



USCERA

University of South Carolina Electronic Research Administration

User Guide

<https://sam.research.sc.edu/uscera>

For more information contact:
Sponsored Awards Management
(803)777-7093



Developed September 2006 by Research Development

USCERA User Guide

Table of Contents


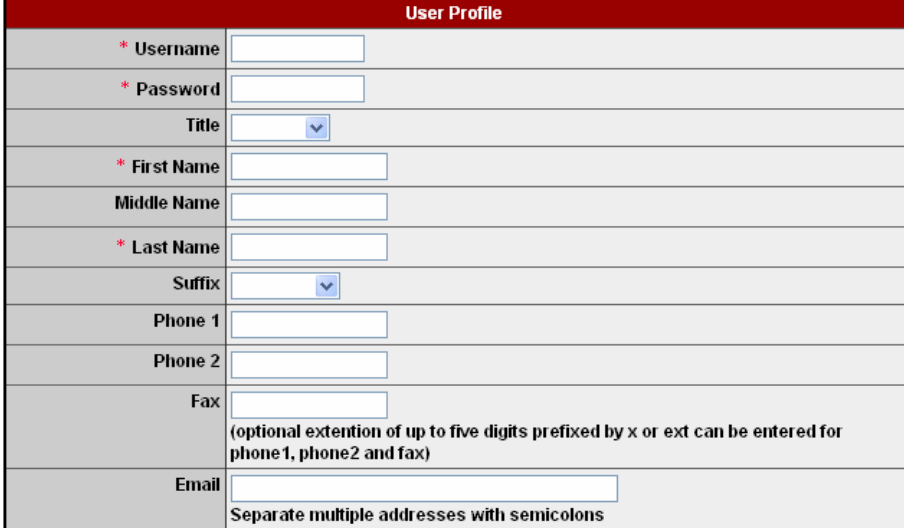

Introduction	1
Register	1
Login	2
Inbox	3
My Profile	4
Update Contact Information	4
Change Your Password	5
Add Multiple E-mail Addresses	5
Login as Another User	7
Create New Proposal	8
Proposal/Award Processing Form	8
Cost Share Form	16
Centers/Institutes Association Form	19
Financial Interest Form	20
Collaboration and/or Effort Commitment Form	21
Federal Approval Form	23
Certification Form	24
Internal Commitment Form	25
Uploading Documents	26
Routing Process	28
Check Status of Recently Submitted Proposal	28
Search Proposals	29

Introduction

The University of South Carolina Electronic Research Administration (USCERA) is the web-interface electronic research administration system used at USC which includes a number of components: Electronic Proposal Submission, Routing and USC Approval, Electronic Account Set-up and Routing, Searchable Database for Proposal and Award Data, and Human Subject Application Submission. USCERA is designed to save valuable faculty time in routing proposals for internal approval.

Register

All University of South Carolina faculty, staff and students may register to use USCERA by:

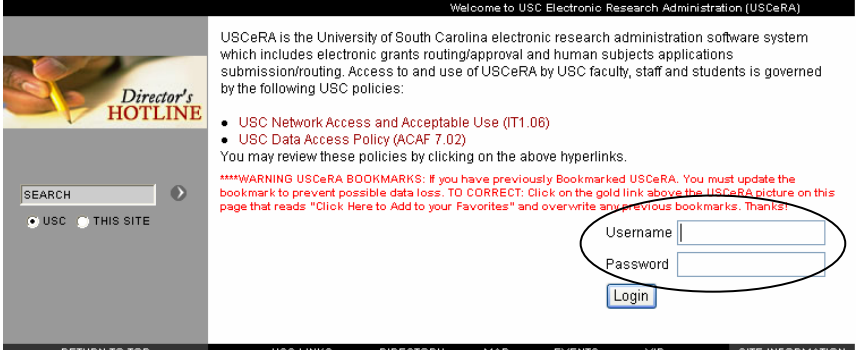
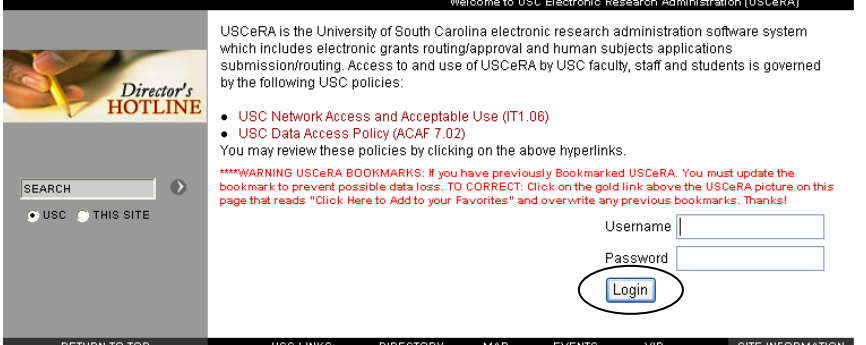
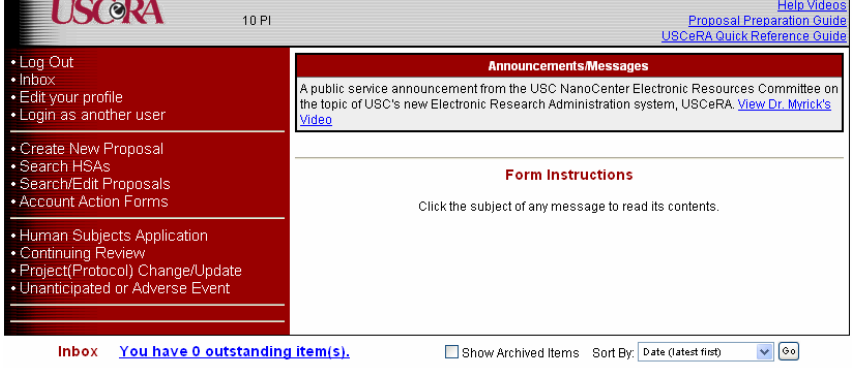
<p>Go to the USCERA home page (https://sam.research.sc.edu/uscera)</p> <p>Click on the USCERA Registration option located on the toolbar.</p>	
<p>Fill in the requested information on the User Profile screen.</p>	
<p>Click on the submit button located at the bottom of the page.</p>	
<p>You may use your username and password to log in to USCERA immediately after submitting your profile.</p>	

Helpful Hints:

- **Password** is case sensitive and must be at least five characters.
- It is important to enter your **e-mail** address. USCERA uses this address to send notices of activity in your account.
- Choose your **Home Department** by clicking on the **change** button. Please note that students, faculty and staff from senior and regional campuses should choose their respective campus as home department. (e.g. USC Aiken).

Login

To login to USCERA:

<p>Go to the USCERA home page (https://sam.research.sc.edu/uscera).</p> <p>Enter your username and password in the fields located at the bottom right hand side of the page. Remember the password is case sensitive.</p>	 <p>USCera is the University of South Carolina electronic research administration software system which includes electronic grants routing/approval and human subjects applications submission/routing. Access to and use of USCera by USC faculty, staff and students is governed by the following USC policies:</p> <ul style="list-style-type: none"> • USC Network Access and Acceptable Use (IT1.06) • USC Data Access Policy (ACAF 7.02) <p>You may review these policies by clicking on the above hyperlinks.</p> <p>****WARNING USCera BOOKMARKS: If you have previously Bookmarked USCera. You must update the bookmark to prevent possible data loss. TO CORRECT: Click on the gold link above the USCera picture on this page that reads "Click Here to Add to your Favorites" and overwrite any previous bookmarks. Thanks!</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login</p>
<p>Click on the login button located at the bottom of the page.</p>	 <p>USCera is the University of South Carolina electronic research administration software system which includes electronic grants routing/approval and human subjects applications submission/routing. Access to and use of USCera by USC faculty, staff and students is governed by the following USC policies:</p> <ul style="list-style-type: none"> • USC Network Access and Acceptable Use (IT1.06) • USC Data Access Policy (ACAF 7.02) <p>You may review these policies by clicking on the above hyperlinks.</p> <p>****WARNING USCera BOOKMARKS: If you have previously Bookmarked USCera. You must update the bookmark to prevent possible data loss. TO CORRECT: Click on the gold link above the USCera picture on this page that reads "Click Here to Add to your Favorites" and overwrite any previous bookmarks. Thanks!</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login</p>
<p>This will take you to your USCERA inbox screen.</p>	 <p>USCera</p> <p>10 PI</p> <p>Help Videos Proposal Preparation Guide USCera Quick Reference Guide</p> <ul style="list-style-type: none"> • Log Out • Inbox • Edit your profile • Login as another user <ul style="list-style-type: none"> • Create New Proposal • Search HSAs • Search/Edit Proposals • Account Action Forms <ul style="list-style-type: none"> • Human Subjects Application • Continuing Review • Project(Protocol) Change/Update • Unanticipated or Adverse Event <p>Announcements/Messages</p> <p>A public service announcement from the USC NanoCenter Electronic Resources Committee on the topic of USC's new Electronic Research Administration system, USCera. View Dr. Myrick's Video</p> <p>Form Instructions</p> <p>Click the subject of any message to read its contents.</p> <p>Inbox You have 0 outstanding item(s). <input type="checkbox"/> Show Archived Items Sort By: Date (latest first)</p>

