



Proposal Collection | Principle Investigator User Guide

Step 1: Registering & Logging into PeerNet

Click [here](#) to access PeerNet.

Already have a PeerNet account? Log In.

Email

Password

[Reset/Forgot Password?](#)

New to 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.

* = Required Fields

Principal Investigator Registration

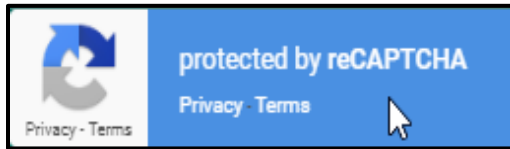
* First Name:

* Last Name:

* Organization:

* Email:

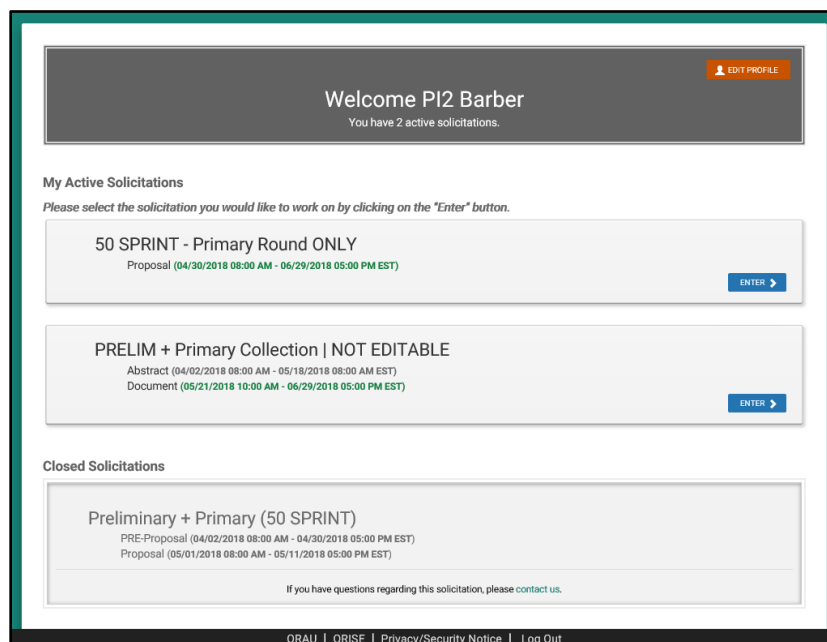
* Confirm Email:



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 you 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.

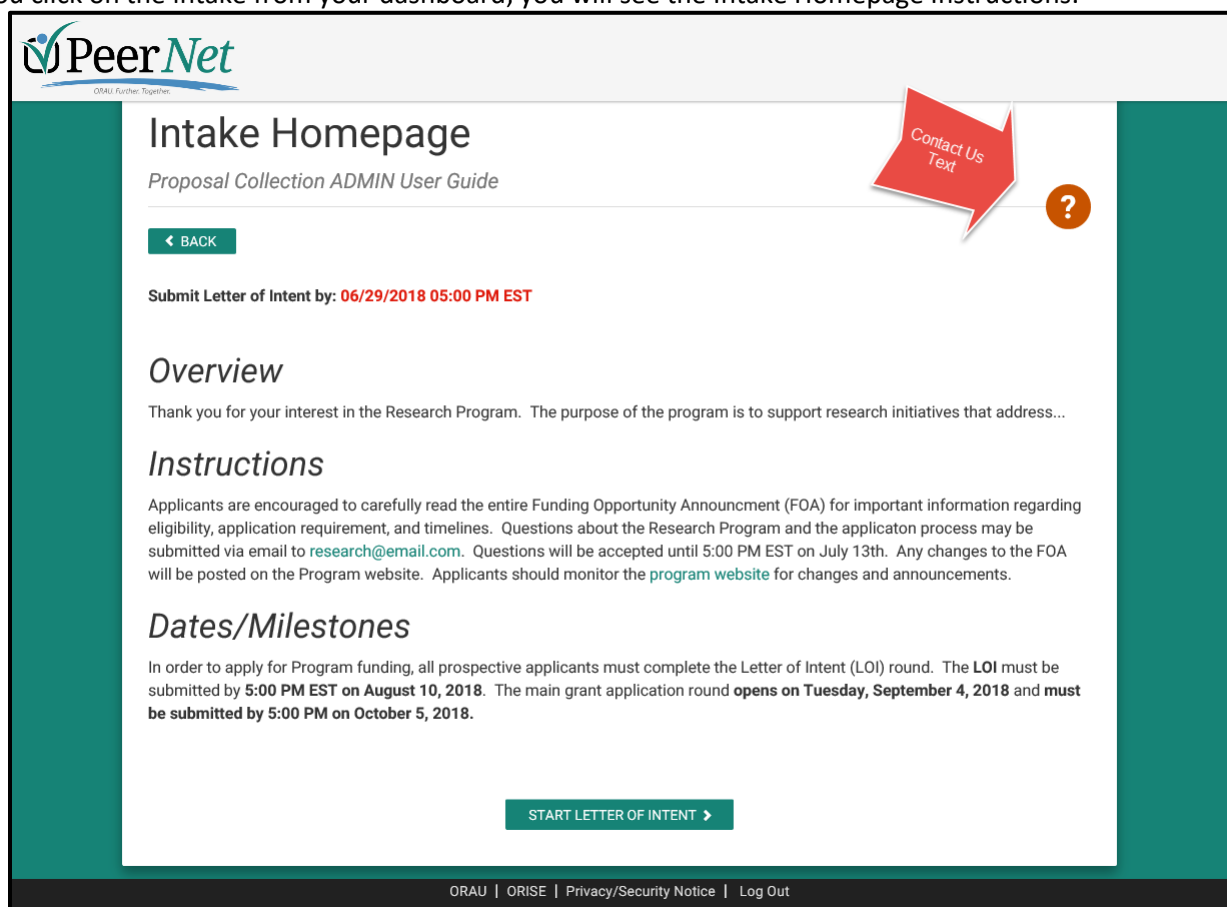
Title	PI Name	Last Modified	Status	
Official Title of My Submission	PI2 Barber	06/06/2018 07:07 AM EST	Proposal In Progress	EDIT PROPOSAL  DELETE PROPOSAL 

