Table of Contents

EPAWS WORK FLOW .................................................................................................................................... 4

LOGIN AS A PROPOSAL CREATOR/ INVESTIGATOR...................................................................................... 5
  How to create/save a proposal ............................................................................................................... 7
  Investigators with Multi-appointments ................................................................................................. 8
  Add units to Investigators ...................................................................................................................... 8
  How to submit a proposal ...................................................................................................................... 9
  How to see the Grant Officer assigned to your proposal ...................................................................... 12
  How to certify a proposal ...................................................................................................................... 14
  How to assume editing rights of a proposal .......................................................................................... 14
  How to put an “In Progress” proposal on Hold (remove from dashboard view) .................................. 15
  How to change an “On Hold” proposal to “In Progress (return to dashboard view)” ......................... 16

Advance Search (January 2018) ............................................................................................................. 17
  In advanced search pop-p, users will be able to search create date (single or by range), deadline date (single or by range), status (single or multiple).Status (Single or Multiple): ................................................................. 17
  Deadline (Single or by Range) ............................................................................................................ 18
  Create Date (Single or By Range): ...................................................................................................... 18

Upload Other Attachments during routing (January 2018) ....................................................................... 19

Indicator for submitted to sponsor date (January 2018) .......................................................................... 20

Notifications............................................................................................................................................... 20

LOGIN AS GRANT OFFICER ........................................................................................................................ 21
  How to assign a proposal to GO when proposal status is “In Progress” .............................................. 22
  How to assign a proposal to GO when proposal status is “Submitted for Review” .......................... 22
  Fields for Grant Officer Completion .................................................................................................... 22
  Review Status ........................................................................................................................................ 23
  How to save a proposal .......................................................................................................................... 23
  How to Approve/Return a Proposal ...................................................................................................... 23
  Validation to restrict GO from routing proposals with an invalid unit .............................................. 25
  How to Generate an IP for a proposal .................................................................................................. 25
  Notifications.......................................................................................................................................... 26

LOGIN AS DEPARTMENT APPROVER .......................................................................................................... 26
  How to Approve/Return a proposal ...................................................................................................... 27
  Notifications.......................................................................................................................................... 28

APPENDIX ................................................................................................................................................... 28
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Administrator Screen</td>
<td>28</td>
</tr>
<tr>
<td>Add Alternate Approvers</td>
<td>28</td>
</tr>
<tr>
<td>Sync Unit, Sponsor, and Person Table</td>
<td>29</td>
</tr>
</tbody>
</table>
EPAWS WORK FLOW

Route Log Example:

<table>
<thead>
<tr>
<th>Grant Officer</th>
<th>Name</th>
<th>Action</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
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<td>Keys, Diane</td>
<td>Approved</td>
<td>09-18-2017 08:51:09 am</td>
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<table>
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<tr>
<th>Department Approver</th>
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<th>Comments</th>
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<tr>
<td></td>
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<td>University</td>
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<td>09-18-2017 08:52:55 am</td>
<td></td>
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<tr>
<td></td>
<td>asha v</td>
<td>University</td>
<td>Approved by other</td>
<td>09-18-2017 08:52:55 am</td>
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<tr>
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<tr>
<td></td>
<td>Arora Mohan</td>
<td>University</td>
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<tr>
<td></td>
<td>IndhuRejeev</td>
<td>University</td>
<td>Waiting for Approval</td>
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<tbody>
<tr>
<td></td>
<td>Cly, Joan M</td>
<td>University</td>
<td>To be Submitted</td>
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<table>
<thead>
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<th>Comments</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>IndhuRejeev</td>
<td>To be Submitted</td>
<td></td>
<td></td>
</tr>
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<td></td>
<td>asha v</td>
<td>To be Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mariya Sara</td>
<td>To be Submitted</td>
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<td></td>
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<table>
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<tr>
<th>Grant Officer</th>
<th>Name</th>
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<tbody>
<tr>
<td></td>
<td>Keys, Diane</td>
<td>To be Submitted</td>
<td></td>
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</tr>
</tbody>
</table>
LOGIN AS A PROPOSAL CREATOR/ INVESTIGATOR

https://coeus-web.neu.edu/epaws/login

EPAWS DASHBOARD

**Search icon:** Search proposals according to different search criteria.

**Create New button:** Creates proposals.

*Please note if user does not see this button, user does not have a role and must request one via RDOST-help@northeastern.edu

There are 4 Tabs:
- **My Proposals**: List of all Proposals associated with logged in user.
- **My Review List**: List of all Proposals that are awaiting your action.
- **ePaws Proposals in Development**: List of all Proposals in development
- **Completed**: List of Completed Proposals that are submitted to Institute Proposal (IP)

Once user opens a proposal from any tab, they can see the workflow by Selecting **Route Log**
Select **Dashboard** to go back to the home page.