Inbox

The USCERA inbox is similar to an e-mail system (e.g. groupwise, outlook). New activity will be displayed in bold/italics type.

To view contents of a message:

Click on the **Read** or **Go To** link.

Click on the link in the announcements/messages area located in the upper right of the screen.

This will take you to the **proposal details** page.

Inbox **You have 0 outstanding item(s).** Show Archived Items Sort By: Date (latest first) Go

11 records found, displaying all records.

DATE	ACTION	SUBJECT	P.I.	NUMBER	DEADLINE	TITLE	ACTION
09/10/2006 11:04AM	Read Go To	Proposal approved by SPAR Signatory	PI, 10 A	71060-07-14522		Research	Archive
09/10/2006 11:03AM	Read Go To	<i>Intrauniversity collaboration supplement approved by Dean</i>	PI, 10 A	71060-07-14522		Research	Archive
09/10/2006 11:03AM	Read Go To	Proposal approved by Dean	PI, 10 A	71060-07-14522		Research	Archive
09/10/2006 11:02AM	Read Go To	<i>Intrauniversity collaboration supplement approved by Chair</i>	PI, 10 A	71060-07-14522		Research	Archive

- Log Out
- Inbox
- Edit your profile
- Login as another user

- Create New Proposal
- Search HSAs
- Search/Edit Proposals
- Account Action Forms

- Human Subjects Application
- Continuing Review
- Project(Protocol) Change/Update
- Unanticipated or Adverse Event

Announcements/Messages

A public service announcement from the USC NanoCenter Electronic Resources Committee on the topic of USC's new Electronic Research Administration system, USCeRA. [View Dr. Myrick's Video](#)

Proposal approved by Chair

Proposal approved by 10 A Chair (Chair)

Comments:

Proposal Details

Title	Very Important Research
Principal Investigator:	10 A PI (<i>Training Department 10</i>)
Co-PI:	Danielle Sample (<i>Training Department 49</i>)

STEP ONE

Form Name	Status	Actions
Costshare		
Centers/Institutes Association		
Financial Interest		
Collaboration and/or Effort Commitment		
Federal Approval		
Certification		
Proposal Award Processing Form (PAP)	Completed	Print

STEP TWO

Upload/Manage Documents

You must upload the following documents, as well as any other necessary support documents:

- Proposal or Proposal Summary
- Budget
- Budget Justification

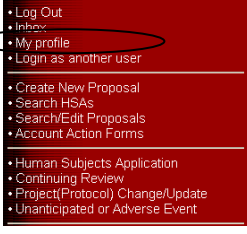
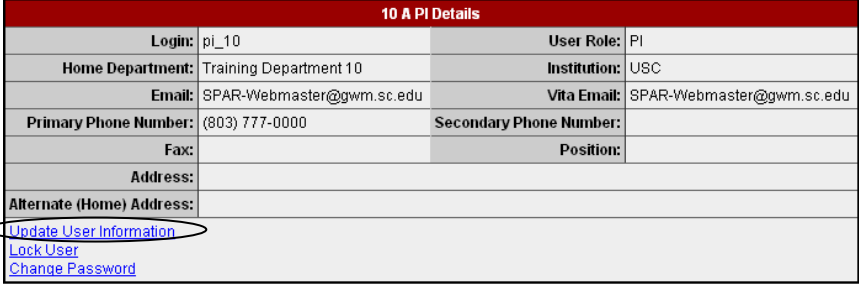
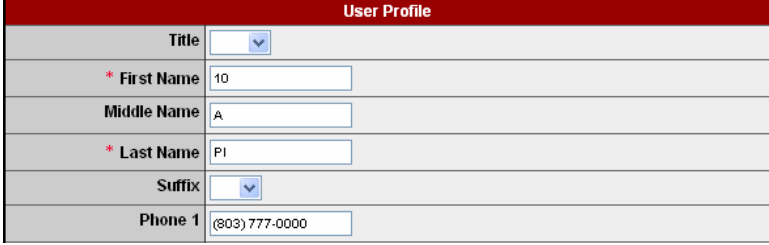

[Refresh Document List](#)

Start Approval Process

My Profile

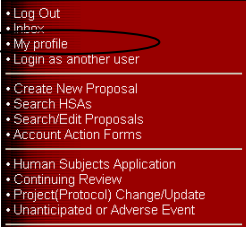
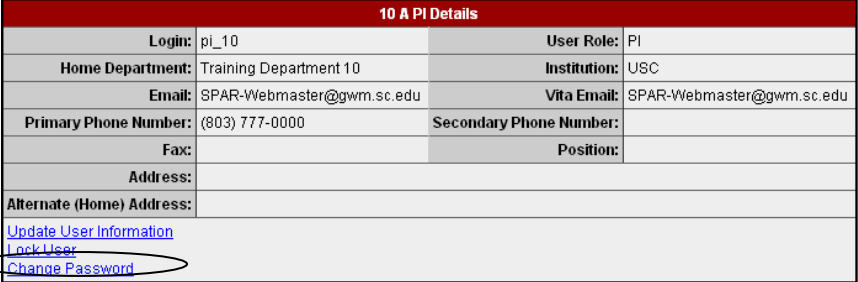
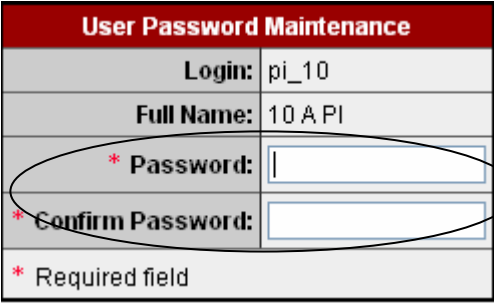

The profile section of USCERA contains the contact information you entered when you registered. The **my profile** option on the tool bar allows you to update your contact information, change your password and add e-mail addresses.

Update Contact Information

<p>Click on the My profile option on the toolbar.</p>	 <p>• Log Out • Inbox • My profile • Login as another user</p> <p>• Create New Proposal • Search HSAs • Search/Edit Proposals • Account Action Forms</p> <p>• Human Subjects Application • Continuing Review • Project(Protocol) Change/Update • Unanticipated or Adverse Event</p>																										
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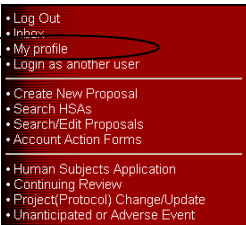
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<p>Enter your new password in the first field and confirm the password in the second field.</p>	 <p>User Password Maintenance</p> <table border="1"> <tr> <td>Login:</td> <td>pi_10</td> </tr> <tr> <td>Full Name:</td> <td>10 A PI</td> </tr> <tr> <td>* Password:</td> <td><input type="password"/></td> </tr> <tr> <td>* Confirm Password:</td> <td><input type="password"/></td> </tr> </table> <p>* Required field</p>	Login:	pi_10	Full Name:	10 A PI	* Password:	<input type="password"/>	* Confirm Password:	<input type="password"/>																				
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<p>Click the submit button.</p> <p>Changes are effective immediately.</p>																													

Add Multiple E-mail Addresses

USCERA allows multiple e-mail address to be entered into your profile.

