

eSeaGrant PI Manual

V1.0 (draft)



eSeaGrant PI Manual

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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.


LOGIN

REGISTER

REGISTRATION for online proposal submission is only open to Primary Investigators (PI).

- DO NOT register using information not directly related to the Primary Investigator of the intended proposal(s).
- A PI that has changed their email address should login with their old email address and update their email address in the system at the Investigators step within proposal submission. If a PI registers twice, they should notify the [eSG Administrator](#) to remove the duplicate, log-in with their old email address and update their email address in the system at the Investigators step.
- Not sure if you are registered?... [Retrieve Password](#)

(all fields required)

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

Submit

Click Register tab to switch to registration mode.

Login

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.

Sea Grant
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LOGIN REGISTER

Welcome to WSG eSeaGrant
The online proposal and reporting system for
Washington Sea Grant.

Individuals who have applied previously for WSG funding may already be in the system: To confirm this, please click the "Forgot Password" link at the bottom of the login form, enter your username (email address), and click "Submit."

If you are unable to login, or if you have any other questions with this site, please contact Marcus Duke, mduke@uw.edu, 206.685.0171.

admin

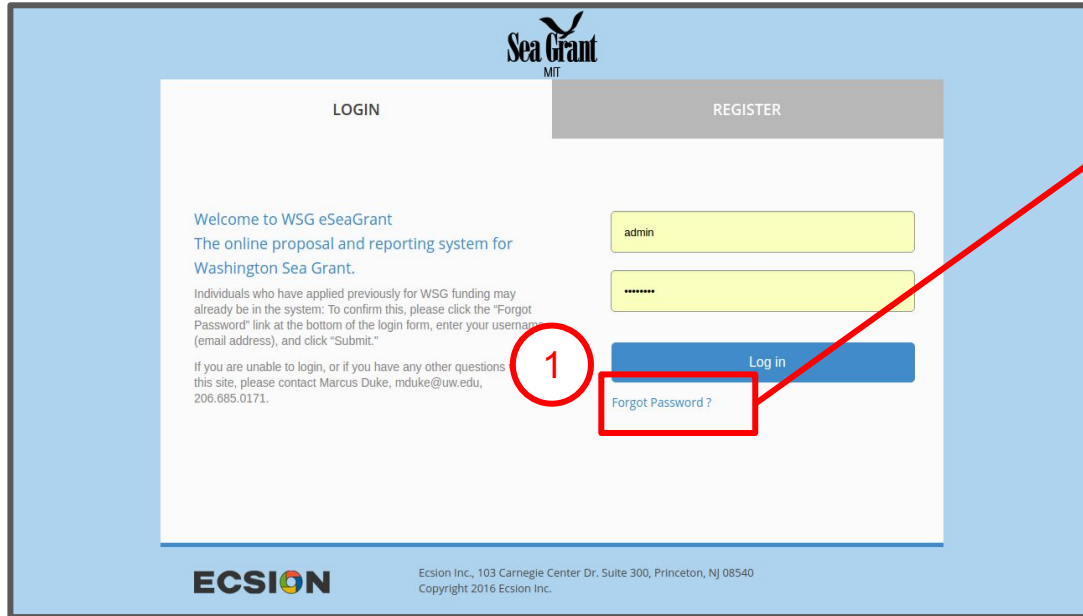
Log in

[Forgot Password ?](#)

ECSION

Ecsion Inc., 103 Carnegie Center Dr. Suite 300, Princeton, NJ 08540
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Forgot Password



The screenshot shows the WSG eSeaGrant login page. At the top right is the Sea Grant MIT logo. Below it are two tabs: 'LOGIN' and 'REGISTER'. The 'LOGIN' tab is active. The page contains a welcome message, instructions for users, and a login form with fields for 'admin' (username) and '*****' (password). A blue 'Log in' button is below the password field. A red circle with the number '1' is around the 'Log in' button. A red rectangle highlights the 'Forgot Password ?' link below the login button. A red arrow points from this link to a detailed view of the 'FORGOT PASSWORD' form on the right.

Sea Grant
MIT

LOGIN REGISTER

Welcome to WSG eSeaGrant
The online proposal and reporting system for
Washington Sea Grant.

Individuals who have applied previously for WSG funding may
already be in the system. To confirm this, please click the "Forgot
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If you are unable to login, or if you have any other questions
this site, please contact Marcus Duke, mduke@uw.edu,
206.685.0171.

