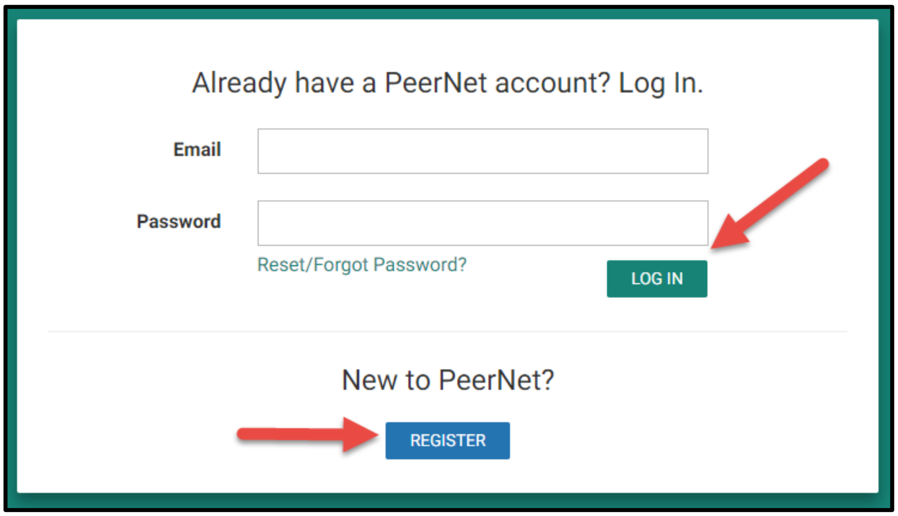
Proposal Collection | Principle Investigator User Guide

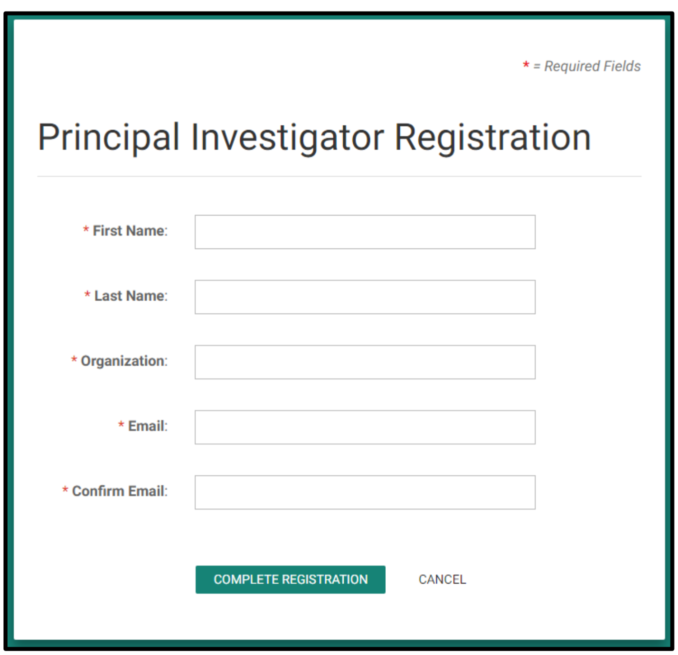
Step 1: Registering & Logging into PeerNet

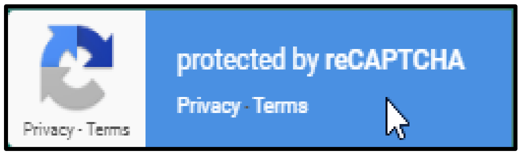
Click here to access PeerNet.

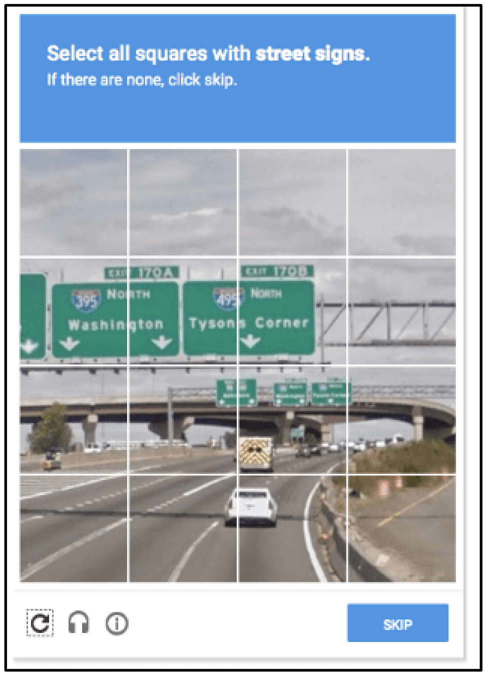


First time users: Must register for a PeerNet account using the REGISTER button.
Existing users: May simply login and/or reset your password.