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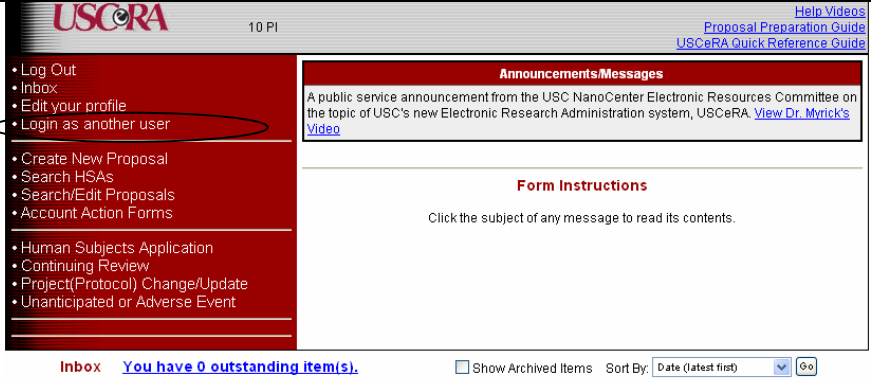
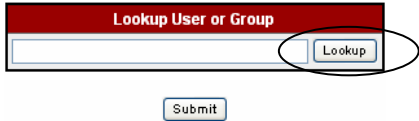
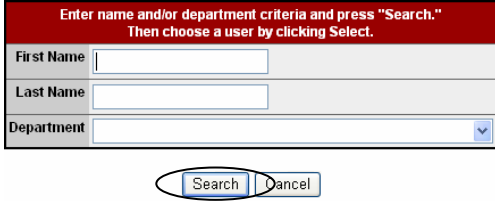
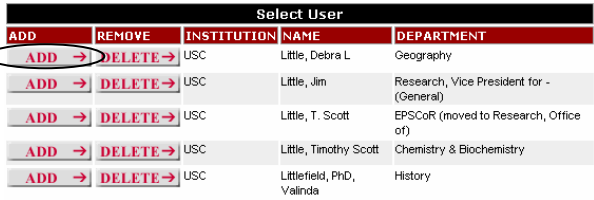
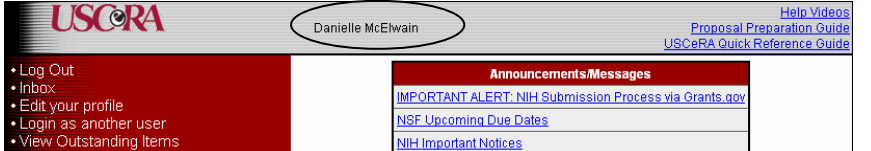
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Login as Another User

USCERA user groups have been established for two purposes:

- Allow Deans, Chairs and Directors to assign alternate approval authority in their absence
- Allow Departmental Assistants and Business Managers access to Departmental Faculty accounts. This access allows Departmental Assistants and Business Managers to view faculty proposals and assist with the completion of the USCERA forms.

These user groups are established at the request of the Dean/Chair/Director. To establish a user group, please e-mail the request to Debbie Kassianos at kassiano@gwm.sc.edu.

<p>Login to USCERA using your username and password.</p> <p>Click on the login as another user option from the toolbar.</p>																															
<p>Click the lookup button in the lookup user or group box.</p>																															
<p>Enter the first name, last name and/or department of your USCERA user group in the pop-up box.</p> <p>Click on the Search button.</p>																															
<p>Select the user group by clicking the add button next to the name of the user group from the list of results that appears in the pop-up box.</p>	 <table border="1"> <thead> <tr> <th>ADD</th> <th>REMOVE</th> <th>INSTITUTION</th> <th>NAME</th> <th>DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td>ADD →</td> <td>DELETE →</td> <td>USC</td> <td>Little, Debra L</td> <td>Geography</td> </tr> <tr> <td>ADD →</td> <td>DELETE →</td> <td>USC</td> <td>Little, Jim</td> <td>Research, Vice President for - (General)</td> </tr> <tr> <td>ADD →</td> <td>DELETE →</td> <td>USC</td> <td>Little, T. Scott</td> <td>EPSCoR (moved to Research, Office of)</td> </tr> <tr> <td>ADD →</td> <td>DELETE →</td> <td>USC</td> <td>Little, Timothy Scott</td> <td>Chemistry & Biochemistry</td> </tr> <tr> <td>ADD →</td> <td>DELETE →</td> <td>USC</td> <td>Littlefield, PhD, Valinda</td> <td>History</td> </tr> </tbody> </table>	ADD	REMOVE	INSTITUTION	NAME	DEPARTMENT	ADD →	DELETE →	USC	Little, Debra L	Geography	ADD →	DELETE →	USC	Little, Jim	Research, Vice President for - (General)	ADD →	DELETE →	USC	Little, T. Scott	EPSCoR (moved to Research, Office of)	ADD →	DELETE →	USC	Little, Timothy Scott	Chemistry & Biochemistry	ADD →	DELETE →	USC	Littlefield, PhD, Valinda	History
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<p>You can tell which account you are logged into by looking at the name at the top of the screen.</p>																															

When a proposal is approved/disapproved by an alternate signatory, the approval chain will show that “Dr. X signed in lieu of Dr. Y.”

Department Administrator and Business Managers can view proposals, edit forms before submission, and start proposal forms. They can not start the approval process for a proposal.

Create New Proposal

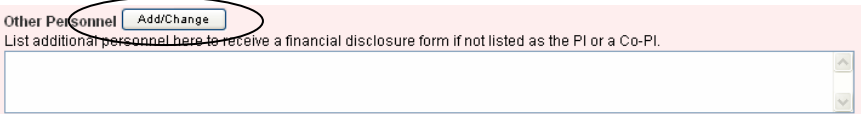
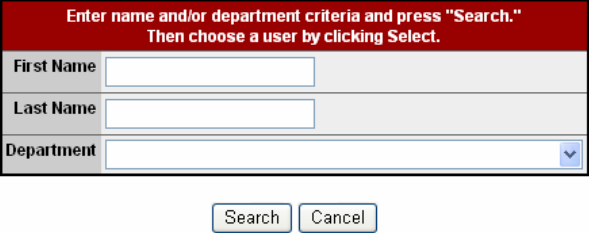
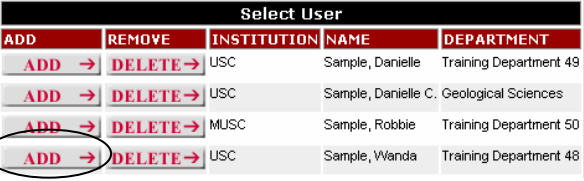
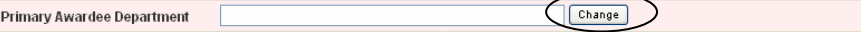

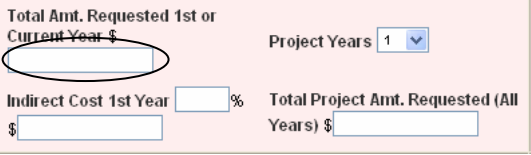
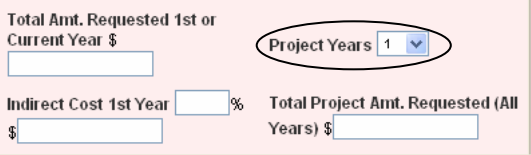
To enter a proposal into the USCERA system,

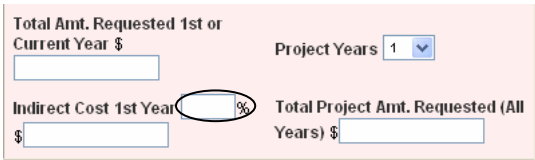
Click the **Create New Proposal** option from the toolbar.