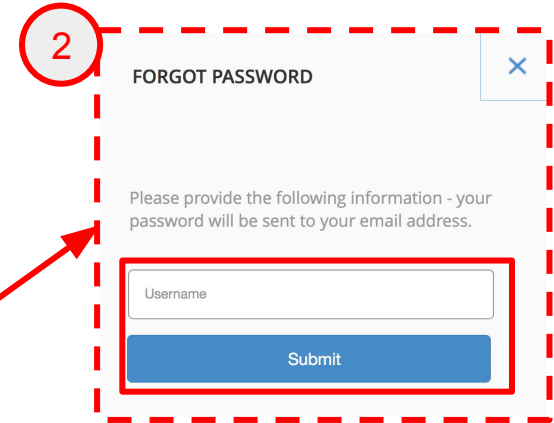
admin

Log in

1 Forgot Password ?

ECISION

Ecision Inc., 103 Carnegie Center Dr. Suite 300, Princeton, NJ 08540
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This is a detailed view of the 'FORGOT PASSWORD' form, indicated by a red circle with the number '2' and a red dashed border. The form has a title bar with a close button (X). The main content area contains a heading, a paragraph of instructions, a 'Username' input field, and a blue 'Submit' button. A red arrow points from the 'Forgot Password ?' link in the main screenshot to this form.

2 FORGOT PASSWORD

Please provide the following information - your
password will be sent to your email address.

Username

Submit

Key on next page

Creating Accounts & People Management: **Forgot Password**

Key

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, eseagrnt 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



John Doe ▾

[CURRENT TASKS](#) [COMPLETED TASKS](#) [OPEN PROJECTS](#) [CLOSED PROJECTS](#)

Request For Proposal (RFP)

RFP - 22Nov2016 (Full-Proposal) | Deadline: 30 Nov 2016, 05:00 PM

[Instructions PDF](#) | [Add Proposal](#)

Proposal not started for this RFP

Fellowship Applications

2014 Knauss Fellowship | Deadline: 10 Dec 2016, 05:00 PM

[Instructions PDF](#)

01
delete

[2014 Knauss Fellowship - Doe John](#)
Status: In Progress

Report Call

Completion Report for 2016 | Deadline: 30 Dec 2016, 12:00 AM

[Instructions PDF](#) | [Start Report](#)

01

[Completion Report for 2016-Test proposal for promote to project](#)
Status: Not Started

Navigation Bar

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

The screenshot displays the Sea Grant MIT web application interface. At the top left is the Sea Grant MIT logo. At the top right, the user name "John Doe" is shown with a dropdown arrow and a power icon. Below the header is a blue navigation bar with four tabs: "CURRENT TASKS" (highlighted with a red border), "COMPLETED TASKS", "OPEN PROJECTS", and "CLOSED PROJECTS". The main content area is divided into three sections: "Request For Proposal (RFP)", "Fellowship Applications", and "Report Call".

Request For Proposal (RFP)
RFP - 22Nov2016 (Full-Proposal) | Deadline: 30 Nov 2016, 05:00 PM
[Instructions PDF](#) | [Add Proposal](#)
Proposal not started for this RFP

Fellowship Applications
2014 Knauss Fellowship | Deadline: 10 Dec 2016, 05:00 PM
[Instructions PDF](#)

01 | [2014 Knauss Fellowship - Doe John](#)
delete | Status: In Progress

Report Call
Completion Report for 2016 | Deadline: 30 Dec 2016, 12:00 AM
[Instructions PDF](#) | [Start Report](#)

01 | [Completion Report for 2016-Test proposal for promote to project](#)
Status: Not Started

User Profile

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

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[CURRENT TASKS](#) [COMPLETED TASKS](#) [OPEN PROJECTS](#) [CLOSED PROJECTS](#)

Request For Proposal (RFP)

RFP - 22Nov2016 (Full-Proposal) | Deadline: 30 Nov 2016, 05:00 PM

[Instructions PDF](#) | [Add Proposal](#)

Proposal not started for this RFP

Fellowship Applications

2014 Knauss Fellowship | Deadline: 10 Dec 2016, 05:00 PM

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01 [2014 Knauss Fellowship - Doe John](#)
delete Status: In Progress

Report Call

Completion Report for 2016 | Deadline: 30 Dec 2016, 12:00 AM

[Instructions PDF](#) | [Start Report](#)

