

# Sponsored Project Services DropBox System (SPSDS)

## Introduction

SPSDS was developed to expedite SPS's processing of proposal submissions as well as reduce email storage. It also serves as a communication mechanism between faculty and SPS. Basically a PI uploads their application to this site which in turn notifies SPS. SPS then reviews the application to make sure it meets sponsor specifications. This can be an iterative process between the PI and SPS. Once SPS feels they have a "ready to submit" proposal they can submit it to the sponsor. Along the way SPS administrators update the status of each DropBox submission.

## For Principal Investigators

1. Click the link to begin the login process,  
<https://www.research.buffalo.edu/sps/submit/dropbox/login.cfm>.
2. Enter your username and password and click the "Login" button.
3. Once logged in you will see a screen similar to the one in *figure 1*. From here you can edit existing or create new DropBox entries.
  - a. Click the "Create New Blank Submission" to start a new DropBox entry.
  - b. To edit a previously entered DropBox entry click the "Edit Submission" link for the DropBox entry you wish to edit under the Edit a Previous Submissions section.

The screenshot shows the 'Sponsored Projects Services' page. At the top left is the University at Buffalo logo and name. Below it is the 'Office of the Vice President for Research' logo. The main header is 'Sponsored Projects Services'. A search bar is located on the left. The page content includes a breadcrumb trail: 'Home » sps » submit » dropbox'. The main heading is 'Dropbox Submission'. Below this, a message states: 'It appears you have submitted a form previously. You can choose to revise a previous submission or create a new submission.' There is a button labeled '+ Create New Blank Submission'. Below that is a section titled 'Edit a Previous Submissions' which contains a table of submission details for an 'Electronic Proposal' titled 'proposal queue test #3, created on 2/5/2009'. The details include: Sponsor: Xerox Corporation; Deadline Date: 02/16/2009; Comments: sdfsdfsdfsdf; Submitted On: 02/05/2009. An 'Edit Submission' link is provided at the bottom of the table.

Figure 1.

4. Whether you are creating a new or editing an existing submission you will see a screen similar to *figure 2*.

The screenshot shows the 'Sponsored Projects Services' web application. The header includes the University at Buffalo logo and the text 'Office of the Vice President for Research'. The main content area is titled 'Dropbox Submission' and contains a navigation breadcrumb: 'Home » sps » submit » dropbox'. A search bar is located at the top left. The left sidebar contains 'Resources' and 'Lookups' sections. The main form area includes a 'Dropbox Submission' notice, a 'Proposal Information' section with a 'Principal Investigator' field (Thomas Wendt) and an 'Electronic Proposal' section with three radio buttons. The 'Uploads' section has a 'Proposal File' field with a 'Browse...' button. The 'Additional Information' section has 'The attachments are' with two radio buttons: 'Ready for Review' and 'Ready for Submission'. There is also a 'Comments' text area and a 'Submit' button at the bottom.

Figure 2.

5. The only item required in the Proposal Information section is the selection of an Electronic Proposal. Electronic Proposal is where you link a DropBox entry with an Electronic Sponsored Projects Approval System (ESPAS) entry. *Figure 2* contains several ESPAS entries for the Principal Investigator (PI) in this example.
- Click the radio button next to the ESPAS entry you wish to link to your DropBox entry.
  - If there are no ESPAS entries you can create one by clicking the "Create new Proposal" link next to the green "+" sign.
    - Click the radio button next to the new ESPAS entry.
6. Attaching a Proposal File is required for the Uploads section of the DropBox. Note: all files won't be uploaded until the "Submit" button is clicked.
- Click the "Browse" button next to the text box of the Proposal File. This opens up a file browsing window on your desktop.

- b. Find the proposal you want to submit for this DropBox entry. You should see the path and filename appear after you've selected your file.
    - c. Although uploading additional documentation is not required you can do so by repeating steps 6a and 6b.
7. The only item required in Additional Information is the checking of a radio button under the "The attachments are" section. You can use comments to communicate with SPS staff
  - a. Select the radio button that best describes this submission in Additional Information under "The attachments are" section. Options are "Ready for Review" or "Ready for Submission".
  - b. Enter any comments you wish.
8. Click the "Submit" button to finish your DropBox entry.