Proposal/Award Processing Form

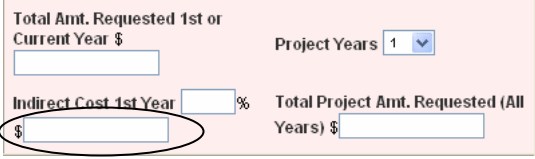
To complete the **proposal/award processing form**:

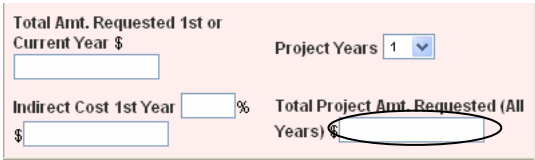
<p>Enter the title of your project.</p>																										
<p>Enter all USC Co-PI's by clicking on the add/change button.</p>																										
<p>Enter the first name, last name and/or department of the Co-PI.</p> <p>Click the search button.</p>																										
<p>Select the Co-PI by clicking on the add button next to their name.</p>	<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="background-color: #f2f2f2;">ADD</th> <th style="background-color: #f2f2f2;">REMOVE</th> <th style="background-color: #f2f2f2;">INSTITUTION</th> <th style="background-color: #f2f2f2;">NAME</th> <th style="background-color: #f2f2f2;">DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ADD →</td> <td style="text-align: center;">DELETE →</td> <td>USC</td> <td>Sample, Danielle</td> <td>Training Department 49</td> </tr> <tr> <td style="text-align: center;">ADD →</td> <td style="text-align: center;">DELETE →</td> <td>USC</td> <td>Sample, Danielle C.</td> <td>Geological Sciences</td> </tr> <tr> <td style="text-align: center;">ADD →</td> <td style="text-align: center;">DELETE →</td> <td>MUSC</td> <td>Sample, Robbie</td> <td>Training Department 50</td> </tr> <tr> <td style="text-align: center;">ADD →</td> <td style="text-align: center;">DELETE →</td> <td>USC</td> <td>Sample, Wanda</td> <td>Training Department 48</td> </tr> </tbody> </table>	ADD	REMOVE	INSTITUTION	NAME	DEPARTMENT	ADD →	DELETE →	USC	Sample, Danielle	Training Department 49	ADD →	DELETE →	USC	Sample, Danielle C.	Geological Sciences	ADD →	DELETE →	MUSC	Sample, Robbie	Training Department 50	ADD →	DELETE →	USC	Sample, Wanda	Training Department 48
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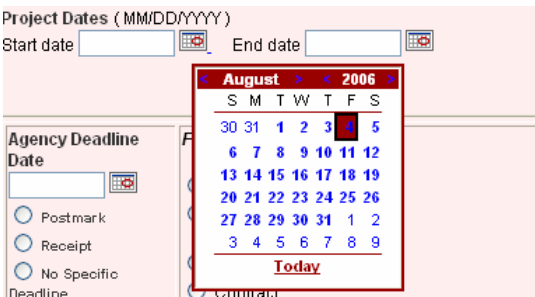
<p>Enter all USC other personnel by clicking on the add/change button.</p>	 <p>List additional personnel here so they will receive a financial disclosure form (if required).</p>																									
<p>Enter the first name, last name and/or department of the personnel you wish to add.</p> <p>Click the search button.</p>																										
<p>Select the faculty member by clicking on the add button next to their name.</p>	 <table border="1"> <thead> <tr> <th>ADD</th> <th>REMOVE</th> <th>INSTITUTION</th> <th>NAME</th> <th>DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td>ADD →</td> <td>DELETE →</td> <td>USC</td> <td>Sample, Danielle</td> <td>Training Department 49</td> </tr> <tr> <td>ADD →</td> <td>DELETE →</td> <td>USC</td> <td>Sample, Danielle C.</td> <td>Geological Sciences</td> </tr> <tr> <td>ADD →</td> <td>DELETE →</td> <td>MUSC</td> <td>Sample, Robbie</td> <td>Training Department 50</td> </tr> <tr> <td>ADD →</td> <td>DELETE →</td> <td>USC</td> <td>Sample, Wanda</td> <td>Training Department 48</td> </tr> </tbody> </table>	ADD	REMOVE	INSTITUTION	NAME	DEPARTMENT	ADD →	DELETE →	USC	Sample, Danielle	Training Department 49	ADD →	DELETE →	USC	Sample, Danielle C.	Geological Sciences	ADD →	DELETE →	MUSC	Sample, Robbie	Training Department 50	ADD →	DELETE →	USC	Sample, Wanda	Training Department 48
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<p>Click on the change button to enter the Primary Awardee Department.</p>	 <p>Primary Awardee Department is the department in which the award will be established.</p>																									
<p>Select the department by clicking on the select button.</p> <p>The list is in alphabetical order by department name.</p>	 <table border="1"> <thead> <tr> <th>Select</th> <th>Institution</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Select →</td> <td>USC</td> <td>11210</td> <td>Academic & Student Affairs</td> </tr> <tr> <td>Select →</td> <td>MUSC</td> <td>92602</td> <td>Academic and Student Affairs</td> </tr> <tr> <td>Select →</td> <td>USC</td> <td>11220</td> <td>Administrative & Clinical Nursing</td> </tr> <tr> <td>Select →</td> <td>USC</td> <td>14070</td> <td>Administrative Information Management</td> </tr> <tr> <td>Select →</td> <td>USC</td> <td>12020</td> <td>African-American Studies Program</td> </tr> </tbody> </table>	Select	Institution	Code	Description	Select →	USC	11210	Academic & Student Affairs	Select →	MUSC	92602	Academic and Student Affairs	Select →	USC	11220	Administrative & Clinical Nursing	Select →	USC	14070	Administrative Information Management	Select →	USC	12020	African-American Studies Program	
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<p>Enter the total amount requested in the first or current year.</p>	 <p>This amount should include both direct and indirect dollars.</p>																									
<p>Select the project period in years from the drop down menu.</p>																										

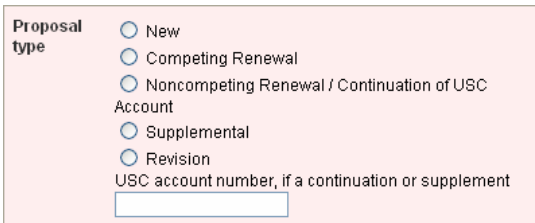
<p>Enter the rate (percent) used to calculate the indirect cost in the field before the % sign.</p>	 <p>Total Amt. Requested 1st or Current Year \$ <input type="text"/> Project Years <input type="text" value="1"/></p> <p>Indirect Cost 1st Year <input type="text"/> % Total Project Amt. Requested (All Years) \$ <input type="text"/></p>
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Current indirect costs rates can be found at <http://sam.research.sc.edu/idc06-08.html>

