ePIAF - An Introduction

Open the Proposal

You'll receive an email when an proposal is awaiting your signature. Click on the link (item A) in the email to open the proposal. The email lists the tabs that you must complete prior to your approval (B).

Also, you'll see a list of your ePIAF's in the myResearch Portal (www.myresearch.psu.edu)

Step 1: Review the proposal

When you open the proposal, you'll see the Summary tab. This tab lists all information that has been entered so far. The additional tabs show what information can be edited **(C)**.

NOTE: The PI can edit many tabs while other investigators can only edit the Investigators tab. Any information not entered by the College Research Office must be completed by the PI prior to his/her approval.

NOTE: The Attachments tab shows all documents associated with the proposal. The detailed budget is only accessible by the PI and their Department Head and Research Dean.





Step 2: Provide Input

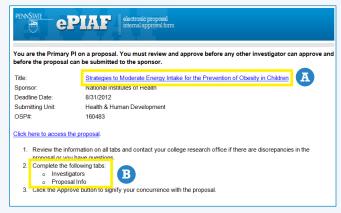
Each investigator will fill out their own Investigators tab by answering the three questions. If you answer any questions Yes, you will be required to provide additional information.

NOTE: Only your Department Head, Research Dean, and College Research Office can view your Investigators tab.

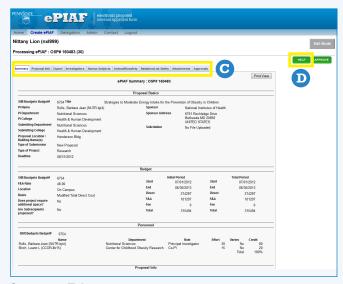
NOTE: Not all information is mandatory at the time of proposal submission. For example, protocol details can be provided when the award is being processed.

TIP: Click on the help button next to any question for more guidance on that question (E).

When all tabs are complete, click the APPROVE button (F).



Notification Email



Summary Tab



Investigators Tab

Step 3: Approve

When you click on the Approve button, you'll see a list of assurance statements **(G)**. Click the check box next to each statement to signify your understanding. Click the IApprove button to complete your approval **(H)**.

NOTE: The assurance statements are based on the proposal's information (e.g. type of protocols, sponsor, dollar amount, etc.)

NOTE: Per Penn State and sponsor policies, all investigators must approve the ePIAF prior to proposal submission to the sponsor.

Checking Status

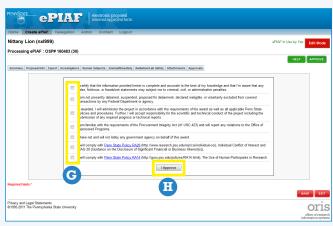
Click the Approvals tab to view who has and has not approved the proposal.

NOTE: The department heads of all investigators must approve the proposal. The College Research Coordinator will determine if Research Dean approval is required.

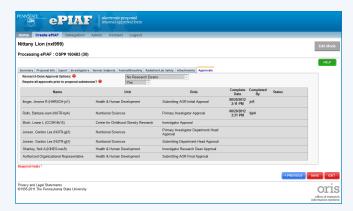
NOTE: A proposal may be recalled by the College Research Office for editing. The College Research Coordinator will determine if the edit is significant enough to require additional approvals.



TIP: To view a proposal after you have approved, go to the myResearch Portal and click on View ePIAF in Work



Approval Screen



Approvals Tab

Things to Remember

You must review, provide input, and approve before the proposal will be submitted to the sponsor. Not all fields are mandatory at the proposal stage (e.g. protocol info).

Getting More Help...

If you get stuck on a question, remember to use the help buttons.

Contact your College Research Office about any discrepancies in the information.

Email <u>ePIAF@psu.edu</u> with any questions about the system.