Items indicated with a Red astrick * are required.



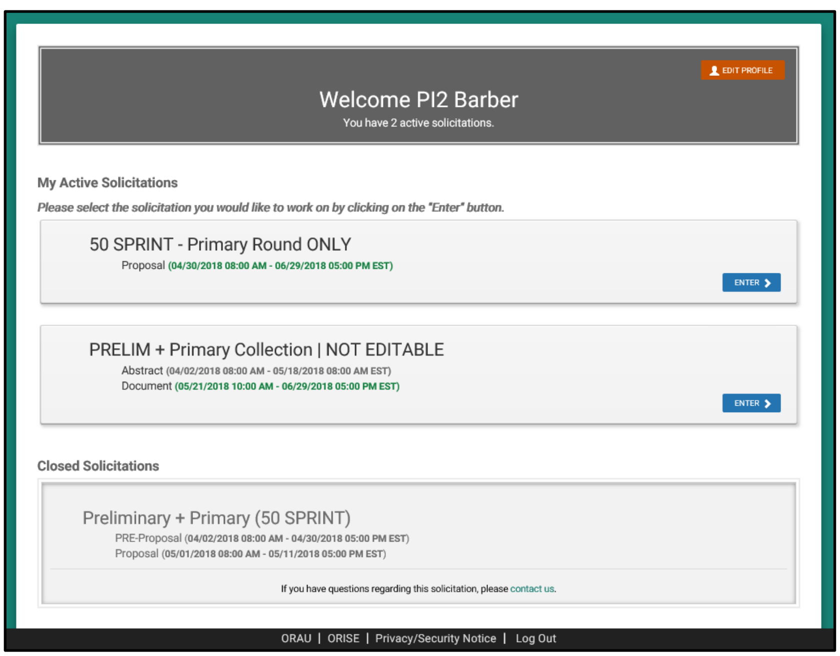




Once registered/logged in, you will land on the PI Dashboard.

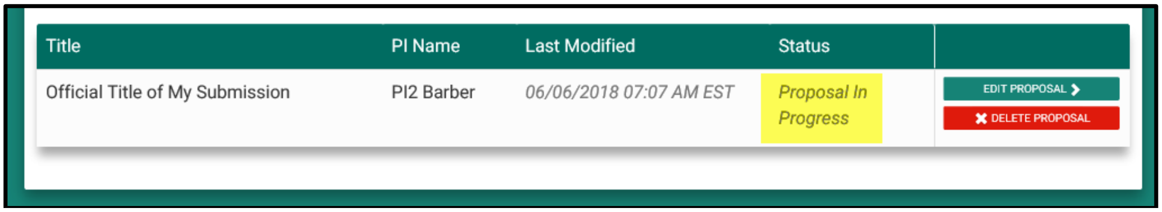
Step 2: Accessing the PI Dashboard

Once you log in, the PI Dashboard displays all the intakes for which you have registered. The Dashboard displays the *solicitations* in groups (active and closed) and each "big button" displays start and end dates.

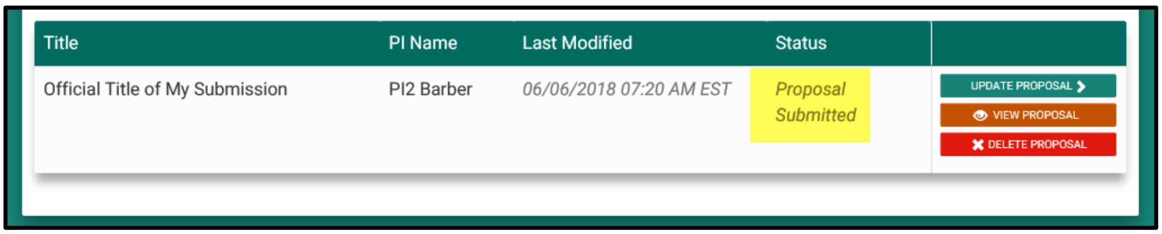


Step 3: Intake Homepage

The Intake Homepage allows you to read instructions, start your application, view your progress, initiate edits/updates to your application, and view/download your completed submissions. Once your begin your submission, a status tracker is added to the homepage. The first example illustrates a proposal in progress. You may edit your submission or delete the submission and start over until the proposal deadline.