01 [Completion Report for 2016-Test proposal for promote to project](#)
Status: Not Started

Current Tasks

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

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CURRENT TASKS COMPLETED TASKS OPEN PROJECTS CLOSED PROJECTS

Request For Proposal (RFP)

RFP - 22Nov2016 (Full-Proposal) | Deadline: 30 Nov 2016, 05:00 PM

[Instructions PDF](#) | [Add Proposal](#)

Proposal not started for this RFP

Fellowship Applications

2014 Knauss Fellowship | Deadline: 10 Dec 2016, 05:00 PM

[Instructions PDF](#)

01
delete

[2014 Knauss Fellowship - Doe John](#)
Status: In Progress

Report Call

Completion Report for 2016 | Deadline: 30 Dec 2016, 12:00 AM

[Instructions PDF](#) | [Start Report](#)

01

[Completion Report for 2016-Test proposal for promote to project](#)
Status: Not Started

Explanation is on next page

Current Tasks

eSeaGrant supports the following tasks:

1. **Open RFP** -- These are RFP that are open to everyone. You may submit a 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”

Current Tasks

(continued)

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 screenshot displays the Sea Grant MIT web application interface. At the top, the Sea Grant MIT logo is on the left, and the user name "John Doe" with a dropdown arrow and a power icon are on the right. Below the header is a blue navigation bar with four tabs: "CURRENT TASKS", "COMPLETED TASKS", "OPEN PROJECTS", and "CLOSED PROJECTS". The main content area is divided into three sections:

- Request For Proposal (RFP)**: Shows "RFP - 22Nov2016 (Full-Proposal)" with a deadline of "30 Nov 2016, 05:00 PM". It includes links for "Instructions PDF" and "Add Proposal" (the latter is highlighted with a red box). Below this, it states "Proposal not started for this RFP".
- Fellowship Applications**: Shows "2014 Knauss Fellowship" with a deadline of "10 Dec 2016, 05:00 PM" and a link for "Instructions PDF". Below this, it shows a list item for "2014 Knauss Fellowship - Doe John" with a status of "In Progress". To the left of the list item is a large number "01" and a "delete" link.
- Report Call**: Shows "Completion Report for 2016" with a deadline of "30 Dec 2016, 12:00 AM". It includes links for "Instructions PDF" and "Start Report". Below this, it shows a list item for "Completion Report for 2016-Test proposal for promote to project" with a status of "Not Started". To the left of the list item is a large number "01".

RFP Proposal & Fellowship Application: LHS Nav

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.

The screenshot displays the eSeaGrant system interface. On the left, a vertical navigation pane is highlighted with a red border, containing the following links: [Start Here](#), [Current and Pending Support](#), [Recommendation Letter](#), [Rebuttal](#), and [Submission Preview](#). The main content area features a blue header with the Sea Grant MIT logo and a user profile for John Doe. Below the header, a blue bar contains tabs for CURRENT TASKS, COMPLETED TASKS, OPEN PROJECTS, and CLOSED PROJECTS. The main content area displays the 'Proposal > Start Here' section, which includes a 'Due in 1 day' status. The 'RFP Call: RFP - 22Nov2016 | Phase: Full-Proposal | PI Name: John Doe' is shown, along with the 'Title: Test Proposal' and 'Submission Status: In Progress Due Date: 11-30-2016 05:00:00 PM'. A 'Start Here' button is visible, and a 'Next >' button is located at the top right of the main content area. The main content area also contains a welcome message: 'Welcome John Doe to the eSeaGrant proposal submission system.' and a detailed instruction box: 'For the current call for proposals RFP - 22Nov2016, we ask that you carefully review the requirements and instructions document PDF Instructions. When you have understood the requirements, please fill out the online forms -- navigation is either through the left-hand navigation pane or by clicking the "Next" button. You may return and edit your proposal at any time up until deadline. Your proposal must be submitted by 11-30-2016 05:00:00 PM when the system will close automatically.'