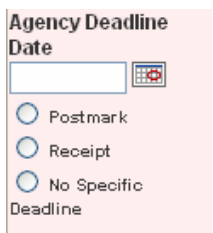

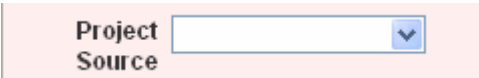
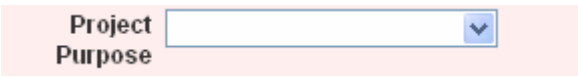
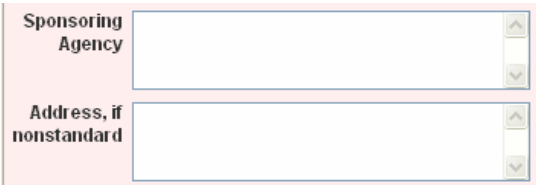
<p>Enter the dollar amount listed in the budget for indirect costs for the first year in the field after the \$ sign.</p>	 <p>Total Amt. Requested 1st or Current Year \$ <input type="text"/> Project Years <input type="text" value="1"/></p> <p>Indirect Cost 1st Year <input type="text"/> % Total Project Amt. Requested (All Years) \$ <input type="text"/></p>
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<p>Enter the total project amount being requested from the sponsor for the project period.</p>	 <p>Total Amt. Requested 1st or Current Year \$ <input type="text"/> Project Years <input type="text" value="1"/></p> <p>Indirect Cost 1st Year <input type="text"/> % Total Project Amt. Requested (All Years) \$ <input type="text"/></p>
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<p>Enter the Start date and End date of your proposal by either typing the date (MM/DD/YYYY) or by using the drop down calendar.</p>	 <p>Project Dates (MM/DD/YYYY) Start date <input type="text"/> End date <input type="text"/></p> <p>Agency Deadline Date <input type="text"/></p> <p><input type="radio"/> Postmark <input type="radio"/> Receipt <input type="radio"/> No Specific Deadline</p>
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<p>Select the proposal type from the list by clicking on the button beside the type.</p>	 <p>Proposal type</p> <p><input type="radio"/> New <input type="radio"/> Competing Renewal <input type="radio"/> Noncompeting Renewal / Continuation of USC Account <input type="radio"/> Supplemental <input type="radio"/> Revision</p> <p>USC account number, if a continuation or supplement <input type="text"/></p>
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- **New** – proposal for support of a project that has not yet been funded.
- **Competing Renewal** – proposal for an additional term of support based on a funded previous project; must compete for available funds. Please list current USC account number in the space provided.
- **Noncompeting Renewal** - proposal to fund next budget increment of a current award; does not compete for available funds. Please list current USC account number in the space provided.
- **Supplemental** – proposal requesting additional funds for a current award to cover increased costs or to expand the scope of work. Please list current USC account number in the space provided.
- **Revision** - proposal that has been changed based on reviewer comments and is being resubmitted to the same agency

<p>Enter the date the proposal is due to the sponsor by typing the date (MM/DD/YYYY) or by using the drop down calendar.</p> <p>Specify if the deadline date entered is a postmark, receipt or No Specific Deadline by clicking on the button beside the type.</p>	 <p>Agency Deadline Date</p> <p><input type="text"/> </p> <p><input type="radio"/> Postmark</p> <p><input type="radio"/> Receipt</p> <p><input type="radio"/> No Specific Deadline</p>	<ul style="list-style-type: none"> ▪ Postmark – proposal must be postmarked on or before the due date ▪ Receipt – proposal must be received on or before the due date ▪ No Specific Deadline – proposal may be submitted at anytime throughout the year
<p>Choose the source of funding from the drop down list.</p>	 <p>Project Source <input type="text"/></p>	
<ul style="list-style-type: none"> ▪ Federal – United States government entities. ▪ State – State government agency. ▪ Local – Local government agency. Example: City of Columbia. ▪ Private, Non-profit – Non-profit foundation, includes USC Research Foundation. ▪ Commercial for Profit – Business, corporation or industry. ▪ Other – Hospitals ▪ Agency –Z funds only 		
<p>Choose the purpose of the proposal from the drop down list.</p>	 <p>Project Purpose <input type="text"/></p>	
<ul style="list-style-type: none"> ▪ Research – the focus of the proposal is a systematic investigation designed to develop or contribute to generalizable knowledge. ▪ Training – the focus of the proposal is conducting training activities, whether they are offered for credits toward a degree or certificate or on a non credit basis, and whether they are offered through regular academic departments or separate divisions. ▪ Equipment – the sole purpose of your proposal is to purchase equipment required to conduct research. ▪ Service – the focus of your proposal is to provide a service. ▪ GA Work Experience –the purpose is to establish a graduate student work experience contract. ▪ Donated Software/Equipment –the purpose of the proposal is to receive donated software/equipment from a commercial for profit agency. 		
<p>Type in the name of the agency to which you are submitting your proposal.</p> <p>Type in the address for the agency if you are submitting to a non-federal agency.</p>	 <p>Sponsoring Agency <input type="text"/></p> <p>Address, if nonstandard <input type="text"/></p>	

<p>Select the type of program you are applying to from the drop down list.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>Program Type <input type="text"/></p> </div>
<ul style="list-style-type: none"> ▪ Artistic Pursuit – funding for the presentation of artistic work for example a performance, exhibit, film or video production. ▪ CAREER/Faculty Development – program offered by National Science Foundation or other sponsor for the support of early career-development activities of those teacher-scholars who most effectively integrate research and education. ▪ CESU – proposals submitted in conjunction with the Cooperative Ecosystem Studies Unit Network. ▪ COEE – proposals submitted to the Centers of Economic Excellence program. ▪ EPSCoR – proposal submitted to Experimental Program to Stimulate Competitive Research program. ▪ Equipment or Materials – funding targeted toward the purchase or use of equipment, materials, or special facilities required to conduct research. ▪ Facility or Construction – funding to construct, remodel or operate a facility. ▪ Fellowship/Undergraduate Research – funding for specialized training that advances the PI’s knowledge of the area, not the area itself. ▪ FIPSE – Proposal submitted to the Department of Education’s Fund for Improving Postsecondary Education program. ▪ Meeting or Conference – funding to either attend or organize a meeting, conference or seminar. ▪ N/A – Not Applicable – proposal is not related to one of the listed program types. ▪ Publishing or Editorial – subvention for publication costs of journals, manuscripts, texts, documents, and translations of works. ▪ SBIR – proposal submitted to the Small Business Innovative Research program. ▪ STTR – proposal submitted to the Small Business Technology Transfer program. ▪ TRIO – program offered by Department of Education. 	
<p>Enter the name of the program to which you are applying in the Sponsor Guidelines field.</p> <p>Enter the web address of the guidelines or funding announcement, if available electronically, in the web link field.</p> <p>Select yes or no from the drop down menu indicating if the proposal is in response to a RFA/RFQ/RFP.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>Solicitation</p> <p>Sponsor Guidelines <input type="text"/></p> <p>Web Link <input type="text"/></p> <p>In response to RFA/RFQ/RFP? <input type="text"/></p> </div> <ul style="list-style-type: none"> ▪ RFA: Request for Application ▪ RFQ: Request for Quote ▪ RFP: Request for Proposal
<p>Check the box next to the correct institution if you are collaborating with Clemson, MUSC, or a Other Institution.</p> <p>If you check other institution, type in the name of the institution.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>This is a collaboration with : <input type="checkbox"/> Clemson <input type="checkbox"/> MUSC <input type="checkbox"/> Other Institution <input type="text"/></p> <p>Congressional Earmark? <input type="checkbox"/></p> <p>Internal Requests: <input type="checkbox"/> VP For Research <input type="text"/></p> </div>

<p>Check the box next to the question if the proposal is being submitted in response to a federal congressional earmark.</p>	<p>This is a collaboration with : <input type="checkbox"/> Clemson <input type="checkbox"/> MUSC <input type="checkbox"/> Other Institution <input type="text"/></p> <p><input type="checkbox"/> Congressional Earmark?</p> <p>Internal Requests: <input type="checkbox"/> VP For Research <input type="text"/></p>
<p>Check the box if this proposal is for an internal request.</p> <p>Select the internal funding program from the drop down menu.</p>	<p>This is a collaboration with : <input type="checkbox"/> Clemson <input type="checkbox"/> MUSC <input type="checkbox"/> Other Institution <input type="text"/></p> <p><input type="checkbox"/> Congressional Earmark?</p> <p>Internal Requests: <input type="checkbox"/> VP For Research <input type="text"/></p>
<p>Question section: Answer the next 19 questions about your proposal. If you answer “yes” to some of these questions, you will be required to complete corresponding supplemental forms.</p>	
<p>Answer yes, if any cost share, match, inkind contributions are included in your proposal.</p>	<p>1. Cost share in proposal?</p>
<p>Answer yes, if you are using resources from any USC intra-university center/institute.</p>	<p>2. Is project part of a USC intra-university Center/Institute?</p>
<p>Answer yes, if participating in this project would require you to be released from your teaching load.</p>	<p>3. Faculty release time?</p>
<p>Answer yes, if this project will require the acquisition or construction of additional space or facilities.</p>	<p>4. Additional space or facilities? If yes, contact Facilities Planning.</p>
<p>Answer yes, if you are requesting extra compensation for any personnel in this project.</p>	<p>5. Inst. faculty/employees extra compensation, consulting? (Does not apply to summer salary)</p>
<p>For sponsored projects, extra compensation is defined as compensation received above your normal salary during the academic year. Summer salary does not apply under this definition.</p>	
<p>Answer yes, if the sponsor guidelines include any restrictions on publications or if the proposal includes any proprietary information.</p>	<p>6. Restrictions on publications or involvement of proprietary information?</p>
<p>Answer yes, if the principal investigator holds a joint appointment.</p>	<p>7. Does PI hold Joint Appointment? If yes, answer yes to question 8.</p>

