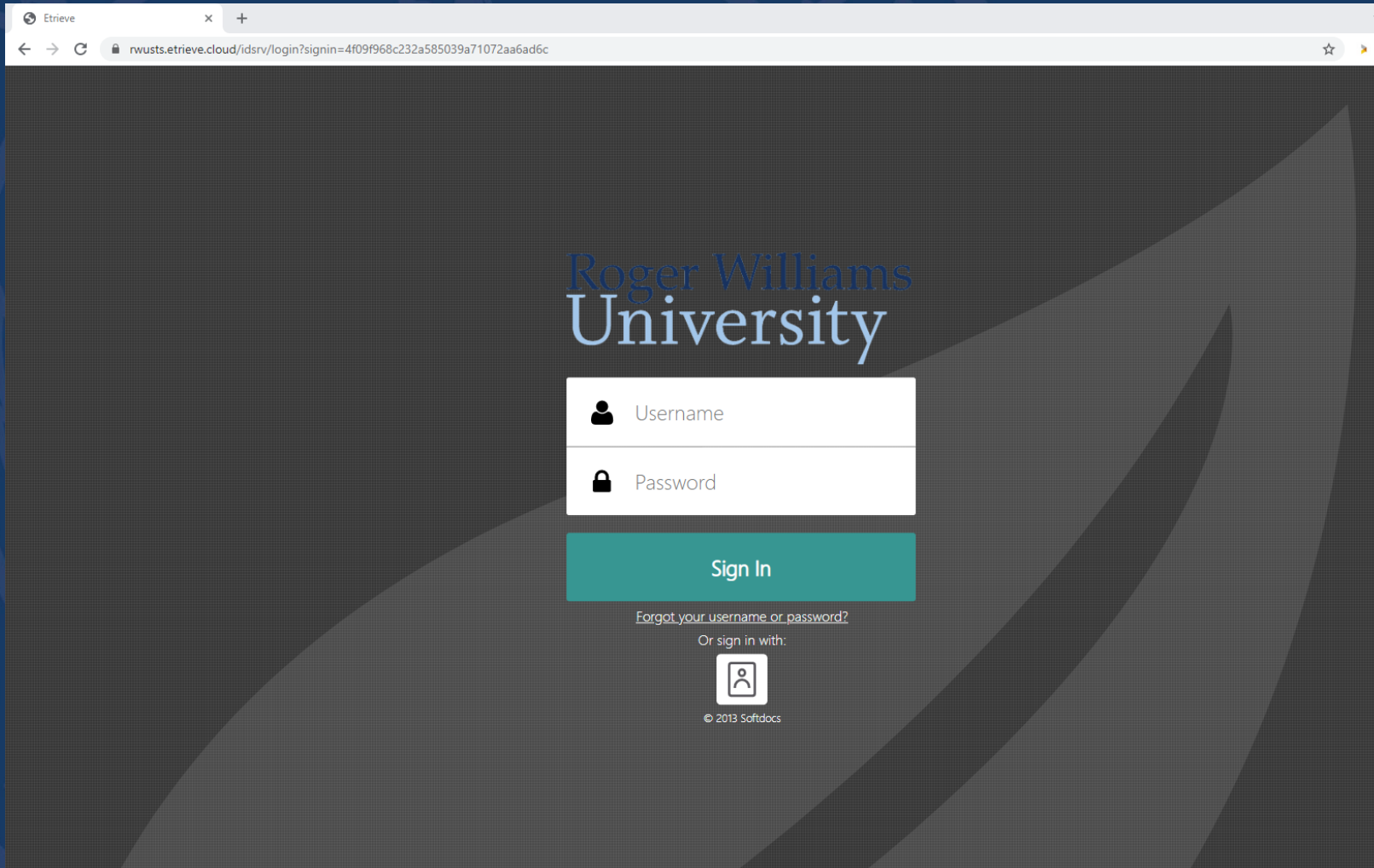


# Grant Information Form

## – Logging into Etrieve Central

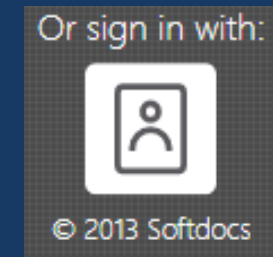


The screenshot shows a web browser window with the URL <https://rwucentral.etrieve.cloud>. The page features the Roger Williams University logo at the top. Below the logo is a login form with two input fields: "Username" (with a person icon) and "Password" (with a lock icon). A teal "Sign In" button is positioned below the fields. Underneath the button, there is a link for "Forgot your username or password?" and an option to "Or sign in with:" followed by a person icon. At the bottom of the page, the copyright notice "© 2013 Softdocs" is visible.

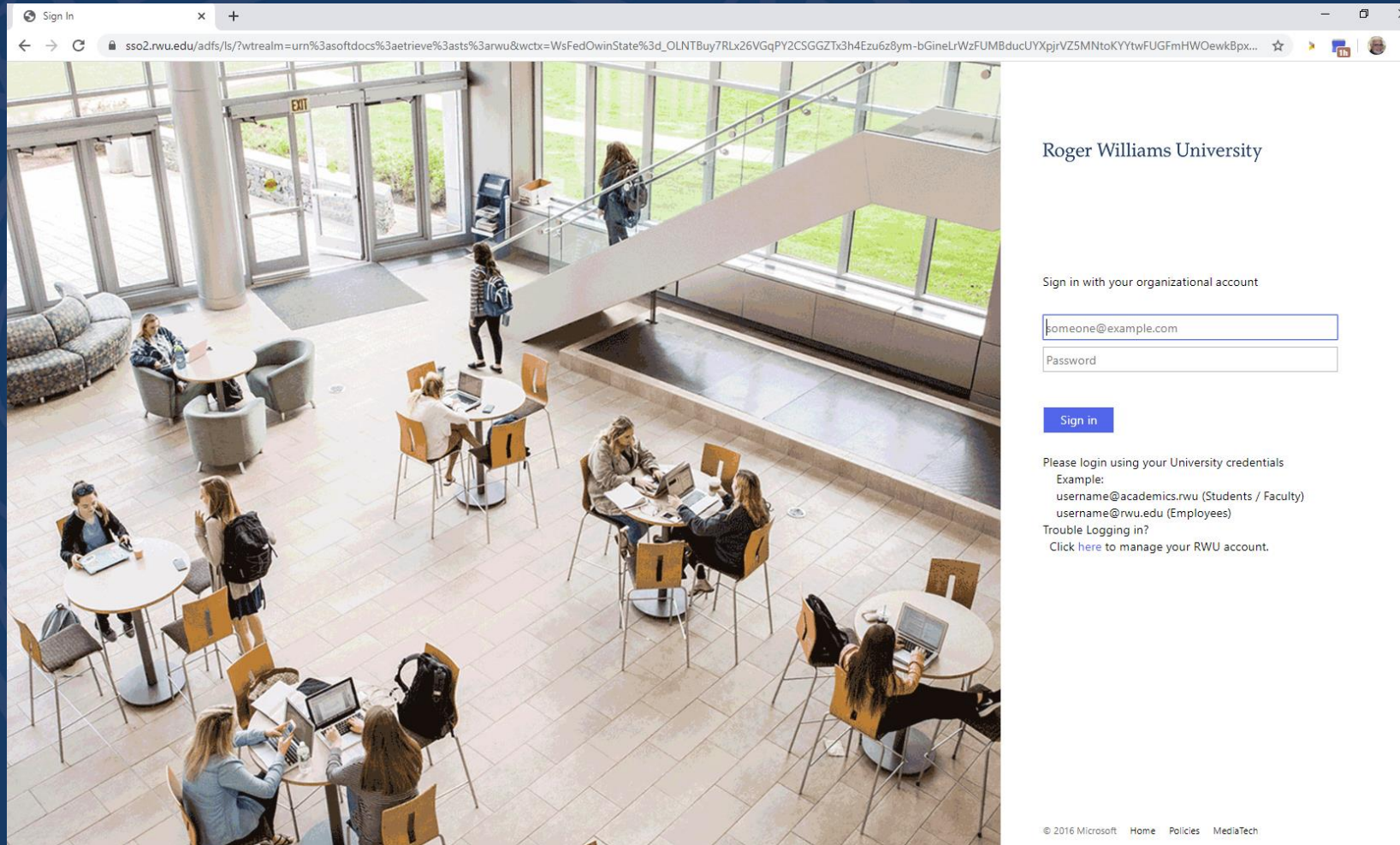
In Google Chrome enter the following link:

<https://rwucentral.etrieve.cloud>

An initial “splash page” will be presented, allowing the user to sign in using an Username and Password. Click on the following icon to login:



# Grant Information Form – RWU login



Sign In

sso2.rwu.edu/adfs/ls/?wtrealm=urn%3asoftdocs%3aetrieve%3asts%3arwu&wctx=WsFedOwinState%3d\_OLNTBuy7RLx26VGqPY2CSGGZTx3h4Ezu6z8ym-bGineLrWzFUMBducUYXprjVZ5MntoKYYtwFUGFmHWoewk8px...

Roger Williams University

Sign in with your organizational account

[Sign in](#)

Please login using your University credentials

Example:  
username@academics.rwu (Students / Faculty)  
username@rwu.edu (Employees)

Trouble Logging in?  
[Click here](#) to manage your RWU account.

© 2016 Microsoft Home Policies MediaTech

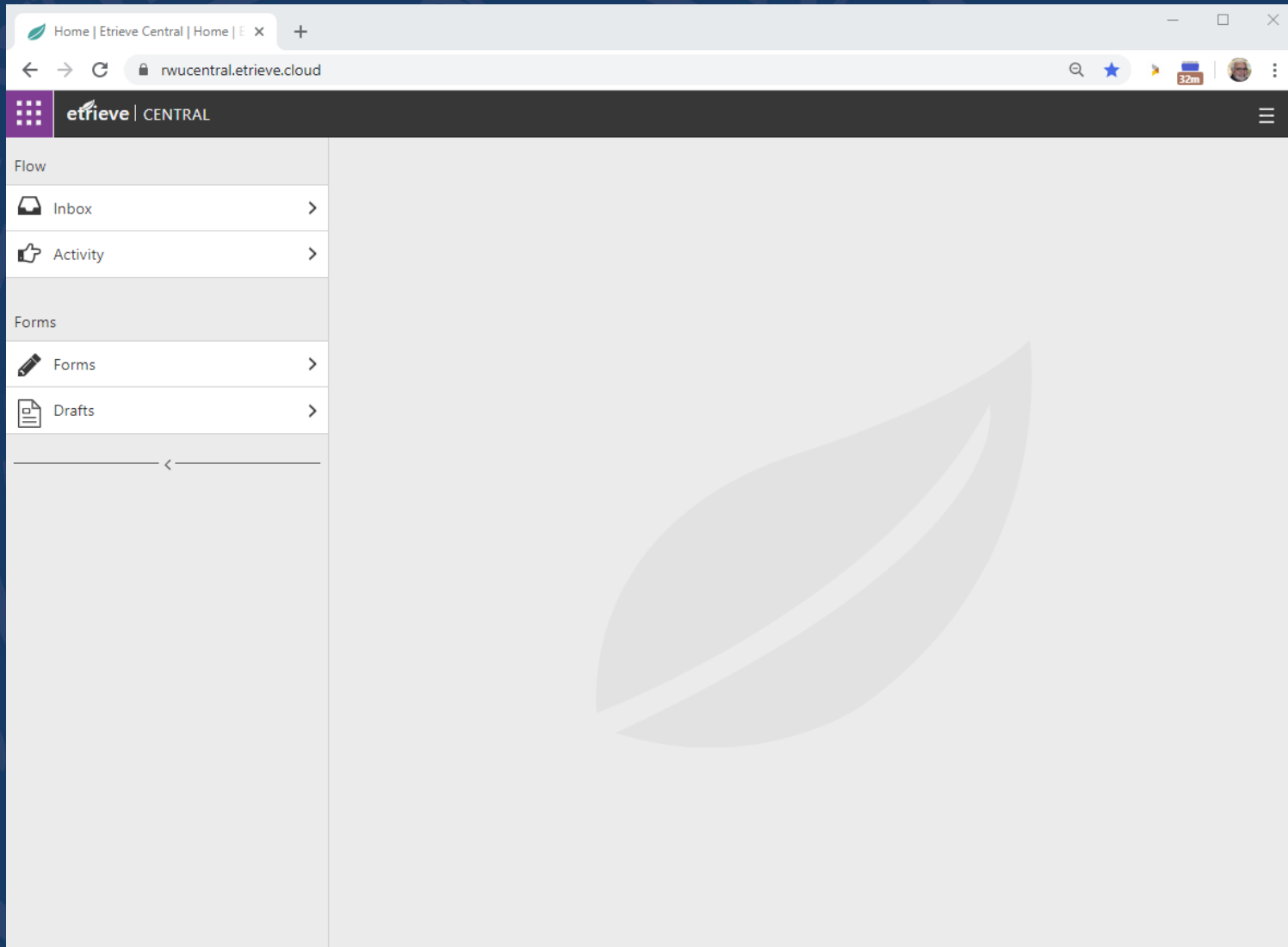
Use the following credentials:  
Example:

