



## 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](http://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.

**TIP:** Click on the button for guidance on filling out the tab. **(D)**

**TIP:** Contact your college research office about any discrepancies.

### 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 button **(F)**.

**Penn State ePIAF** electronic proposal internal approval form

You are the Primary PI on a proposal. You must review and approve before any other investigator can approve and before the proposal can be submitted to the sponsor.

Title: Strategies to Moderate Energy Intake for the Prevention of Obesity in Children **(A)**

Sponsor: National Institutes of Health

Deadline Date: 8/31/2012

Submitting Unit: Health & Human Development

OSP#: 160483

[Click here to access the proposal.](#)

- Review the information on all tabs and contact your college research office if there are discrepancies in the proposal or you have questions.
- Complete the following tabs: **(B)**
  - Investigators
  - Proposal Info
- Click the Approve button to signify your concurrence with the proposal.

### Notification Email

**Penn State ePIAF** electronic proposal internal approval form

Home Create ePIAF Delegation Admin Contact Logout

Nittany Lion (nrl999)

Processing ePIAF - OSP# 160483 (30)

Summary Proposal Info Export Investigators Human Subjects Animal/Biosecurity Radiation/Lab Safety Attachments Approvals **(C)** **(D)**

**ePIAF Summary - OSP# 160483**

**Proposal Basics**

SBISubjects Budget#	6754 Title	Strategies to Moderate Energy Intake for the Prevention of Obesity in Children	
PI Name	Rolls, Barbara Jean (NUTR-ly4)	Sponsor	National Institutes of Health
PI Department	Nutritional Sciences	Sponsor Address	4701 Rockledge Drive Bethesda MD 20892
PI College	Health & Human Development	Solicitation	UNITED STATES
Submitting Department	Nutritional Sciences		No File Uploaded
Submitting College	Health & Human Development		
Proposed Location / Building Name(s)	Henderson Bldg		
Type of Submission	New Proposal		
Type of Project	Research		
Deadline	08/31/2012		

**Budget**

SBISubjects Budget#	6754	Initial Period	Total Period
F&A Rate	48.00	Start 07/01/2012	End 07/01/2012
Location	On Campus	Start 06/30/2013	End 06/30/2013
Basic	Modified Total Direct Cost	Direct 214207	Direct 214207
Does project require additional space?	No	F&A 101207	F&A 101207
Are subelements proposed?	No	Fee 0	Fee 0
		Total 315494	Total 315494

**Personnel**

SBISubjects Budget#	6754	Department	Role	Effort	Varies	Credit
		Nutritional Sciences	Principal Investigator	30	No	80
		Center for Childhood Obesity Research	Co-PI	10	No	20
					Total	100%

**Proposal Info**

### Summary Tab

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**Do you, your spouse or dependent children have any "Significant Financial or Business Interests" that would reasonably appear to be affected by the research to be funded by this proposal or in entities whose financial interests would reasonably appear to be affected by the research to be funded by this proposal?** **(E)**

**If this proposal currently pending with another sponsor?** **(E)**

**Does the project require the use of any Penn State background intellectual property?** **(E)**

**Answer yes, if the research involves the utilization of existing Penn State invention disclosures, patents, patent applications, or software.** **(E)**

**Approved Faculty?**

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oris  
office of research  
information systems

### 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 **I Approve** 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

Name	Unit	Role	Complete Date	Completed By	Status
Singer, Jerome R (HRSCH-jr1)	Health & Human Development	Submitting AOR Initial Approval	08/20/2012 2:11 PM	jp1	
Rolls, Barbara Jean (NUTR-bj4)	Nutritional Sciences	Primary Investigator Approval	08/20/2012 2:21 PM	bj4	
Bloch, Leann L (CCOR-lb15)	Center for Childhood Obesity Research	Investigator Approval			
Jensen, Gordon Lee (NUTR-gl1)	Nutritional Sciences	Primary Investigator Department Head Approval			
Jensen, Gordon Lee (NUTR-gl1)	Nutritional Sciences	Submitting Department Head Approval			
Sharkley, Neil A (KINES-nas9)	Health & Human Development	Investigator Research Dean Approval			
Authorized Organizational Representative	Health & Human Development	Submitting AOR Final Approval			

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 [ePIAF@psu.edu](mailto:ePIAF@psu.edu) with any questions about the system.