<p>Answer yes, if faculty or staff from more than one department are included in the proposal.</p>	<p>8. Does this proposal involve faculty/staff from more than one department/unit?</p>
<p>Answer yes, if you included a subcontract, consultant or equipment in your proposal budget.</p>	<p>9. Sole source considerations: subcontracts, outside consultants, equipment?</p> <ul style="list-style-type: none"> ▪ Subcontract – outside party will perform that will perform portion of work ▪ Consultant – individual providing technical assistance ▪ Equipment – one unit costing over \$5,000 with a useful life greater than one year
<p>Answer yes, if your spouse/ dependent children, or other individuals included on this proposal have any financial interest related to the work to be conducted under this sponsored project.</p>	<p>10. Do you, your spouse/dependent children, or other individuals included on this proposal have any financial interest (e.g. ownership, equity, consulting, or management position) related to the work to be conducted under this sponsored project?</p>
<p>Answer yes, if the proposal is being submitted to the National Science Foundation or any Public Health Services agency.</p>	<p>11. Is the sponsor for this project NSF or PHS (CDC,NIH,HRSA,SAMHS) ?</p>
<p>Answer yes, if your proposal involves human subjects.</p> <p>If you have submitted an IRB application, enter the HSA number by clicking on the lookup button.</p>	<p>12. Human subjects? If yes, the proposal must be reviewed by the Institutional Review Board. If you have already received approval, enter HSA # <input type="text"/> <input type="button" value="Lookup"/></p>
<p>Answer yes, if you proposal involves vertebrate animals.</p> <p>If you have received animal use approval, enter the animal use approval number and the approval date.</p>	<p>13. Vertebrate lab animals? If yes, contact Animal Resources or give Animal Use Approval Number: <input type="text"/> Approval Date: <input type="text"/> </p>
<p>Answer yes, if you proposal involves the use of recombinant DNA, select agents, other pathogens or biohazards.</p> <p>If you have received Institutional Biosafety Committee approval, enter the IBC approval number and the approval date.</p>	<p>14a. Recombinant DNA If yes, the project must be reviewed by the Institutional Committee (IBC). If approved, enter IBC approval # <input type="text"/> and approval date. <input type="text"/> </p> <p>14b. Select Agents If yes, the project must be reviewed by the IBC. If approved, enter IBC approval # <input type="text"/> and approval date. <input type="text"/> </p> <p>14c. Other pathogens or biohazards If yes, please list <input type="text"/></p>

<p>Answer yes, if your proposal involves the use of radioactive materials/substances, x-ray equipment, lasers, strong UV emitting devices, hazardous or regulated chemicals.</p>	<p>14d. Radioactive materials/substances or x-ray equipment, lasers, or strong UV emitting devices</p> <p>14e. Hazardous or regulated chemicals</p>
<p>Answer yes, if your project involves research in any of the areas listed.</p> <p>Select all of the areas that apply to the proposal, by clicking on the box next to the topic.</p>	<p>15. Does project involve research in:</p> <p><input type="checkbox"/> BioMedical Sciences <input type="checkbox"/> Nanotechnology</p> <p><input type="checkbox"/> Environmental Sciences <input type="checkbox"/> Clinical Trials <input type="checkbox"/> Clinical Drug Trials</p> <p><input type="checkbox"/> Future Fuels (fuel cells & hydrogen production storage) <input type="checkbox"/> Photo / Opto (lasers)</p> <p><input type="checkbox"/> Behavioral Sciences <input type="checkbox"/> Homeland Security</p> <p><input type="checkbox"/> Health Disparities <input type="checkbox"/> Marine and Coastal Sciences</p>
<p>Answer yes, if any part of the project will take place outside of the USA or if you will be exporting materials/information to a foreign country.</p>	<p>16. Part of project takes place outside the USA or involves shipment of materials or equipment to a foreign country.:</p>
<p>Answer yes, if the project is sponsored by an agency from outside the USA or if any collaborators, consultants or suppliers are from outside the USA.</p>	<p>17. Project involves entity (sponsor, collaborators, consultants, suppliers, etc.) outside USA.:</p>
<p>Answer yes, if any faculty, staff or students working on the project are foreign nationals.</p>	<p>18. Project involves a foreign national (including faculty, staff or students).:</p>
<p>Answer yes, if the project will be conducted at MUSC VA facilities.</p>	<p>19. Is Project being conducted at MUSC VA Facilities?:</p>
<p>Enter any remarks or special instructions that need to be noted about the proposal.</p>	<p>Remarks (include reference information for electronic proposals here)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<p>Click the save button located at the bottom of the page.</p>	<p style="text-align: center;"><input type="button" value="Save"/></p>

Cost share Form

This form will only appear if you answered yes to the question that asked “Is there cost share in the proposal”.

<p>Click on Cost share in the box labeled step one.</p>	<div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th colspan="2">Proposal Details</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">Title</td> <td>Very Important Research</td> </tr> <tr> <td style="background-color: #e0e0e0;">Principal Investigator:</td> <td>10 A PI (Training Department 10)</td> </tr> <tr> <td style="background-color: #e0e0e0;">Co-PI:</td> <td>Danielle Sample (Training Department 49)</td> </tr> </tbody> </table> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; color: red; font-weight: bold;">STEP ONE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th>Form Name</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Costshare</td> <td></td> <td></td> </tr> <tr> <td>Centers/Institutes Association</td> <td></td> <td></td> </tr> <tr> <td>Financial Interest</td> <td></td> <td></td> </tr> <tr> <td>Collaboration and/or Effort Commitment</td> <td></td> <td></td> </tr> <tr> <td>Federal Approval</td> <td></td> <td></td> </tr> <tr> <td>Certification</td> <td></td> <td></td> </tr> <tr> <td>Proposal/Award Processing Form (PAP)</td> <td>Completed</td> <td>Print</td> </tr> </tbody> </table> </div> <div style="width: 45%;"> <p style="text-align: center; color: red; font-weight: bold;">STEP TWO</p> <p style="text-align: center; border: 1px solid gray; padding: 2px; margin-bottom: 10px;">Upload/Manage Documents</p> <p>You must upload the following documents, as well as any other necessary support documents:</p> <ul style="list-style-type: none"> Proposal or Proposal Summary Budget Budget Justification <p>Refresh Document List</p> <p style="text-align: center; border: 1px solid gray; padding: 2px; margin-top: 10px;">Start Approval Process</p> </div> </div>	Proposal Details		Title	Very Important Research	Principal Investigator:	10 A PI (Training Department 10)	Co-PI:	Danielle Sample (Training Department 49)	Form Name	Status	Actions	Costshare			Centers/Institutes Association			Financial Interest			Collaboration and/or Effort Commitment			Federal Approval			Certification			Proposal/Award Processing Form (PAP)	Completed	Print
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<p>To enter cost share being committed by a department, click on the Add Departmental Cost Share Line link located in the Section I box.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="background-color: black; color: white; padding: 2px; margin-bottom: 5px;">Section I: COMMITMENT OF DEPARTMENT COST-SHARE</p> <p>Add Department Cost-Share Line</p> </div>																																
<p>Enter the PI by clicking on lookup button in the Cost Share Department Line box.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #800000; color: white; margin-bottom: 5px;">Cost Share Department Line</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">* PI Name</td> <td style="width: 45%;"><input type="text"/></td> <td style="width: 10%; text-align: center;"><input type="button" value="Lookup"/></td> </tr> <tr> <td>* Dept Number</td> <td><input type="text"/></td> <td style="text-align: center;"><input type="button" value="Lookup"/></td> </tr> <tr> <td>* Fac. Rel.</td> <td>No <input type="button" value="v"/></td> <td></td> </tr> <tr> <td>* YEAR #</td> <td><input type="text"/> (1,2,etc)</td> <td></td> </tr> </table> </div>	* PI Name	<input type="text"/>	<input type="button" value="Lookup"/>	* Dept Number	<input type="text"/>	<input type="button" value="Lookup"/>	* Fac. Rel.	No <input type="button" value="v"/>		* YEAR #	<input type="text"/> (1,2,etc)																					
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<p>To list cost share being committed by a college or other entity, click on the Add College Cost-Share Line link located in the Section II box.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="background-color: black; color: white; margin: 0;">Section II: COMMITMENT OF COLLEGE/OTHER ENTITY COST-SHARE</p> <p style="margin: 0;">Add College Cost-Share Line</p> </div>																					
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Enter any notes or reminders in the **Comments** box.