RFP Proposal & Fellowship Application: Key Info

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

The screenshot shows the eSeaGrant proposal submission system interface. At the top left is the Sea Grant MIT logo. At the top right, the user name "John Doe" is displayed next to a dropdown arrow and a power icon. Below this is a blue navigation bar with tabs: "CURRENT TASKS", "COMPLETED TASKS", "OPEN PROJECTS", and "CLOSED PROJECTS". On the left side, there is a vertical menu with links: "Start Here", "Current and Pending Support", "Recommendation Letter", "Rebuttal", and "Submission Preview". The main content area is divided into two sections. The top section, highlighted with a red box, contains the following information: "Proposal > Start Here", "RFP Call: RFP - 22Nov2016 | Phase: Full-Proposal | PI Name: John Doe", "Title: Test Proposal", and "Submission Status: In Progress Due Date: 11-30-2016 05:00:00 PM". To the right of this box, it says "Due in 1 day". The bottom section, titled "Start Here", contains a welcome message: "Welcome John Doe to the eSeaGrant proposal submission system." and a "Next >" button. Below the welcome message, there is a "Proposal Information" section with a "Proposal Title" field containing "Test Proposal". A large blue bracket on the right side of the main content area groups the welcome message and the proposal information section. The text inside the bracket reads: "For the current call for proposals RFP - 22Nov2016, we ask that you carefully review the requirements and instructions document PDF Instructions. When you have understood the requirements, please fill out the online forms -- navigation is either through the left-hand navigation pane or by clicking the 'Next' button. You may return and edit your proposal at any time up until deadline. Your proposal must be submitted by 11-30-2016 05:00:00 PM when the system will close automatically."

RFP Proposal & Fellowship Application: time remaining

Time remaining is displayed on top right below the navigation bar.

The screenshot displays the eSeaGrant proposal submission system interface. At the top left is the Sea Grant MIT logo. The top right shows the user name 'John Doe' with a dropdown arrow and a power icon. Below this is a blue navigation bar with links: 'CURRENT TASKS', 'COMPLETED TASKS', 'OPEN PROJECTS', and 'CLOSED PROJECTS'. A red box highlights the text 'Due in 1 day' in the top right corner. On the left side, there is a vertical menu with links: 'Start Here', 'Current and Pending Support', 'Recommendation Letter', 'Rebuttal', and 'Submission Preview'. The main content area shows the 'Proposal > Start Here' path. Below this, it displays 'RFP Call: RFP - 22Nov2016 | Phase: Full-Proposal | PI Name: John Doe', 'Title: Test Proposal', and 'Submission Status: In Progress Due Date: 11-30-2016 05:00:00 PM'. A central panel contains a 'Start Here' button and a 'Next >' button. Below this, a large text box contains the following instructions: 'Welcome John Doe to the eSeaGrant proposal submission system.' followed by a blue-bordered box containing: 'For the current call for proposals **RFP - 22Nov2016**, we ask that you carefully review the requirements and instructions document [PDF Instructions](#). When you have understood the requirements, please fill out the online forms -- navigation is either through the left-hand navigation pane or by clicking the "Next" button. You may return and edit your proposal at any time up until deadline. Your proposal must be submitted by **11-30-2016 05:00:00 PM** when the system will close automatically.' At the bottom, there is a 'Proposal Information' section with a 'Proposal Title' field containing 'Test Proposal'.

RFP Proposal & Fellowship Application: PDF Instructions

Before you begin the proposal / application process, please review the PDF instructions.

The screenshot shows the eSeaGrant proposal submission system interface. At the top left is the Sea Grant MIT logo. At the top right, the user name "John Doe" is displayed next to a dropdown arrow and a power icon. Below the logo, a blue navigation bar contains the links: CURRENT TASKS, COMPLETED TASKS, OPEN PROJECTS, and CLOSED PROJECTS. On the left side, a vertical menu lists the steps: Start Here, Current and Pending Support, Recommendation Letter, Rebuttal, and Submission Preview. The main content area is titled "Proposal > Start Here" and shows a countdown timer "Due in 1 day". Below this, the RFP Call is "RFP - 22Nov2016", the Phase is "Full-Proposal", and the PI Name is "John Doe". The Title is "Test Proposal" and the Submission Status is "In Progress" with a Due Date of "11-30-2016 05:00:00 PM". The main content area has a light blue header with "Start Here" and a "Next >" button. The main content area contains a welcome message: "Welcome John Doe to the eSeaGrant proposal submission system." and a "Proposal Information" section with a text input field for the Proposal Title, which contains "Test Proposal". A red box highlights the text "RFP - 22Nov2016" and "PDF Instructions" in the instructions section.

