



Internal eProp/Evisions User Reference Manual



**For submission of internally funded proposal opportunities
of the Office of the Vice President for Research**

Introduction

Like standard Evisions/eProp for external funding opportunities, Evisions/eProp can be used for internal funding proposal development and submission. Capable of adeptly handling common proposal submission needs, Internal eProp also captures information specific to internally funded programs allowing for expedience and accuracy in proposal processing. Users can build and submit internally funded proposals for review and approval in a fashion similar to external submissions.

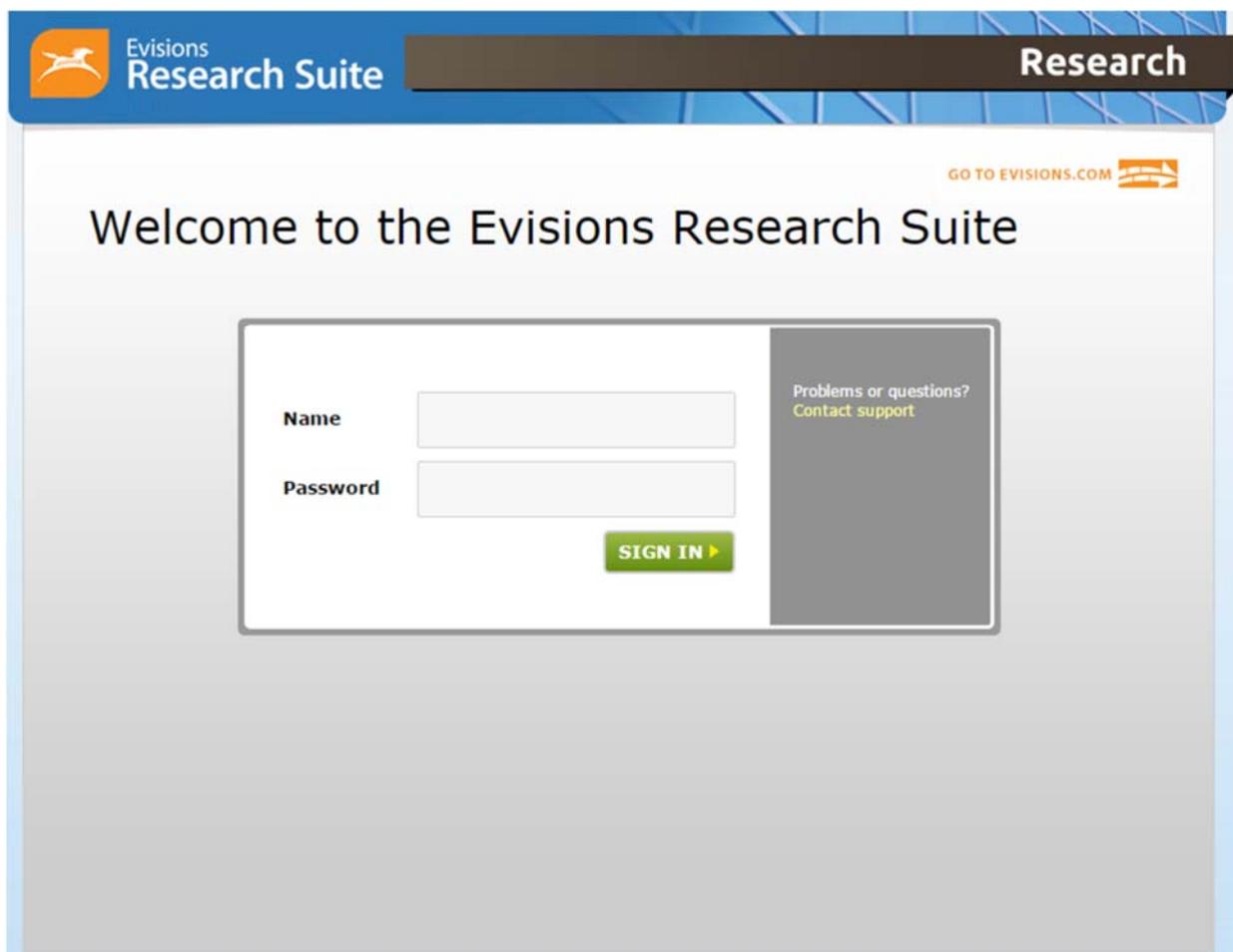
 **NOTE: Internal submissions are established with a particular set of codes and routing queues which identify funding via the Office for the Vice President for Research. The Approving Units section of Evisions must include "VP Research H09050" to correctly route through the system.** 

An internal submission requires less data input than its counterpart, making review and approval of proposals much simpler than the standard paper submissions of the past.

The following pages outline the necessary steps for proposal development of internal eProp submissions.

Log-In

Log-in to eProp/Evisions [here](#). Evisions is also accessible via the Research Resources tab in Academica. A WSU Access ID and Academica password is required.