Click on the **save** button to complete the form.

Comments

Save

The **proposal detail** page now shows the **cost share** form is complete.

Form Name	Status	Actions
Costshare	Completed	Print
Centers/Institutes Association		
Financial Interest		
Collaboration and/or Effort Commitment		
Federal Approval		
Certification		
Proposal/Award Processing Form (PAP)	Completed	Print

Centers/Institutes Association

This form will only appear if you answered yes to the question that asked “Is project part of USC intra-university Center/Institute”.

<p>Click on Centers/Institutes Association in the box labeled step one.</p>	<table border="1"> <thead> <tr> <th>Form Name</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Costshare</td> <td>Completed</td> <td>Print</td> </tr> <tr> <td>Centers/Institutes Association</td> <td></td> <td></td> </tr> <tr> <td>Financial Interest</td> <td></td> <td></td> </tr> <tr> <td>Collaboration and/or Effort Commitment</td> <td></td> <td></td> </tr> <tr> <td>Federal Approval</td> <td></td> <td></td> </tr> <tr> <td>Certification</td> <td></td> <td></td> </tr> <tr> <td>Proposal/Award Processing Form (PAP)</td> <td>Completed</td> <td>Print</td> </tr> </tbody> </table>	Form Name	Status	Actions	Costshare	Completed	Print	Centers/Institutes Association			Financial Interest			Collaboration and/or Effort Commitment			Federal Approval			Certification			Proposal/Award Processing Form (PAP)	Completed	Print
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Financial Interest Form

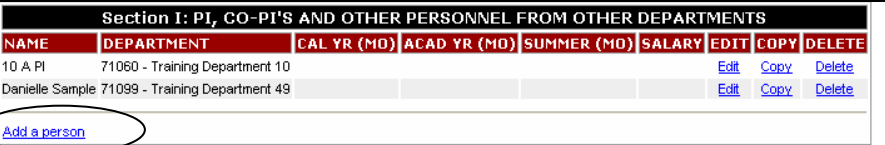
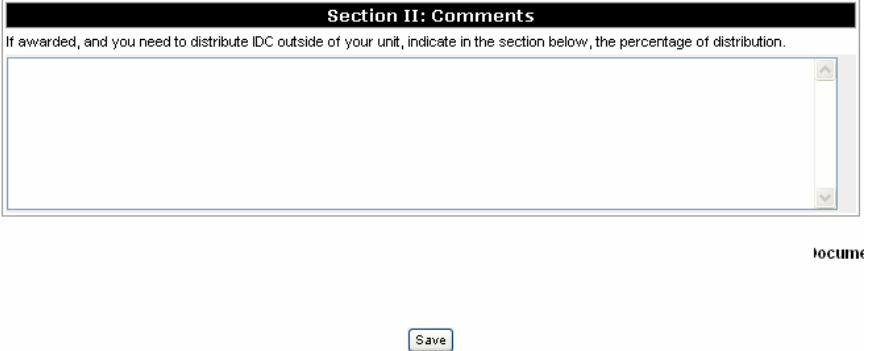
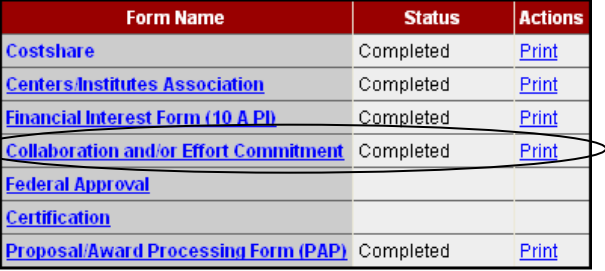
This form will only appear if you answered yes to either of the following questions “Do you, your spouse/dependent children, or other individuals included on this proposal have any financial interest related to the work to be conducted under this sponsored project” or “Is the sponsor for this project NSF or PHS.”

<p>Click on Financial Interest in the box labeled step one.</p>	<table border="1"> <thead> <tr> <th>Form Name</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Costshare</td> <td>Completed</td> <td>Print</td> </tr> <tr> <td>Centers/Institutes Association</td> <td></td> <td></td> </tr> <tr> <td>Financial Interest</td> <td></td> <td></td> </tr> <tr> <td>Collaboration and/or Effort Commitment</td> <td></td> <td></td> </tr> <tr> <td>Federal Approval</td> <td></td> <td></td> </tr> <tr> <td>Certification</td> <td></td> <td></td> </tr> <tr> <td>Proposal/Award Processing Form (PAP)</td> <td>Completed</td> <td>Print</td> </tr> </tbody> </table>	Form Name	Status	Actions	Costshare	Completed	Print	Centers/Institutes Association			Financial Interest			Collaboration and/or Effort Commitment			Federal Approval			Certification			Proposal/Award Processing Form (PAP)	Completed	Print
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Collaboration and/or Effort Commitment Form

Collaboration and/or Effort is collected for every proposal.

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<p>Click on the add a person link to add any additional faculty on the project that are not listed on the form.</p>																									
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Federal Approval Form

This form is required for all federal proposals.

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Certification Form

This form will only appear if you answered yes to the question that asked “Sole source considerations: subcontracts, outside consultants, equipment”. Any subcontracts, outside consultants, or equipment purchased by the award will be exempt from the procurement bid process if this form is completed at the time of proposal submission.

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<p>Check the box next to the type of item you are certifying. If you check other, explain in the box.</p>	<p>I hereby certify that the:</p> <p><input type="checkbox"/> Major equipment</p> <p><input type="checkbox"/> Subcontract(s) <i>(A letter of commitment from subcontractor is required.)</i></p> <p><input type="checkbox"/> Consultant(s) <i>(A letter of commitment from consultant is required.)</i></p> <p><input type="checkbox"/> Other: _____</p>																								
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Internal Commitment Form

This form will only appear if check the box next to **Internal Requests** on the Proposal/Award Processing Form. This box should be checked when you are applying to any of the Research Funding Programs (Research Opportunity Program, Research Equipment Program, Small Grant Program, Centenary Plan and Magellan Scholar Program).

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Uploading Documents

Your proposal, budget, budget justification and other necessary support documents are uploaded under **Step Two** on the **proposal detail** page.

- All file types are accepted.
- No limit on number of files uploaded.

Click on the **Upload New Document** link.

Proposal Details

Status	Not Submitted
Title	Very Important Research
Principal Investigator	Dr. Rosemarie M Booze (<i>Psychology</i>)
Co-PI	Dr. Russ Pate (<i>Exercise Science</i>)

STEP ONE

Form Name	Status	Actions
Costshare	Completed	Print
Centers/Institutes Association	Completed	Print
Financial Interest Form (Dr. Rosemarie M Booze)	Completed	Print
Financial Interest Form (Dr. Russ Pate)	Completed	Print
Collaboration and/or Effort Commitment	Completed	Print
Federal Approval	Completed	Print
Certification	Completed	Print
Proposal Award Processing Form (IPAP)	Completed	Print

STEP TWO

You must upload the following documents, as well as any other necessary support documents:

- Proposal or Proposal Summary
- Budget
- Budget Justification

[Upload New Document](#)

[View Audit Trail](#)

[Delete This Proposal](#)

Click on the **browse** button.

