

ePA005 Instructions (eff 7/1/2016)

***Before beginning this process*:** Be sure to have an approved budget document before entering the ePA005. Please contact Ben Leland (Leland.8) for budget calculations.

All Budget Documents must include Computer Services of \$600 per year for each workstation represented in the budget. i.e. If you budget funds one Graduate Student for one 9 month period of one year, your budget must reflect \$450 for Computer Services for that year.

OSURF home page <http://osp.osu.edu>

- Under "eTools" select ePA005's and sign in using your OSU kuberos ID and password

Click on the "Create" button on top menu

- 1 - Fill in title
- 2 - Fill in sponsor
- 3a - Fill in Proposed due date
- 3b - in drop down box, scroll down and click on Benjamin Leland's name
- 4a - Click on "Add New Investigator" box
 - type in PI Name (can use drop down box)
 - Keep Salary Recovery as 0% unless your proposal indicates Release Time or Direct Appointment to this grant during the Academic year; Off Duty Pay is not included in this percentage
 - click on submit button
 - repeat 4a for additional PI's, Co-I's
- 4b - Click on "Add New Department" (use drop down box)
 - type in **100%** for proposed award
 - type in **100%** for proposed expenses
 - *If splitting with another department, please see me
 - click on submit button
- 5a - type in award period (mm/dd/yyyy)
- 5b - enter the total budget (type in commas and periods)
- 5c - click on **N/A** radio dial for equipment cost share
- 5d - click on **N/A** radio dial for other cost share
- 5e - F&A rate should reflect the last year of time period of your proposal
7/1/2016 - 6/30/2017 = 54%; 7/1/2017-6/30/2018 = 55%; 7/1/2018-6/30/2020 = 56%
- 5e(3) - should default to **MTDC**
- **5f - GA fees**
 - **click on radio dial for Sponsor (even if no GRA is on the proposal)**
- 6 - click on radio dial for **No**
- 7a - answer question "Yes" or "No"; If yes, list the name of the company or Organization
- 7b - answer question to the best of your ability; If "Yes", follow the instructions
- 7c - answer question to the best of your ability; If "Yes", list the name of the company or Organization
- 8 - click on radio dial for "Yes" and type in 4055 McPherson Lab;

Upload a file

- Click on "Browse" button; find your budget document
- Click on "Upload" button to attach the your budget document
- Scroll down to Uploaded files and click on the file name to check the attached file

Write down the Routing Number (located in top left corner)

If complete, click on the "Submit for Signature" box (into workflow)

- Click on "Set PI to Owner" button

Once this is completed, the ePA005 will workflow to Susan Waller for Departmental Approval, then on to Andrea Ward-Ross for ASC College Approval.

To check on Status

- Click on "Review" box in top menu
- Enter the Routing number

Should receive email when ePA005 has been approved by the Department and the ASC College