

# eSubmit Instructions

## Screen 1: Summary Information

**Proposal Title:** Enter the title of your science (*Box 11 of the SF424(R&R) form on your Application Package*)

**Submission Process:** Will default to Grants.gov; leave it

**Sponsor:** Choose your sponsor from the pull-down menu

- Some sponsors such as the NIH will cause an optional field “**Sponsor Program**” to open – if this pertains to you, choose the most appropriate program from the list, or you can leave it blank.

**Funding Opp. Number:** This is the “Opportunity Number” from the Grant Application Header Page, for example:

- PA-10-067 (for the NIH R01)
- DE-PS02-09ER09-11 (for a DoE award)
- 20091231-MR (for an NEH Award)
- W81XWH-09-SCIRP-IIRA (for an Army Award)
- Etc.

**Dates** use the calendar icons  to choose the dates

**Sponsor Deadlines** Enter the date listed on the Funding Opportunity Announcement (FOA)

**Stanford Deadline:** Enter 5 business days, (*usually 7 calendar days*) before the **SPONSOR** deadline. (remember – this is by 9:00 am)

**Department Deadline:** A department or research administrator in your Mentor’s department/school should review the application before submission. Check with the department on this date – it’s usually a few days before the “Stanford Deadline”.

- Engineering: Check with the [Engineering Research Administrator](#) for your department
- All Other Schools: Check with your Department Administrator

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**Contacts/Labs** use the Flashlight icons  to choose names – the best way to search for names is by SUNet ID or Last Name.

**Principal Investigator:** Choose the PI Name from the list.

**Primary Contact:** The PI may be the primary contact, but since they are already on the list, we will use this field to enter either:

- Your Research Administrator (if the PI is completing eSubmit), OR
- Your Intuitional Representative name (SoM RPM or OSR Contract Officer) if the Research Administrator is completing eSubmit. This will give them notification of initiation of the grant application.

**School/Unit:** Choose the school you are affiliated with from the pull-down menu

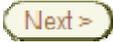
**Dept/Lab:** Optional – you can use the  to choose a lab from a list – the list is based upon the Oracle Financials Accounting list.

**Stanford Office:** Choose either Medicine, Engineering/Ind. Labs, or H&S/... from the pull-down menu

**Institutional Rep:** Choose from the list provided – If you are unsure, you can check:

- School of Medicine: Your RPM <http://med.stanford.edu/rmg/contact.html>
- All Others: OSR Contract/Grant Officer [http://ora.stanford.edu/grantsgov/osr\\_contacts.asp](http://ora.stanford.edu/grantsgov/osr_contacts.asp)

**Comments:** Comments are optional and will be saved with the record.

Click  when you're done with the information on this page.

### Screen 2: Authority & Notifications

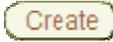
On this page you will see Your Institutional Rep's name at the top, The PI Name, your name as the "User" (with Manage authority), and your Institutional Rep's name again. You may add additional people on this page in the "**Edit or Create Authority**" section, such as additional department administrators who might support you in completing this application.

**User:** use the Flashlight icon  to select your Mentor's name (searching by SUNet ID is best)

**Authority Level:** Select "Manage" authority

**eMails:**

- On all three, leave the selection set to "No" unless the person wants to see them.

Click  Then either create a new authority, or if finished, click .

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## Screen 3: Upload

On this page you will upload your Application Package:

**This is:** On the initial upload, it will **always** be “A new proposal or file” (if you upload subsequent changes before routing for submission, then you would select “A revision of a previous proposal or file” – see “**Upload A Revision**” on Page 4. below)

**Version:** Will default to “1” (as modifications are uploaded the eSubmit will automatically change the version number)

**File type:** Select “Adobe Forms (PDF)”

**Status:** Select either:

- **Work in Progress:** select this if other people will review/edit your proposal at Stanford. eSubmit is the preferred method of file-sharing of Grants.gov application packages.
- **Ready for Institutional Review:** select this if you are uploading the final edited version of your application package and intend to route it to your Institutional Representative (RMG-RPM or OSR Rep) to submit to Grants.gov.

**Source File:** Click the [Browse...] button and find your application package; upload it as you would an attachment to an email for example.

**Comments:** Use the comments field to let the administrators/Institutional Reps know the status of the application. **Example:** “I have finished attaching all files and the application is ready for departmental review” or “This application is ready for submission to the sponsor”.

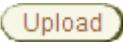
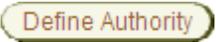
Click  when you're done with the information on this page.

## Screen 4: Summary Information

On this page you will see a summary of your application information. You can edit directly on this page if you need. Please note the “Current Version” of your application – it has been renamed. The format is:

**PIname\_Sponsor\_FOA\_version#.PDF**

You can click the [Open] button to download a copy to your computer to edit. You can also:

- Click  to upload a new version to eSubmit (see instructions below)
- Click  to give someone new authority to view/edit this application or remove someone's authority (follow instructions from Screen 2 above).

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## Upload A Revision

Once you've made edits to your application and want to upload it back to eSubmit, log in. You'll see your application name on your homepage; click on it. This brings you to the **Summary Information** screen.

Click  (upper right of the screen)

**This is:** Select **"A revision of a previous proposal or file"**, **and then choose your file from the pull-down menu**. *This is very important; if you do not select revision and choose the file from the pull-down menu, the file versioning will revert back to "Version 1" and your application will be out of sync.*

**Version:** Note the Version Number has changed

**File Type:** Select **Adobe Forms (PDF)**

**Status:** Select either:

- **Work in Progress:** select this if other people will review/edit your proposal at Stanford. eSubmit is the preferred method of file-sharing of Grants.gov application packages.
- **Ready for Institutional Review:** select this if you are uploading the final edited version of your application package and intend to route it to your Institutional Representative (RMG-RPM or OSR Rep) to submit to Grants.gov.

**Source File:** Click the [Browse...] button and find your application package; upload it as you would an attachment to an email for example.

**Comments:** Use the comments field to let the administrators/Institutional Reps know the status of the application. **Example:** "I have finished attaching all files and the application is ready for departmental review" or "This application is ready for submission to the sponsor".

Click  when you're done with the information on this page.

## Summary Information

You should see a message saying your file was uploaded successfully and you should see the new version in **Current Version(s)** and older versions in **Previous Versions**.