Proposal Details

Title	Very Important Research
Principal Investigator	Dr. Rosemarie M Booze (<i>Psychology</i>)
Co-PI	Dr. Russ Pate (<i>Exercise Science</i>)

Click the browse button to navigate to the desired file. Then click the upload button to upload it to the server.

New Upload:

Browse to where the document you wish to upload is located on your computer. Select the file and click the **open** button.

Choose file

Look in: USCERA

- budget
- Complete Training Attendance
- HANDOUT - August 05 version
- HANDOUT - August 05 version1
- Proposal**
- USCERA Class Notes
- USCERA MUSC guide
- USCERA Training Evaluation

File name: Proposal

Files of type: All Files (*.*)

Click on the **upload selected file** button.

Proposal Details	
Title	Very Important Research
Principal Investigator:	Dr. Rosemarie M Booze (<i>Psychology</i>)
Co-PI:	Dr. Russ Pate (<i>Exercise Science</i>)

Click the browse button to navigate to the desired file. Then click the upload button to upload it to the server.

New Upload:



Repeat steps until all files have been uploaded.

Click on the **start the approval process** button located at the bottom of the screen to submit the proposal for internal approval.

STEP ONE

Form Name	Status	Actions
Costshare	Completed	Print
Centers/Institutes Association	Completed	Print
Financial Interest Form (Dr. Rosemarie M Booze)	Completed	Print
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Federal Approval	Completed	Print
Certification	Completed	Print
Proposal Award Processing Form (PAP)	Completed	Print

[View Audit Trail](#)
[Delete This Proposal](#)

STEP TWO

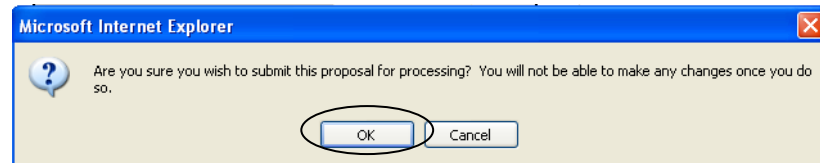
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- Proposal or Proposal Summary
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- Budget Justification

File Name	Size	Delete
ProposalLDOC	45 kB	Delete
budget.xls	15.5 kB	Delete

[Upload New Document](#)

Click **yes** in the pop-up menu, if you are ready to submit the proposal for internal approval.



Remember that you may not make changes to the proposal in the system after the proposal has started routing.

A message that your proposal has been successfully submitted will appear in the box at the top of the screen. The message will include your proposal number.

- [Log Out](#)
- [Inbox](#)
- [Edit your profile](#)
- [Login as another user](#)
- [Create New Proposal](#)
- [Search HSAs](#)
- [Search/Edit Proposals](#)
- [Account Action Forms](#)
- [Human Subjects Application](#)
- [Continuing Review](#)
- [Project\(Protocol\) Change/Update](#)

Announcements/Messages

A public service announcement from the USC NanoCenter Electronic Resources Committee on the topic of USC's new Electronic Research Administration system, USCeRA. [View Dr. Myrick's Video](#)

Notice

Proposal has been successfully submitted! The proposal number is 0-07-14493

Routing Process

Your proposal will first be sent to your chair for approval and will then continue through the routing process until it has been approved by all necessary university officials (chair, dean, SAM). If one of the officials disapproves your proposal it will be returned to your USCERA inbox, so you may revise and resubmit it. You will receive an e-mail each time an official approves or disapproves your proposal.

Check Status of Recently Submitted Proposals

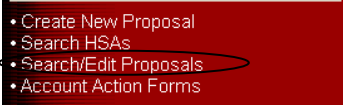
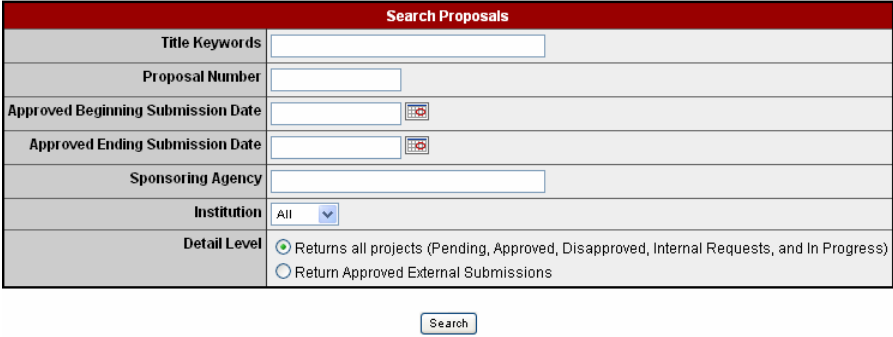
You may track the progress of your proposal by looking at the **approval chain** located at the bottom of each form.

To view the **approval chain**:

<p>Click on the subject.</p>	<p>Inbox You have 0 outstanding item(s). <input type="checkbox"/> Show Archived Items Sort By: Date (latest first) [Go]</p> <p>4 records found, displaying all records.</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>SUBJECT</th> <th>P.I.</th> <th>NUMBER</th> <th>DEADLINE</th> <th>TITLE</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>07/18/2006 10:11AM</td> <td>Proposal approved by Chair</td> <td>PI, 10 A</td> <td>71060-05-14481</td> <td>07/20/2006 12:00AM</td> <td>Example for Drs. Sabia and Zorn</td> <td>Archive</td> </tr> <tr> <td>07/18/2006 10:09AM</td> <td>Certification supplement approved by Chair</td> <td>PI, 10 A</td> <td>71060-05-14481</td> <td>07/20/2006 12:00AM</td> <td>Example for Drs. Sabia and Zorn</td> <td>Archive</td> </tr> <tr> <td>07/18/2006 10:08AM</td> <td>Intrauniversity collaboration supplement approved by Chair</td> <td>PI, 10 A</td> <td>71060-05-14481</td> <td>07/20/2006 12:00AM</td> <td>Example for Drs. Sabia and Zorn</td> <td>Archive</td> </tr> <tr> <td>07/18/2006 10:05AM</td> <td>Costshare supplement approved by Chair</td> <td>PI, 10 A</td> <td>71060-05-14481</td> <td>07/20/2006 12:00AM</td> <td>Example for Drs. Sabia and Zorn</td> <td>Archive</td> </tr> </tbody> </table>	DATE	SUBJECT	P.I.	NUMBER	DEADLINE	TITLE	ACTION	07/18/2006 10:11AM	Proposal approved by Chair	PI, 10 A	71060-05-14481	07/20/2006 12:00AM	Example for Drs. Sabia and Zorn	Archive	07/18/2006 10:09AM	Certification supplement approved by Chair	PI, 10 A	71060-05-14481	07/20/2006 12:00AM	Example for Drs. Sabia and Zorn	Archive	07/18/2006 10:08AM	Intrauniversity collaboration supplement approved by Chair	PI, 10 A	71060-05-14481	07/20/2006 12:00AM	Example for Drs. Sabia and Zorn	Archive	07/18/2006 10:05AM	Costshare supplement approved by Chair	PI, 10 A	71060-05-14481	07/20/2006 12:00AM	Example for Drs. Sabia and Zorn	Archive
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Search Proposals

To locate a pending or submitted proposal:

<p>Click on the Search/Edit Proposals option on the toolbar.</p>	 <ul style="list-style-type: none"> • Create New Proposal • Search HSAs • Search/Edit Proposals • Account Action Forms 																								
<p>You may narrow your search by title keywords, proposal number, submission date, and sponsoring agency.</p> <p>All of your proposals will be returned if you leave the fields blank.</p> <p>Click on the search button.</p>	 <p>Search Proposals</p> <p>Title Keywords <input type="text"/></p> <p>Proposal Number <input type="text"/></p> <p>Approved Beginning Submission Date <input type="text"/> </p> <p>Approved Ending Submission Date <input type="text"/> </p> <p>Sponsoring Agency <input type="text"/></p> <p>Institution All <input type="button" value="v"/></p> <p>Detail Level <input checked="" type="radio"/> Returns all projects (Pending, Approved, Disapproved, Internal Requests, and In Progress) <input type="radio"/> Return Approved External Submissions</p> <p><input type="button" value="Search"/></p>																								
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