Sea Grant
MIT

John Doe ▾ ⏻

CURRENT TASKS COMPLETED TASKS OPEN PROJECTS CLOSED PROJECTS

Start Here

Proposal > Start Here Due in 1 day

RFP Call: RFP - 22Nov2016 | Phase: Full-Proposal | PI Name: John Doe
Title: Test Proposal
Submission Status: In Progress Due Date: 11-30-2016 05:00:00 PM

Start Here Next >

Welcome John Doe to the eSeaGrant proposal submission system.

Proposal Information

Proposal Title
Test Proposal

For the current call for proposals RFP - 22Nov2016, we ask that you carefully review the requirements and instructions document PDF Instructions.

When you have understood the requirements, please fill out the online forms -- navigation is either through the left-hand navigation pane or by clicking the "Next" button.

You may return and edit your proposal at any time up until deadline. Your proposal must be submitted by 11-30-2016 05:00:00 PM when the system will close automatically.

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.

The screenshot shows the eSeaGrant proposal submission system interface. The top navigation bar includes the Sea Grant MIT logo, a user profile dropdown for John Doe, and a power icon. Below this, a blue header bar contains links for CURRENT TASKS, COMPLETED TASKS, OPEN PROJECTS, and CLOSED PROJECTS. The left-hand navigation pane (LHS) lists several options: Start Here (highlighted with a red box), Current and Pending Support, Recommendation Letter, Rebuttal, and Submission Preview. The main content area displays the 'Start Here' page for a proposal. It includes a breadcrumb trail 'Proposal > Start Here', a 'Due in 1 day' indicator, and metadata such as 'RFP Call: RFP - 22Nov2016', 'Phase: Full-Proposal', 'PI Name: John Doe', 'Title: Test Proposal', and 'Submission Status: In Progress Due Date: 11-30-2016 05:00:00 PM'. A progress bar at the top of the main content area shows 'Start Here' as the current step, with a 'Next >' button (also highlighted with a red box) to advance to the next step. The main content area contains a welcome message for John Doe, a list of instructions for the current call for proposals, and a section for 'Proposal Information' with a 'Proposal Title' field containing 'Test Proposal'.

Sea Grant MIT

John Doe

CURRENT TASKS COMPLETED TASKS OPEN PROJECTS CLOSED PROJECTS

Proposal > Start Here Due in 1 day

RFP Call: RFP - 22Nov2016 | Phase: Full-Proposal | PI Name: John Doe

Title: Test Proposal

Submission Status: In Progress Due Date: 11-30-2016 05:00:00 PM

Start Here

Next >

Welcome John Doe to the eSeaGrant proposal submission system.

For the current call for proposals RFP - 22Nov2016 , we ask that you carefully review the requirements and instructions document [PDF Instructions](#).

When you have understood the requirements, please fill out the online forms -- navigation is either through the left-hand navigation pane or by clicking the "Next" button.

You may return and edit your proposal at any time up until deadline. Your proposal must be submitted by 11-30-2016 05:00:00 PM when the system will close automatically.

Proposal Information

Proposal Title

Test Proposal

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.

The screenshot shows the 'Submission Preview' page of the Sea Grant MIT application system. The interface includes a top navigation bar with the user's name 'John Doe' and a power icon. Below this is a blue header with tabs for 'CURRENT TASKS', 'COMPLETED TASKS', 'OPEN PROJECTS', and 'CLOSED PROJECTS'. A left sidebar contains a list of application steps: 'Start Here', 'Current and Pending Support', 'Recommendation Letter', 'Rebuttal', and 'Submission Preview' (which is highlighted with a red box). The main content area shows the 'Proposal > Submission Preview' section. It displays the RFP Call: 'RFP - 22Nov2016', Phase: 'Full-Proposal', and PI Name: 'John Doe'. The Title is 'Test Proposal' and the Submission Status is 'In Progress'. The Due Date is '11-30-2016 05:00:00 PM', which is highlighted with a red box. A 'Due in 1 day' notification is shown in the top right corner, also highlighted with a red box. Below the submission status, there are navigation buttons: 'Previous' and 'SUBMIT' (highlighted with a red box). A 'PDF THIS PAGE' button is also visible. The main content area displays the 'PROPOSAL SUBMISSION PREVIEW' for John Doe, Test Proposal, RFP - 22Nov2016, with the dates 02/01/2017 - 01/31/2019 and the status 'Not Submitted'. A 'Keywords:' section is present, followed by a 'STANDARD QUESTIONS' section and a 'Current and Pending Support' section.