**How to create/save a proposal**

- User creates a proposal by selecting **Create New** button.

- Enter the minimum necessary fields and select “**Save**” button
  - Minimum fields: Research Theme, Deadline Date, Title, FOA (or “none”), Lead Unit, Principle Investigator Name, Role and Appointment
  - For fields Lead Unit, Investigator, and Unit, begin typing in the elastic search field to search the Person and Unit databases
    - Investigators who are Northeastern Employees can be searched by either typing the name in the Investigator field, or selecting “Search,” then selecting “Person” radio button, & insert name
    - Investigators who are NOT Northeastern Employees can be searched by selecting “Search,” then “Rolodex” radio button, & insert name
  - Investigators who are not found can be manually inserted in the
Investigator field
- For those investigators, insert the Lead Unit as the Investigator Unit

- Hover the mouse over Field Labels to see a “ToolTip” definition:

- User can save the proposal with/without a Deadline Date. The application asks whether user wants to save the proposal without a Deadline Date. User can proceed with/without entering it. The proposal is saved and the status changes to “In Progress”.

Investigators with Multi-appointments
If an investigator has a multi-appointment (data provided by HR), ePaws will indicate this by revealing an “M” next to the investigator units:

- Select the “M” to show the multi-appointment, which shows the unit credit split as defined in HR; to change the split, select “Edit” and make credit split changes, the SAVE:

Add units to Investigators
ePaws has the ability to add additional units under a PI in a proposal so as to split the credit between the primary unit, and any additional units.
- Add the Investigator to the proposal; once added, select the icon for “Add/Remove Unit”

- Select “Add Unit”
How to submit a proposal

- Enter the necessary fields, and answer all Yes/No questions; required fields will be noted; Proposals must include the following attachments: Budget, Budget Justification, and Abstract; alternatively, a copy of the Full Application is required to submit the proposal. Use the “Other Attachments” field to upload additional attachments if necessary. When finished, user can choose to add comments in the comments box and then select the “Submit to GO” button.
• ePaws will then show two pop-up boxes:

![Pop-up boxes showing options to submit and confirm submission.]

• Select ‘My Review’ list tab. Choose proposal and scroll to the bottom of the screen and select ‘Download as PDF.’
• User can submit the proposal with/without a Deadline Date. The application asks whether user wants to submit the proposal without a Deadline Date. User can proceed with/without entering it.

• The proposal is submitted and the status changes to “Submitted for Review”.

• Select ‘Download as PDF’ at the bottom of the screen print a copy of your submitted proposal. Insert on how to view the print button (search for it and print-it)

• Scroll down and select ‘Download as PDF’:
How to see the Grant Officer assigned to your proposal

- Go to the “ePaws Proposals in Development” tab and select “Search”
- Insert your search criteria and select Search
- Once you find your proposal, select it
Grant Officer is shown on the dashboard and at the top above “Proposal Number:”

- Alternatively, you can sort the “ePaws Proposals in Development” tab by selecting the “Proposal Number” column title and scroll to find your proposal and see the Grant Officer assigned to it.
How to certify a proposal

NOTE: Once GO & College has approved, proposals are listed under “My Proposals” Tab.

- Select “My Proposals” Tab.

- Select a proposal in “Awaiting Certification” status.

- Review the certification and then check the “I Agree” checkbox and select “Certify” button.

For PI and/or Multi-PI:

- For Investigator/Senior Key

Once the proposal is certified by all proposal personnel, the status changes to “Certification Completed”

How to assume editing rights of a proposal

Users that have a role within the lead unit of a proposal can switch the editing rights of an “In Progress” proposal from the current proposal creator to a new person (user effectively replaces the current proposal creator and takes over editing the proposal).

- User with a role in the lead unit of a proposal opens the proposal; an “Edit” button appears at the top of the proposal:
To take over editing rights of the proposal from the current proposal creator, select the “Edit” button; you will be asked to confirm:

- Select “OK,” and the user becomes the new proposal creator, and can continue processing the proposal.
- The previous proposal creator will receive a notification alerting them to the fact that their proposal has been taken over by a new proposal creator.

