EIPRS (Electronic Internal Proposal Routing System) tip sheet

1. To create a proposal in EIPRS (Electronic Internal Proposal Routing System) first direct your internet browser to [https://www.sites.uidaho.edu/osp/](https://www.sites.uidaho.edu/osp/) or follow the link at the OSP website – www.uidaho.edu/osp

2. The HELP tab at the top of each screen will allow you to submit feedback on any problems you may be experiencing with EIPRS.

3. After selecting “Create New Proposal”, you will be directed to the main screen to enter the U of I personnel who will be working on the project. Enter a V number and the system will pull the name, home department and contact information of the person for you.

4. You can locate UI personnel V numbers by clicking the highlighted V number link and searching by username or email address.

![Image of Principal Investigator(s) screen]

5. Navigate through the screens by selecting the NEXT button at the bottom of the screen or by clicking the on the tab of the page you want to view.

6. Some screens require certain information to be entered before you will be able to move to the next page. In these cases, a popup box will appear asking for the required information.

7. To submit the proposal for signature or to sign as a Co-PI, go to the last tab – Sign & Submit — and select SUBMIT FINAL at the bottom of the screen. Please do not do so until OSP asks you to do so.

8. You will be asked to read and confirm the PI certification statement. Once you have agreed to the certification statement you have electronically ‘signed’ the proposal.

9. All personnel who are required to review and sign the proposal will be notified via email when the proposal is in their queue.

10. The proposal is NOT submitted to the agency through EIPRS. This system only handles the internal routing of the proposal for supervisory and administrative approvals.

11. Once the proposal has been signed by OSP you will receive an email that lets you know your proposal is ready for submission to the agency. If the submission requires an Authorized Organizational Representative login (e.g. Grants.gov, NSF Fastlane), OSP will submit the proposal once it has been completed on the appropriate submission system.

If you require assistance, contact your Sponsored Programs Administrator:

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