The screenshot shows the login interface for the Evisions Research Suite. At the top left, there is a logo for "Evisions Research Suite" featuring a stylized orange horse head. To the right of the logo, the text "Evisions Research Suite" is displayed. Further right, a dark blue navigation bar contains the word "Research" in white. Below the navigation bar, the main content area has a light gray background. In the top right corner of this area, there is a link "GO TO EVISIONS.COM" with a small orange icon. The main heading reads "Welcome to the Evisions Research Suite". Below this heading is a login form with two input fields: "Name" and "Password". To the right of these fields is a gray box containing the text "Problems or questions? Contact support" in yellow. Below the input fields is a green button with the text "SIGN IN" and a right-pointing arrow.



1. Select the Cayuse SP hyperlink

Evisions Research Suite SPONSORED PROJECTS

HOME || MY DASHBOARD || REPORTING || ADMIN || LOG OUT ||

Proposal Dashboard
[Start New Proposal](#)

5 [My Proposals](#)

[Proposals In My Unit](#)

[Pre-Award Spending Inbox](#)

Award Dashboard
[My Awards](#)
[Awards In My Unit](#)

Certifications/Approvals
[PI Certification Inbox](#)
[Unit Approval Inbox](#)

Sponsored Program Administration
5057 Woodward Avenue
13th Floor
Detroit, MI 48202-4050
Phone: 313.577.3726
Email: spa@wayne.edu

>> Welcome to Cayuse SP

Use the Cayuse SP Proposal Dashboard to:

- Start a new proposal.
- Edit and track proposal records you have created or on which you are named as a Principal Investigator or Co-Investigator.
- View proposal records in departmental units to which you have been granted Proposal Access.

Use the Cayuse SP Award Dashboard to:

- View awards on which you are listed as a Principal Investigator or Co-Investigator.
- View awards in departmental units to which you have been granted Award Access.

Use the Cayuse SP Certifications/Approvals Dashboard to:

- Certify proposal records on which you are cited as the Principal Investigator or Co-Investigator.
- Authorize proposal records in your role as a unit Approver.

Administrative Support

Contact Sponsored Program Administration for policies and procedures regarding the management and administration of research and sponsored activities. SPA serves as the primary resource for information and assistance with research proposal development, budget development, and award management.

Technical Support

For technical issues in Cayuse SP, contact research_it@wayne.edu

Also refer to the [Evisions Research Suite Support website](#) for frequently asked questions, product documentation and other technical information.

2. Select Start New Proposal

>> Start New Proposal

Please provide Sponsor and General Proposal Information. Fields with * Indicates Required Fields

Sponsor Information

* Sponsor:

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

General Proposal Information

* Admin Unit 

* Primary Administrative Contact: 

Project No:

* Short Project Name:

* Project Start Date:  [Clear](#)

* Project End Date:  [Clear](#)

* Activity Code: [Click Here to Choose Activity Code](#)

Organization Search (choose the organization by clicking the name)

- [Award for Graduate Students Who Obtain External Support - OVPR](#)
- [Bridge Funding Program - OVPR](#)
- [Faculty Competition for Post-Doctoral Fellows - OVPR](#)
- [Faculty Recruitment - OVPR](#)
- [Funder Consultation Program - OVPR](#)
- [Grants Boost - OVPR](#)
- [Grants Plus - OVPR](#)
- [Inphaase - OVPR](#)
- [Interinstitutional Collaborative Research Program - OVPR](#)
- [Ovpr Matches - OVPR](#)
- [Ovpr Special Funding Request - OVPR](#)
- [President's Research Enhancement Program in the Arts and Humanities - OVPR](#)
- [President's Research Enhancement Program Part 1: Integrative Biosciences - OVPR](#)
- [President's Research Enhancement Program Part 2: Seed Grants - OVPR](#)
- [Pre-Submission Review Program - OVPR](#)
- [Research Equipment - OVPR](#)
- [Research Mentors Program for New Faculty - OVPR](#)
- [Research Stimulation - OVPR](#)
- [Seed Grants for Project Development - OVPR](#)
- [Team Science Travel - OVPR](#)
- [Techtown - OVPR](#)

Activity Codes - Google Chrome

<https://wayne-t.cayus>

Activity Code (choose an Activity Code)

- [Clinical Trial](#)
- [Fellowship](#)
- [Instruction](#)
- [Other Sponsored Activities](#)
- [Research](#)

3. All fields with asterisks (*) are required - fields with the magnifying glass icon are searchable; you must select field, enter search criteria in pop-up window (not case sensitive) and select pertinent record from search results.