Greetings:

Continued processing of the ePaws Proposal listed below has been assumed by a new Proposal Creator.

**ePaws Proposal Number:** 10000481  
**Title:** Test: New Proposal Creator  
**Funding Sponsor:** National Institutes of Health (NIH)  
**Principal Investigator:** Sanchez, Marlon  
**New Proposal Creator:** Cyr, Joan  
**Deadline Date:** 01-22-2018

To view this proposal, log into ePaws and select the proposal from the "All ePaws Forms" tab.

Questions about ePaws should be directed to RDOST-help@neu.edu.

**How to put an “In Progress” proposal on Hold (remove from dashboard view)**  
If a proposal is started and saved, the proposal will remain in the dashboard as an “In Progress”
proposal. If an “In Progress” proposal was started in error, or the proposal creator would otherwise like to abandon the proposal and remove it from view, Proposal Creators have the ability to put the proposal “on hold” and delete the proposal from the view.

User must be the Proposal Creator in order to put an “In Progress” proposal on hold (users can use the process to assume editing rights of a proposal if they want to put an “In Progress” proposal on hold but are not the Proposal Creator).

- Search for and select the “In Progress” proposal that you want to put on hold; select the “Change to Hold” button

  ![Change to Hold Button](image)

  **Status:** In Progress

- Select “OK” to change the status of the proposal to “On Hold”

  ![Change Status Dialog](image)

- Once the status is changed, the proposal disappears from all views. A notification will be sent to the Top Approver to let them know that a proposal, for which they already received a notification that the proposal was ‘in progress,’ is now ‘on hold.’

How to change an “On Hold” proposal to “In Progress (return to dashboard view)

If a user wants to re-activate an “On Hold” proposal

- Use the search function, and search for status “On Hold” proposals
Select the proposal number and open it
Select the button “Change to In Progress”
Select “OK” to change the status back to “In Progress”
Once activated, the proposal status changes back to “In Progress,” and the Top Approver gets a notification that the proposal is now “In Progress” again.

Advance Search (January 2018)
1. Search of the Dashboard:
In advanced search pop-up, users will be able to search create date (single or by range), deadline date (single or by range), status (single or multiple). Status (Single or Multiple):
• Status field: User will be able to choose and search for multiple statuses at a time.
Deadline (Single or by Range)
- For Single search user selects date in calendar

- For Multiple search user there will be a corresponding check box “Search Multiple,” checking this will enable users to search proposal by date range.
  - After field corresponds to deadline date: In After field user can enter a date from where he or she needs to start the search. In search result ePaws will list all the proposals whose deadline date is on or after the date which was given in the After field.
  - Before field corresponds to deadline date: In Before field user can enter a date where he or she needs to do the search. In the search result list ePaws will display all proposals whose deadline date is on or before the date which was given in before field.

Create Date (Single or By Range):
- For Single search user selects date in calendar

- For Multiple search user there will be a corresponding check box “Search Multiple,” checking this will enable users to search proposal by date range. When checkbox is selected, two fields will appear: ‘After’ and ‘Before’ fields.
After field corresponds to create date: In After field user can enter a date from where he or she needs to start the search. In search result it will list all the proposals where the create date is on or after the date which was inserted in the After field.

Before field corresponds to create date: In Before field user can enter a date where he or she needs to do the search. In the search result list ePaws will display all proposals whose created date is on or before the date which was given in Before field.

2. Search on the Completed tab:
   - User can search by IP create date range, sponsor, lead unit, and PI

Upload Other Attachments during routing (January 2018)
- Users with a role on a proposal will be able to upload ‘other’ attachments during routing even if it is not at their stop.
- A red-line indicator will be displayed next to these attachments to show it was uploaded AFTER routing started.
- It will also show a message “Attachments highlighted in RED were uploaded after routing started.”
Indicator for submitted to sponsor date (January 2018)

- GO can edit Submit to Sponsor date field in all stops.
- On the dashboard, icon indicates that this field is filled in the proposal. Hover over the icon and ePaws shows the date as a tooltip (Submitted to Sponsor: {date}).

