

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 on the University at Buffalo website. The page has a dark blue header with the university logo and name. Below the header, there is a navigation bar with 'Office of the Vice President for Research' and 'Sponsored Projects Services'. A search bar is located on the left side. The main content area is divided into two sections: 'Dropbox Submission' and 'Edit a Previous Submissions'. The 'Dropbox Submission' section contains a message about previous submissions and a 'Create New Blank Submission' button. The 'Edit a Previous Submissions' section displays details for a specific submission, including the proposal title, sponsor, deadline date, comments, and submission date, along with an 'Edit Submission' link.

University at Buffalo The State University of New York

Office of the Vice President for Research

Sponsored Projects Services

Home » [sps](#) » [submit](#) » [dropbox](#)

Dropbox Submission

It appears you have submitted a form previously. You can choose to revise a previous submission or create a new submission.

[+ Create New Blank Submission](#)

Edit a Previous Submissions

Electronic Proposal
[proposal queue test #3 created on 2/5/2009](#)

Sponsor
Xerox Corporation

Deadline Date
02/16/2009

Comments
sdfsdfsdf

Submitted On
02/05/2009

[Edit Submission](#)

Figure 1.

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

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Sponsored Projects Services

Home » sps » submit » dropbox

Dropbox Submission

We strongly encourage that all Grants.gov proposals for the 10/16/2008 deadline be received by Sponsored Projects Services no later than 10/8/2008 to ensure NIH's acceptance.

Proposal Information

Principal Investigator
Thomas Wendt

Electronic Proposal (+ Create new Proposal)

No title, created on 10/8/2002

No title, created on 10/8/2002

sL;DGHEO[RGH], created on 9/30/2002

Deadline Date

Uploads

Proposal File Browse...

Any Additional Attachment Browse...

Additional Information

The attachments are

Ready for Review

Ready for Submission

Comments

Submit

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.