How to Create an *Early Setup Request* Form

**Objective:** Create an *Early Setup Request* form in VERAS.

**Who:** Project Personnel and DGAs can start the request form.

1. Log in to [http://veras.uidaho.edu/](http://veras.uidaho.edu/)
2. If you are listed as personnel on the proposal, select the **Forms** icon under the **Project Assistant** workspace’s All Projects table **Actions** menu:
   - a. Selecting the **Forms** icon will open a list of available forms to choose from, and you will select either **Start a new Submission** or **Edit Incomplete Submissions** to start the request form process.
   - b. Note that your incomplete forms are viewable from Project Assistant under the **Forms Pending Submission** link.
3. If you are not listed as personnel on the proposal, you will need to search for the proposal.
   - a. Under **Project Assistant** Workspace, select **Find a Project**
   - b. Search for the applicable proposal number and select the pencil/paper icon to open.
   - c. Select the form name
   - d. Start a new form by selecting **Add a New Form**
4. Complete the applicable information in the request form. This form will automatically require the PI to sign off and approve the submission before it goes to the OSP submission queue.
   - a. If someone besides the PI authors the form, they must select **Notify PI to Signoff** for the PI to receive a system notification at the end of the form.
b. Note that if it’s determined that the request will need additional approval signatures (i.e., Department Chairs for requests requiring departmental guarantee), OSP will separately route the request to the additional personnel for approval after it enters the OSP submission queue.

5. When OSP receives the submission, the project status will change to Early Setup – Requested.

Note, you can find previously completed forms in the Project Submission Status summary under the Completed tab.