Notifications

At different tasks during the workflow, email notifications are triggered. See below:

Proposal Creator/investigator:

- When a proposal is submitted to the GO, the corresponding approvers are notified that a New Proposal is created; Title of notification “New ePaws proposal (PROPOSAL_NUMBER) created”
- Top Approvers are notified when an “in progress” proposal is put “on hold,” or when an “on hold” proposal is changed to “in progress”; Title of notification “ePaws Proposal (PROPOSAL_NUMBER) status change: In Progress to On Hold”
- When a proposal is selected for review by the Grant Officer, proposal submitter is notified that a proposal is under Grant Officer review (indicates GO name); Title of notification “ePaws Proposal (PROPOSAL_NUMBER) submitted for review”
- When a proposal is ready for review in the sponsor system, Grant Officer is notified (if no GO is assigned to proposal, RDOST helpdesk is notified); ePaws proposal (PROPOSAL_NUMBER) ready for sponsor system review
- When a user assumes editing rights of an “In Progress” proposal, previous creator is notified; Title of notification is “ePaws proposal (PROPOSAL_NUMBER) has been assumed by a new Proposal Creator”
- When all PI’s certify, the Top Approver is notified that proposal is ready for review; Title of notification is “Approval pending for ePaws proposal (PROPOSAL_NUMBER)”
LOGIN AS GRANT OFFICER

https://coeus-web.neu.edu/epaws/login

Search icon: Search proposals according to different search criteria.

6 Tabs are shown which contain proposals according to their actions to be completed:

My Review List: List of all Proposals that are awaiting for logged in user’s Approval.

Other Reviews: List of all Proposals that are awaiting for other Grant Officer’s Approval.

Pending Reviews: List of all Proposals that are not yet assigned.

In Progress: FYI List of Proposals that are started.

Completed: List of all Proposals that are submitted to IP.

ePaws Proposals in Development: List of all Proposals in Development.

Open a proposal from any tab to see the workflow by selecting Route Log.
Select **Dashboard** to go back to the home page.

**How to assign a proposal to GO when proposal status is “In Progress”**

Proposals in **“In Progress”** are being completed by user. Status of “In Progress” shows on the **“In Progress”** tab. GO can only **view** an “In Progress” proposal.

### There are 2 different ways that the proposal can be assigned to logged in GO:

1. Select on **“Assign to me”** button and assign it to logged in user (GO).

2. Open the proposal by Selecting on the Proposal Number and Select on **“Assign to me”** button. **Grant Officers can take Proposals from each other using this method.**

**How to assign a proposal to GO when proposal status is “Submitted for Review”**

Proposals in **“Submitted for Review”** status are on the **“Pending Reviews”** tab. GO can **Edit** the proposals only once it is assigned to him/her.

### There are 2 different ways that the proposal can be assigned to logged in GO:

1. Select on **“Edit”** button and assign to logged in GO.

2. Open the proposal by Selecting on the Proposal Number and Select on **“Edit”** button. **Grant Officers can take Proposals from each other using this method.**

**Fields for Grant Officer Completion**

When the Proposal is assigned to the Grant Officer, fields that were not presented to the proposal submitter are highlighted in **YELLOW**; these fields should be reviewed and/or completed by GO as necessary:
For each investigator, select the ‘edit’ pencil icon, and enter the Percent Effort and the Person Months – use the Excel Calculator “Converting months to effort and effort to months 1-3-17” to annualize the numbers, and insert the results in these ‘text only’ fields; select “Update” to complete, and “Save” to save the record.

Review Status

Grant Officers can change the Review Status of an assigned “Submitted for Review” proposal by selecting a review status from the dropdown menu:

The Review Status will show on the dashboard under the Proposal Status:

How to save a proposal

- Select on “My Review List” Tab.

- Select a proposal in “Submitted for Review” status.
- Enter necessary fields and Select on “Save” button.
- Proposal can be saved with/without a Deadline Date. The application asks
whether user wants to save the proposal without a Deadline Date. User can proceed with/without entering it.

- The proposal is saved and the status changes to “Submitted for Review” with the **Review Status** shown below it.

<table>
<thead>
<tr>
<th>Proposal Number: 10000331</th>
<th>Status: Submitted For Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Updated: 06/21/2018 09:14, By Sanchez, Marlon</td>
<td>Review Status: Reviewing FOA</td>
</tr>
</tbody>
</table>

**How to Approve/Return a Proposal**

- Select on “My Review List” section.

- Select a proposal in “Submitted for Review” status.

- Enter necessary fields and Select on Approve/Return buttons where a provision to add comment (not mandatory) is given.

