

Sponsored Projects Services Proposal Queue

Introduction

The SPS Proposal Queue is a first-in first-out system for submitting proposals. It displays the order in which SPS will submit an application to external sponsors. It uses two subsystems to automatically get proposals on and off the Queue: (1) the Electronic Sponsored Projects Approval System (ESPAS) and (2) the SPS DropBox System.

All proposals must be submitted through the Queue, regardless if the proposal is a Grants.gov, a sponsor specific electronic system (e.g., NSF Fastlane, Proposal Central, AHA Grants@Heart, etc.), or a paper submission.

Getting a proposal onto the Proposal Queue requires two events to occur, both of which are initiated by the PI: (1) receipt by SPS of an Electronic Approval Form fully approved by all required chairs, deans, and directors, and, in some cases, vice presidents or the provost and (2) receipt by SPS through the DropBox System of a proposal that is in final form and ready for submission to the sponsor. SPS administrators determine when a proposal is ready for submission.

Proposals are automatically removed from the Proposal Queue when an SPS administrator submits the proposal to the sponsor. SPS administrators will submit a proposal to a sponsor only when it is first in the Proposal Queue. **SPS will submit proposals based on their order in the Proposal Queue.**

University at Buffalo The State University of New York

Sponsored Projects Services

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SPS Proposal Queue

Sponsored Programs Services (SPS) must review and approve all proposals prior to submission to an outside funding agency. Proposals are due to SPS five (5) full business days in advance of the sponsor's deadline. Below you can find where your proposal currently sits in the proposal queue.

Proposals in queue: **9** | Proposals upcoming: **3**

1	Principal Investigator: Thomas Wendt Sponsor: Abbott Laboratories	Added to queue on 2/5/2009 at 4:34 PM Active
2	Principal Investigator: Michael Grogan Sponsor: Wayne State University	Added to queue on 2/6/2009 at 10:41 AM
3	Principal Investigator: Michael Grogan Sponsor: Sutter Instruments Sponsor Deadline Date: 3/16/2009	Added to queue on 2/11/2009 at 2:46 PM

Figure 1.

The Proposal Queue links the 'Dropbox' System with the Electronic Approval Form to provide a 'first come first serve' system that ensures that all proposals are reviewed and approved by the appropriate PI's, Co-I's, Chairs, and Deans / Vice Presidents / Provost and SPS before submission.

Step 1--Electronic Sponsored Projects Approval Form

1 Create an Electronic Approval Form

The PI logs into the ESPAS to create a new Electronic Approval Form. If a PI does not have access to the ESPAS, they can register here:

https://www.research.buffalo.edu/account/n_acc_form_NUB.cfm?getvprname=clicked Note that in the Principal Investigator Module on the main Electronic Approval Form screen, the system brings forward the PI's information from the SPS accounting system and inserts it automatically into this module. Detailed instructions for the Electronic Approval can be found here:

<https://www.research.buffalo.edu/account/documents/espas/espas.pdf>

Complete each module of the Approval Form by providing the required information, including uploading documents where required. Each module must be complete, indicated by a "green light" on the main (home) screen, before the PI can submit the Approval Form for university approval.

2 Submit Electronic Approval Form for University Approval

When finished completing all the modules, the PI should click the link to submit the Approval Form for approval. The approval process for the Approval Form has several levels: PI/Co-PI, Chair, Director, Dean/VP, Provost, and SPS. When the PI submits the Approval Form, the ESPAS sends an email with a link to the Approval Form to each unit at the next approving level so the proposal can be reviewed and approved or returned to the PI. Each individual/unit at a level must approve the Approval Form for it to move to the next level. The Approval Form does not reach SPS until all required chairs, directors, deans, vice presidents, or the provost have approved it.

Step 2--Sponsored Project Services DropBox System (SPSDS)

1 Create a DropBox Transaction

The DropBox transaction is the act of the PI uploading his proposal into the SPSDS to make it available to SPS for its review/submission to the sponsor.

The PI first needs to log into the SPSDS here:

<https://www.research.buffalo.edu/sps/submit/dropbox/login.cfm>. Once logged in, the PI can choose to edit an existing, or create a new, DropBox transaction.

If you are depositing a new proposal, click on Create a New Blank Submission. **The Proposal Information section is where you link a DropBox transaction to an Electronic Approval Form.** Select the Approval Form created for your proposal—this will link the Approval Form to the DropBox transaction. If you do not see the correct Approval Form (or any) to link to your DropBox transaction, you can click the link next to the green '+' sign to create a new Approval Form (which needs to be completed and submitted for approval); this new Approval Form will now be linked to your DropBox transaction (see Figure 2).

The screenshot shows the 'Sponsored Projects Services' page for the University at Buffalo. The page is titled 'Dropbox Submission' and includes a search bar, a 'Resources' sidebar, and a 'Lookups' section. The main content area contains a 'Proposal Information' section with fields for 'Principal Investigator' (Thomas Wendt), 'Electronic Proposal' (with a '+ Create new Proposal' link and three radio button options), 'Deadline Date', 'Uploads' (with 'Proposal File' and 'Any Additional Attachment' fields), and 'Additional Information' (with 'The attachments are' radio button options and a 'Comments' text area). A 'Submit' button is located at the bottom of the form.

Figure 2.

If you are editing/re-submitting a proposal, click on the Edit Submission link. This allows you to submit a revised proposal that is already linked to the Approval Form.

Detailed instructions for the DropBox can be found here: [here](#).

The "Uploads" section is where you upload your complete proposal and any supporting documentation.

If the proposal will be submitted via Grants.gov, upload the Grants.gov file here. If the proposal will be submitted via another/sponsor specific electronic system (Fastlane, Proposal Central, etc.) upload a project summary or abstract of your proposal only. If your proposal will be submitted via hard copy upload a project summary or abstract of your proposal only.

The "Additional Information" section is where you indicate whether you think your proposal is ready for review or ready for submission as well as any comments you may have for SPS.

2 Submit DropBox Transaction for University Approval

Click the "Submit" button to submit the DropBox proposal to SPSfinished with what. This sends an email to SPS staff assigned to your department informing her/him that you have submitted a DropBox transaction. SPS will then review your proposal for compliance with sponsor specifications and UB/RF policies.

Step 3--The Proposal Queue

Once a DropBox transaction is linked to an Approval Form, the proposal is recorded as a "Upcoming Proposal" in the Proposal Queue. However, only when the Approval Form reaches SPS AND SPS determines that the proposal submitted within the DropBox transaction is ready for submission will the proposal enter the Proposal Queue.

Proposals will then be submitted to sponsors based on their order in the Queue.

Proposals are removed from the Queue as they are submitted to sponsors. When a proposal is removed from the Queue, each proposal in the Queue will then advance one space.

The Proposal Queue is located here: <https://www.research.buffalo.edu/sps/queue/>