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.

Title	PI Name	Last Modified	Status	
Official Title of My Submission	PI2 Barber	06/06/2018 07:20 AM EST	Proposal Submitted	UPDATE PROPOSAL  VIEW PROPOSAL  DELETE PROPOSAL 

Intake Homepage

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



PeerNet
ORAU Further Together

Intake Homepage

Proposal Collection ADMIN User Guide

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Submit Letter of Intent by: **06/29/2018 05:00 PM EST**

Overview


Thank you for your interest in the Research Program. The purpose of the program is to support research initiatives that address...

Instructions

Applicants are encouraged to carefully read the entire Funding Opportunity Announcement (FOA) for important information regarding eligibility, application requirement, and timelines. Questions about the Research Program and the application process may be submitted via email to research@email.com. Questions will be accepted until 5:00 PM EST on July 13th. Any changes to the FOA will be posted on the Program website. Applicants should monitor the [program website](#) for changes and announcements.

Dates/Milestones

In order to apply for Program funding, all prospective applicants must complete the Letter of Intent (LOI) round. The LOI must be submitted by **5:00 PM EST on August 10, 2018**. The main grant application round **opens on Tuesday, September 4, 2018 and must be submitted by 5:00 PM on October 5, 2018**.

[START LETTER OF INTENT](#) 

ORAU | ORISE | Privacy/Security Notice | Log Out

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.

Proposal Submission

← BACK

Title: Official Title of My Submission EDIT TITLE

Proposal Checklist

- ✓ ALL Questions REQUIRED
- Questions 1, 3, 5 - REQUIRED
- ALL Questions OPTIONAL
- Questions 2, 4, 6 - REQUIRED
- Preview and Submit

Section 1: ALL Questions REQUIRED

Question #1

Use the following rating scale:

- Strongly Agree = 5
- Somewhat Agree = 4
- Neither Agree nor Disagree = 3
- Somewhat Disagree = 2
- Strongly Disagree = 1

Overall, I am satisfied with the Collection module. *

3

Minimum Rating = 1 (2)
Whole Numbers Only (4)
Maximum Rating = 5 (3)

Preview and Submit is disabled until ALL other sections are saved

Section #1 Saved

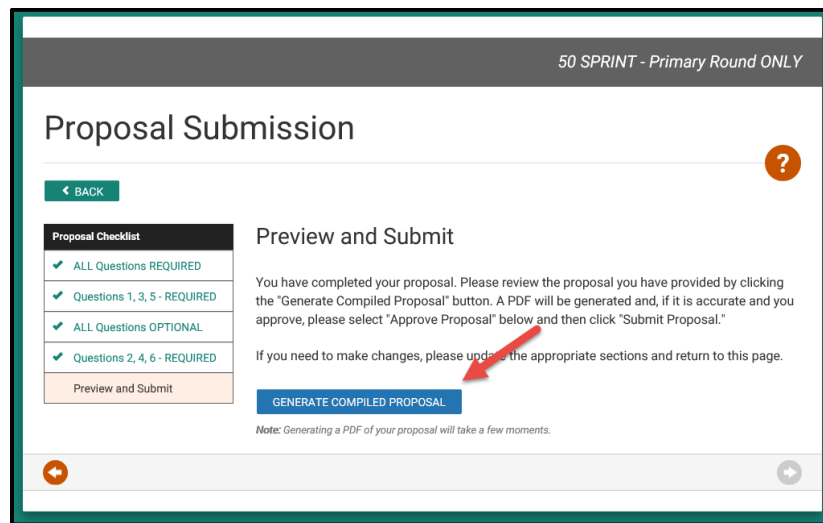
← SAVE SECTION #1 →

Section #1 Changed & Not Saved

← SAVE SECTION #1 →

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.

