eSeaGrant PI Manual
V1.0 (draft)
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Account Registration

To register an investigator account, click the register tab on the login screen and then fill the registration form. If your Sea Grant program does not allow online registration, please contact your Sea Grant administrator.

Note: Online registration is exclusively for registering new investigator accounts. Your Sea Grant administrator is able to register you in Staff role or Sea Grant Administrator role from the backend dashboard.

Click Register tab to switch to registration mode.
To log in, use the username & password combination provided by the Sea Grant administrator. If you self registered a email will be sent to you with your username & password.

Note: In eSeagrant your username is your email address that was used to register your account.
**Creating Accounts & People Management: Forgot Password**

1. **Forgot password link** is below the login block. It navigates the user to a forgot password page.

2. **Forgot password page**: Simply enter your registered email and then click [Submit]. If the email entered in the forgot password form matches your registered email address, then a email with password reset instructions will be sent to your registered email address.

   If you enter a non registered email, eseagrant will flag an error. Please contact your Sea Grant administrator for the registered email address.
Logout

Logout button is located on top right of PI dashboard
Navigation Bar

Navigation Bar is highlighted below. Using the navigation bar you can view your Current Tasks, Completed Tasks, Open Projects & Closed Projects.
User Profile

You can update your user profile by clicking the drop down arrow next to your name.
Current Tasks

When you login, the current task page is automatically selected.

Explanations are on the next page.
eSeaGrant supports the following tasks:

1. **Open RFP** -- These are RFP that are open to everyone. You may submit one or more proposals to an RFP by clicking the “Add proposal” link.

2. **Invite only RFO** -- RFP where you have completed a letter of intent and you have been invited to submit a proposal specifically for this RFP. You may submit a one or more proposals to an RFP by clicking the “Add proposal” link.

3. **Fellowship Applications** -- All open fellowship applications are listed on this page. You may apply to a fellowship application by clicking “Start fellowship Application”
4. **Rebuttal requests** -- Some RFP go thru a peer review process and allow you to write a short rebuttal on the peer review. If this is enabled, you will see a rebuttal option listed on this page. If a rebuttal is requested from you, an email alert will be sent to your registered email account to remind you to complete the rebuttal.

5. **Report call requests** -- If you have a funded project in the eSeagrant system, the Sea Grant administrator will send you requests for project update report. If a report request has been made on your project, you will see an entry on the current tasks page as well as you will receive an email alert sent to your registered email account.
Starting a new proposal for RFP & starting a Fellowship Application

You can submit a proposal to a RFP by clicking the “Add Proposal” hyperlink. For Fellowship Applications, click the Start Fellowship Application hyperlink.

**Note:** You may submit multiple proposals to an RFP however you are limited to submitting one proposal for a fellowship application.
The RFP Proposal & RFP Applications are done identically in the eSeaGrant system. The application process consists of several steps that require you to complete forms or upload documents. LHS Nav will give you an idea about the required forms.
RFP Proposal & Fellowship Application: Key Info

The RFP or Fellowship Application name, deadline date & submission status are displayed below the blue navigation bar.
RFP Proposal & Fellowship Application: time remaining

Time remaining is displayed on top right below the navigation bar.
Before you begin the proposal / application process, please review the PDF instructions.
RFP Proposal & Fellowship Application: Start here

You can jump around and complete the required forms or you can simply click “Start Here” link in the LHS nav bar. And then keep clicking the Next link in the main content window to advance to the next form. The Submission preview page allows you to review your input and submit the application or the proposal. **Note:** You may complete the application in multiple sittings. Just make sure to click the update button or the save button (if present). Some forms are auto saving and do not have a save button. Please check your work before submitting the application.
RFP Proposal & Fellowship Application: Submission

The Proposal & Fellowship application is submitted as the last step of the application process from the Submission Preview section. Please keep an eye on the deadline date and time remaining. After the deadline date is past, you will not be able to submit your proposal or the application. However you may edit your application as many number of times and submit changes before the deadline date.
Completed Tasks

This page lists completed tasks that are past their deadline date.

Request For Proposal (RFP)

RFP - 22 Nov 2016 (Pre-Proposal)  Deadline: 27 Nov 2016, 05:00 PM

Proposal 1
Status: Submitted
Open & Closed Projects

The last 2 tabs in the PI dashboard are for PI & Applicants that have their proposals or fellowship applications funded by the Sea Grant program. The currently open projects are listed in the Open Projects Tab and Closed Projects are listed in the Closed projects Tab.