Grant Officer can Save/Return/Approve the proposal with/without a Deadline Date. The application asks whether the Grant Officer wants to Approve/Return the proposal.
without a Deadline Date. User can proceed with/without entering it.

Once Approved, the status changes to “Approval in Progress”

If the proposal is Returned, the status changes to “In Progress”

Validation to restrict GO from routing proposals with an invalid unit
ePaws will not allow GO to route the proposal for approval if the proposal’s lead unit or any PI’s unit is 999000/Non-users

How to Generate an IP for a proposal

- Select on “My Review List” section.
- Select a proposal in “Approved” status.
Enter the date when proposal was “Submitted to Sponsor” and Select on “Complete” button (Required to submit to IP)

This proposal can be viewed in the “Completed” tab alternatively, you can view the newly generated IP in Coeus (note the IP number assigned).

Notifications
- When the proposal is approved, the Department Approver/Alternates/Notifier is notified; Title of notification “New ePaws proposal (PROPOSAL_NUMBER) created”
- When the proposal is returned, the Proposal Creator is notified; Title of notification “ePaws Proposal (PROPOSAL_NUMBER) has been returned”
- When proposal is completed and submitted to Institute Proposal, the Proposal Creator is notified; Title of notification “ePaws Submission <Department>”
- Notify GO that sponsor application is ready for GO review:
  - Users with a role will have permission to send notification to GO when the ‘sponsor application is ready for GO review’ at any point during routing. This can be done by hitting the “Notify GO” button.
  - When user hits the button “Notify GO”, a notification will be triggered to GO to begin reviewing proposal in sponsor system
  - Roles that can trigger notification to GO - Creator, GO, Approvers, Top Approvers including their Alternates, and Investigators.
  - If no Grant Officer is assigned, then notification will be sent to helpdesk (rdost-help@northeastern.edu) that says “Epaws Proposal #123456 ready for sponsor review; no Grant Officer is assigned.”

LOGIN AS DEPARTMENT APPROVER

https://coeus-web.neu.edu/epaws/login
There are 4 Tabs:

**My Proposals**: List of all Proposals associated with Approver.

**My Review List**: List of all Proposals that are awaiting College Approval.

**In Progress**: FYI List of Proposals that are started.

**ePaws Proposals in Development**: List of all Proposals in Development

**How to Approve/Return a proposal**

- Select “My Review List” tab.

- Select a proposal for an action to be completed.

- Select Approve/Return buttons where a provision to add comment (not mandatory) is given.

Once approved by all Approvers, the status changes to “Awaiting Certification;”
Once approved by all Top Approvers the status changes to “Approved.” Add another screenshot for top approver

- Once Returned to the proposal creator, the status changes to “In Progress”.

<table>
<thead>
<tr>
<th>Proposal Number:</th>
<th>10004757</th>
<th>Status:</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Updated:</td>
<td>03/10/2015 14:45, By Cyr, Joan M.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notifications**

- When the proposal is approved by Approver, the Investigators in the proposal are notified for certification; Title of notification “Certification awaiting for ePaws proposal (PROPOSAL_NUMBER)”
- When the proposal is Returned, the Proposal Creator and the Grant Officer is notified; Title of notification “ePaws Proposal (PROPOSAL_NUMBER) has been returned”
- When a proposal is approved by all Top Approvers, the Grant Officer is notified; Title of notification “All Top Approvers have completed their review for ePaws proposal (PROPOSAL_NUMBER)”

**APPENDIX**

**System Administrator Screen**

ePaws includes a simple administrative interface for system administrators to perform the following functions:

1. Add Alternate Approvers
2. Sync Unit, Sponsor, and Person table information with the Coeus database

**Add Alternate Approvers**

Users with the SysAdmin role in Coeus can add alternate approvers to ePaws using the system administrator tool

- Select the System Administrator button

- Enter the unit name, and select a unit administrator type:

- Select the Approver/Top Approver for whom you are designating an alternate
Type the name of the alternate, and select the result, and select “Add”

The alternate now appears in the list

Sync Unit, Sponsor, and Person Table
Users with the SysAdmin role in Coeus can sync unit, sponsor, and person data in Coeus to ePaws using the system administrator tool

Select the System Administrator button

Select “Sync from Coeus” button

From the dropdown, select which table to sync

Select “OK” to start the sync from Coeus
• Receive the successful acknowledgement

Successfully synced Sponsor from Coeus.

Repeat for each table to sync.