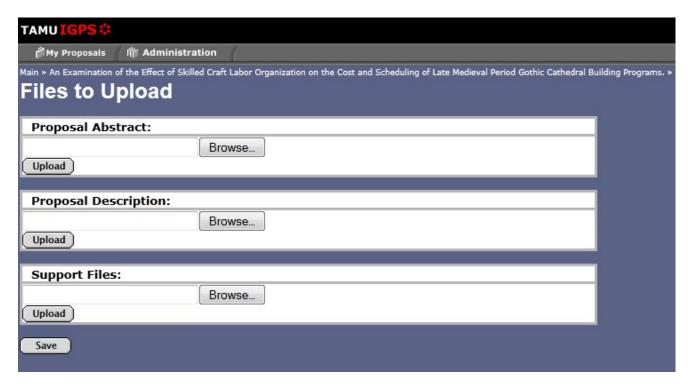


Click on the paper-and-pencil icon to the left of "List of Investigators" and you will be forwarded to the page below. If the user is the sole investigator of the proposed project, simply click "Save." If there will be multiple investigators on the project, click on the "Add Person" icon in the upper right and then locate and select the other investigator(s). When you are finished entering investigators, click the "Save" button on the lower left of the page. You will be returned to the List of Required Documents screen.

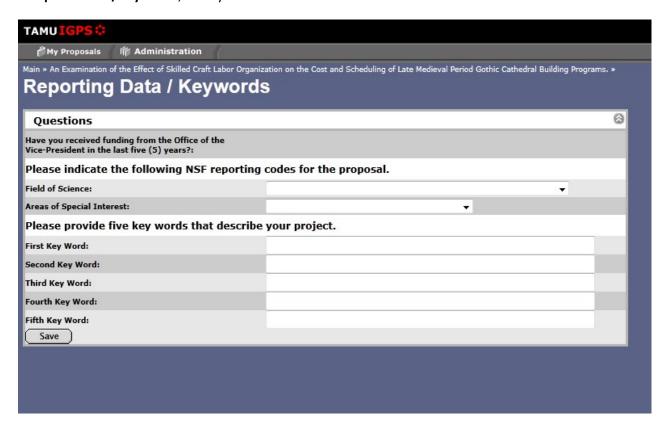


Next, click on the icon to the left of the **Files to Upload** line and you will be forwarded to the information submission page below.

Below is the **Document Upload Page**. The user can browse on their local computer and select the files to upload which correspond to the required fields below. Note: **Only .PDF file types are supported and can be uploaded from these dialogue boxes.** When all three required .PDF documents have been successfully uploaded, click the "**Save**" button on the lower left.

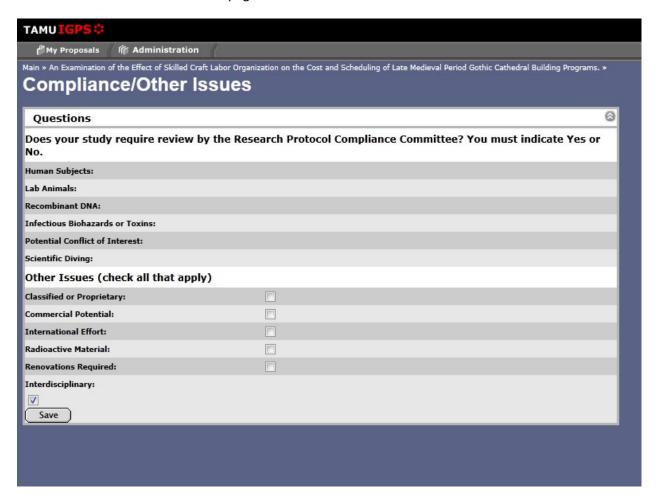


You will then be returned to the **List of Required Documents** screen. Click on the icon to the left of "**Required Data/Keywords**," and you will be taken to this screen:



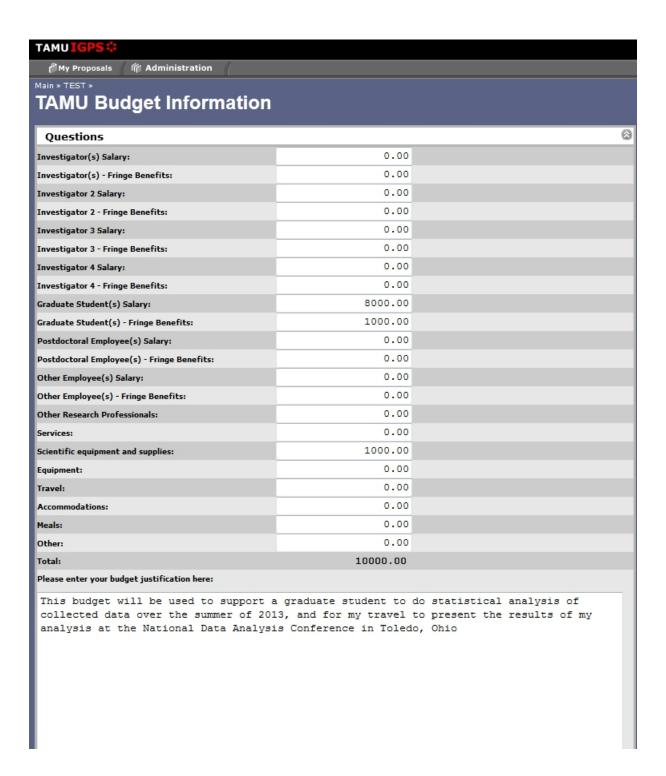
Enter any NSF reporting codes that may apply to your project, and then simply answer the top question and add **five** keywords that can be used to describe the focus (foci) of your study. When you have completed entering this data, click the **Save** button and you will be returned to the **List of Required Documents Screen**.

Clicking on the icon to the left of the "Compliance/Other Issues" line will bring up the following interactive information submission page:



Once all the compliance questions have been answered and the boxes below checked as necessary, please again click on the "Save" button to be returned to the List of Required Documents Screen.

The final interactive information submission page, and arguably the most important, allows the user to enter the budgetary information for the proposed research project. Simply enter in the budgetary information in whole dollars, write or copy and paste your justification in the text box, and again click on the "Save" button at the bottom left.



Your incomplete proposal submissions will be saved by the system one document at a time as you click on the "Save" buttons on the pages shown above. You may return at any time to continue to work on your proposal. You may also edit your proposal information and documents at any time in the proposal submission period.

Once you have completed submission of the required information on these pages, you will then have the option of clicking on the "Submit Now" button on the bottom left of the List of Required Documents Screen. When this has been done, your proposal will have been submitted for review.

Should you encounter any difficulties with the use of the E-Proposal system for the submission of your PESCA grant proposal, please do not hesitate to contact me.

Jim Izat

**Project Coordinator, PESCA** 

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979-862-1860