A. Sponsor — search “OVPR”, select program

B. Administrative Unit, search for and select your home unit.

C. Administrative Contact, search for and select your unit’s Administrative Assistant

D. Enter Short Title

4. Select “Research” for Activity Code

Proposal Type:

* Instrument Type:

How will this proposal be submitted?
Select Submission Method:

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

* Sponsor Deadline: Time: Eastern
Postmark: Receipt:

* Title of Project:

Create a Paired Proposal Pair with a 424 Proposal Un-Pair with 424 Proposal

5. Proposal Type - select New

6. Instrument Type - select Internal

7. Sponsor Deadline - select due date for proposal submission

8. Enter title

IGNORE THE 'PAIR PROPOSAL' SELECTIONS

Item List 16-0042 

View or Edit completed sections by clicking the name next to the check.

- General Information [>>](#)
- [Personnel Roster](#)
- [Proposal Budget](#)
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Community Benefits](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Once General Information section is completed, you must complete every section of the SP record (even if unrelated), before submission. A green check-mark is generated for completed sections.

Personnel Roster

Search for and enter personnel dedicating effort to the project, even if they are not requesting salary support.
NOTE: The sum of allocated credit on this proposal is currently 0%.

Add Personnel Information

* Last Name: 

* First Name:

Phone:

Email:

* Person Months:

* Unit: 

* Role:

* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

1. Search for and select PI name
2. Enter 0 (zero) for Person Months
3. Enter 0 (zero) for Sponsored Effort
4. Enter 100 for Allocation of Credit
5. Save

Proposal Budget

For one-year projects and Progress Reports, both columns should match.

* Indicates Required Fields

Overview

Lead PI: Timothy Foley Sponsor: Grants Boost - OVPR

* Budget Form:

Select one of the above:
Summary: View direct costs, indirect rates, bases and totals (default setting)
Detailed: View specific budget categories, indirect rates, bases and totals
Autofill: View detailed budget data autofilled from 424 proposals, if paired

* # of Budget Periods:

Project Dates: **Current Period** **Entire Project**

* Start: 01/09/17

* End: 01/10/17

Comments: (512 chars max)

Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?
 Yes No

1. Ensure "Summary" is selected
2. Enter Start and End dates
3. Check "No" for Cost-sharing

F&A Rates		Current Period	Entire Project
	F&A Rate (1):	<input type="text" value="0.000 %"/>	<input type="text" value="0.000 %"/>
	F&A Rate (2):	<input type="text" value="0.000 %"/>	<input type="text" value="0.000 %"/>
	F&A Rate (3):	<input type="text" value="0.000 %"/>	<input type="text" value="0.000 %"/>
Use calculated values: <input checked="" type="checkbox"/>	* Effective Rate:	0.000 %	0.000 %

* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

Budget Categories		Current Period	Entire Project
	SPONSOR DIRECT COSTS:	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>

4. F&A Rates - Do Nothing

5. Sponsor Direct Costs - Enter total budget amount

6. Save

Item List 16-0042

View or Edit completed sections by clicking the name next to the check.

- General Information >>>
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- [Approving Units](#)

Complete each section of the Item List. Most require Yes/No answer. Please complete questions as they apply to your project.

When all sections are completed, the proposal is ready for submission

Proposal Abstract

* Indicates Required Fields

With your permission, this abstract will be used to help match faculty researchers with potential collaborators. Please provide sufficient detail to summarize:

- a. the purpose(s) or problem(s)
- b. the hypothesis(es) or objective(s)
- c. the method(s) of the project(s)

All abstracts will be made available to the public. If this abstract contains ANY institutional or sponsor proprietary information (e.g., manufacturing, composition of manufacture, or related improvements), you MUST check No below and if you check Yes, you must provide sufficient detail to summarize:

* 1. I give permission to make this abstract publicly accessible:

Yes No

2. Abstract:

* 3. Please select an NSF Science Code that describes the type of research contained in this proposal:

Select one... ▼

1. Select “No” - we will not be tracking abstracts for internal submission material

2. Select NSF Science Code - select the most pertinent area of study related to your proposal

Approving Units - CRUCIAL STEP

>> Approving Units

The units listed below will be notified to authorize this proposal record.
Make sure every affiliated unit is listed on this screen before submitting the proposal record for routing. Approval is required before submission to the sponsor agency.

PLEASE NOTE:

- If proposal sponsor is OVPR (internal funding), VP Research (H09050) must be selected as an approving unit. ←
- If proposal sponsor is Karmanos Cancer Institute (KCI), Oncology must be selected as an approving unit.
- If proposal is a fellowship application, Graduate School must be selected as an approving unit.

Sponsored Program Administration will authorize this proposal on behalf of Wayne State University.
Do not add SPA as an approving unit.

Add Approving Unit

Unit:  ←

List of Approving Units: (to edit the information, remove first, then add back)

1. You MUST search for and select “VP Research (H09050)” as an Approving Unit. Once selected, it will be added to the List of Approving Units. If not added, the proposal will not properly route.

2. Select Authorize Unit Listing

Once all green check marks are in place (Submission Notes are not required), you can submit proposal for routing.

Proposals will be routed to departmental/college approval queues before OVPR review and approves.