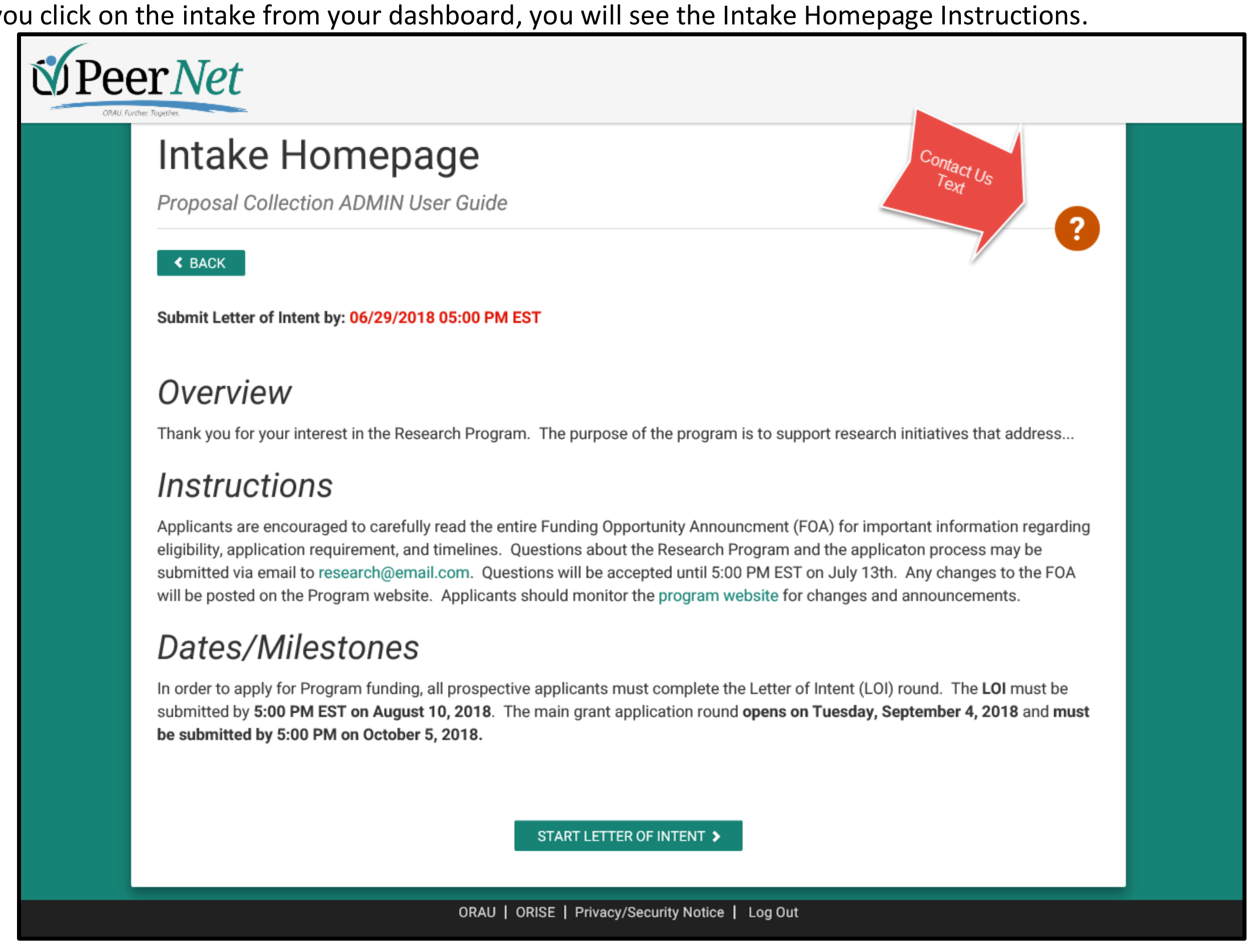


The second example (shown below) illustrates a proposal that has been submitted. You may update your proposal and re-submit, view your submitted proposal, or delete your proposal and start over until the proposal deadline.