Sea Grant MIT

John Doe

CURRENT TASKS COMPLETED TASKS OPEN PROJECTS CLOSED PROJECTS

Start Here

Current and Pending Support

Recommendation Letter

Rebuttal

Submission Preview

Proposal > Submission Preview

RFP Call: RFP - 22Nov2016 | Phase: Full-Proposal | PI Name: John Doe

Title: Test Proposal

Submission Status: In Progress

Due Date: 11-30-2016 05:00:00 PM

Due in 1 day

Submission Preview

Previous SUBMIT

PDF THIS PAGE

PROPOSAL SUBMISSION PREVIEW

John Doe
Test Proposal
RFP - 22Nov2016
02/01/2017 - 01/31/2019
Not Submitted

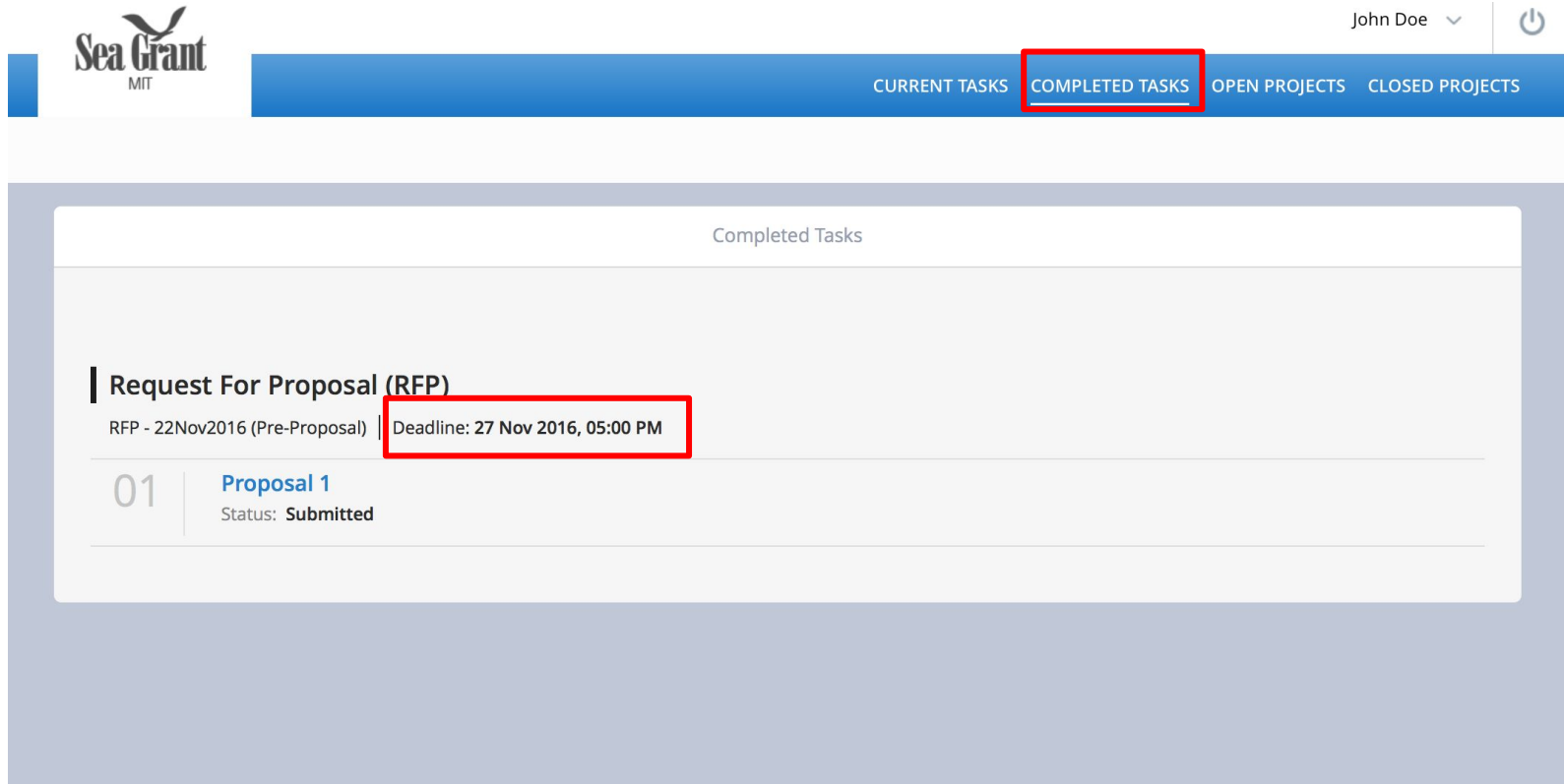
Keywords:

STANDARD QUESTIONS

Current and Pending Support

Completed Tasks

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

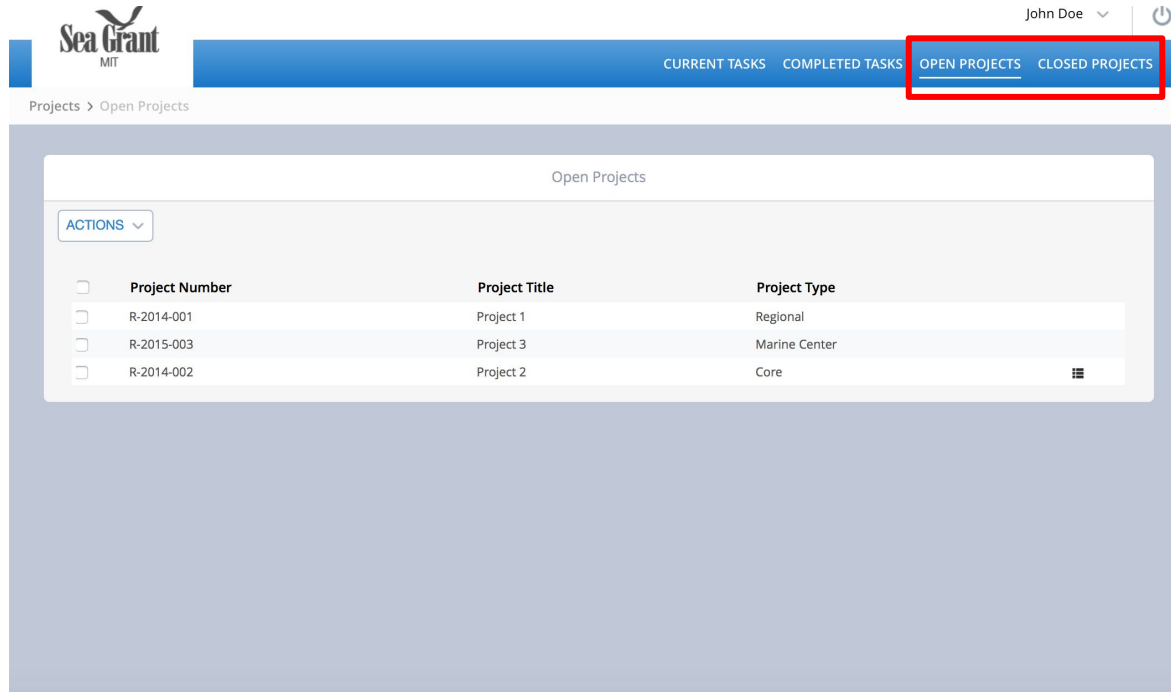


The screenshot displays the Sea Grant MIT web application interface. The top navigation bar is blue and contains the following tabs: CURRENT TASKS, COMPLETED TASKS (highlighted with a red box), OPEN PROJECTS, and CLOSED PROJECTS. The user's name, John Doe, and a power icon are visible in the top right corner. The main content area is titled 'Completed Tasks' and lists a single task: 'Request For Proposal (RFP)'. Below the task title, the text 'RFP - 22Nov2016 (Pre-Proposal)' is followed by a red-bordered box containing the text 'Deadline: 27 Nov 2016, 05:00 PM'. Below this, the task is identified as '01 Proposal 1' with a status of 'Submitted'.

Completed Tasks	
Request For Proposal (RFP)	
RFP - 22Nov2016 (Pre-Proposal)	Deadline: 27 Nov 2016, 05:00 PM
01	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.



Sea Grant MIT

John Doe ▾ | ⚙

CURRENT TASKS COMPLETED TASKS **OPEN PROJECTS** CLOSED PROJECTS

Projects > Open Projects

Open Projects

ACTIONS ▾

<input type="checkbox"/>	Project Number	Project Title	Project Type
<input type="checkbox"/>	R-2014-001	Project 1	Regional
<input type="checkbox"/>	R-2015-003	Project 3	Marine Center
<input type="checkbox"/>	R-2014-002	Project 2	Core

Last Page