Intake Homepage

When you click on the intake from your dashboard, you will see the Intake Homepage Instructions.

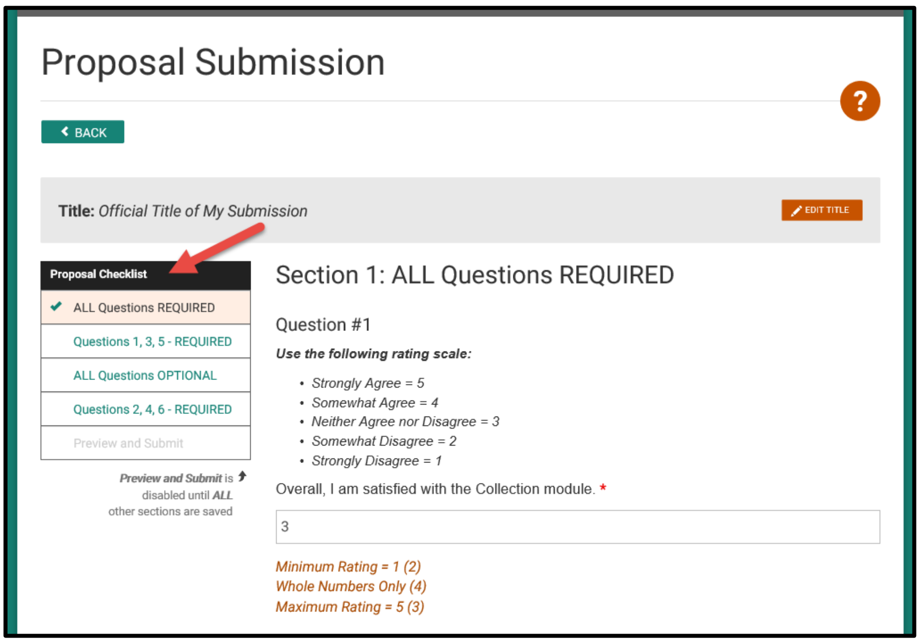


Step 4: Completing the Sections/Questions

On the left navigation is a checklist with the sections listed. As you complete and save each section, a green check mark is placed by the section in the checklist.

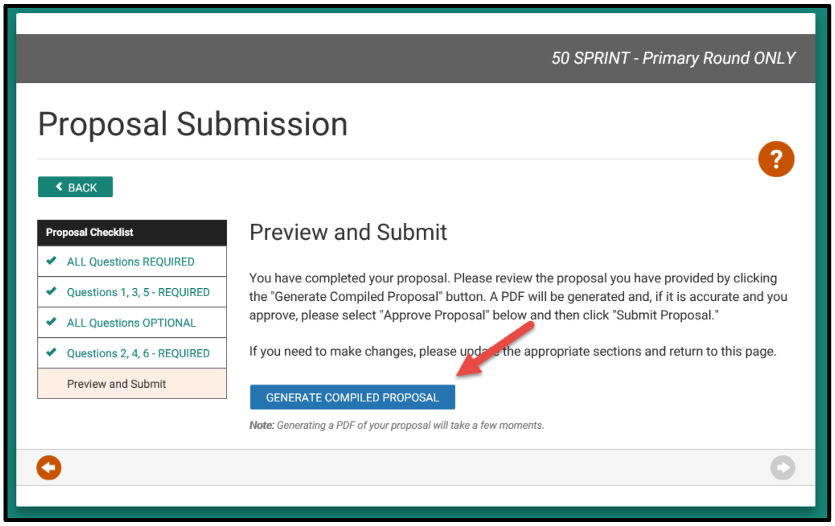
The note at the bottom of the page also reflects the status. If you change any response after it is previously saved, the green check mark disappears and the bottom of the page status reflects “changed & not saved” helping you to keep track of your status.

Arrows allow navigation between sections and direct you forward or backward through the application. Tooltips note that Preview & Submit is disabled until you save all sections.



Step 5: Preview & Submit

The Preview & Submit page becomes available once all sections have been saved. You are first directed to generate a compiled pdf of your submission. The system compiles all the responses including any uploaded files into one pdf and assigns it a unique number.



After the pdf is generated, you can view your submission before approving and submitting it. The submit button becomes enabled once you approve it.