(Students / Faculty)  
username@academics.rwu

(Employees)  
username@rwu.edu

Use your Roger Williams  
University username and  
password.

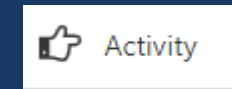
# Grant Information Form Central



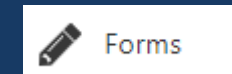
The Primary Navigation Panel is located on the left portion of the home page and consists of two sections, Flow, and Forms options with sub-panels that contain available Flow and Forms options. The sub-panels shows the Inbox, Activity, Forms, Drafts.



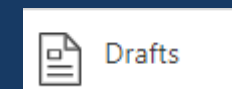
The Inbox panel contain requests that have been submitted and assigned to you that need to be



In Activity panel will see all the requests that have been processed by you or your group.



In Forms panel is where a submitter will be able to initiate various requests that have been assigned to you.

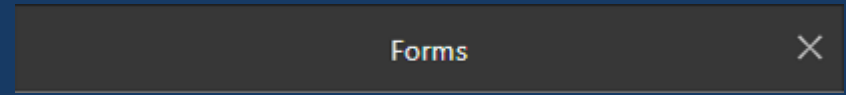


In Drafts panel you can keep requests you can access to completed later time, simply do not submit the request.



# Forms Panel

The screenshot shows a web browser window with the URL `nwucentral.etrieve.cloud/#/form`. The page header includes the Etrieve Central logo. On the left is a 'Flow' navigation panel with 'Forms' selected. The main content area is titled 'Forms' and contains a search bar, a 'COLLAPSE ALL' button, and a list of form categories: 'FA', 'Finance', and 'OGC'. Under 'FA' is 'FA - Work Student Employment Authorization'. Under 'Finance' are 'AP - New Vendor Form' and 'AP - Payment Request Form'. Under 'OGC' is 'IT - Student Employment Request'. At the bottom of the 'Forms' panel is a horizontal line with a left-pointing arrowhead (<).




Under the Forms Panel you'll see various forms that you have permission to complete and submit.

The 'FIN – Grant Information Form' is accessible by simply clicking on that form title.

The Primary Navigation Panel may be collapsed to increase the screen space available for the Document Viewer by clicking the arrowhead (<) at the center of the line at the bottom of this Panel. Clicking it again will restore the original Panel size.

(\*\*\*\*need to redo image)

# Principal Investigator / Project Lead Information Section



[Help](#)  
[GIF Report](#)

## Grant Information Form

Principal Investigator / Project Lead Information

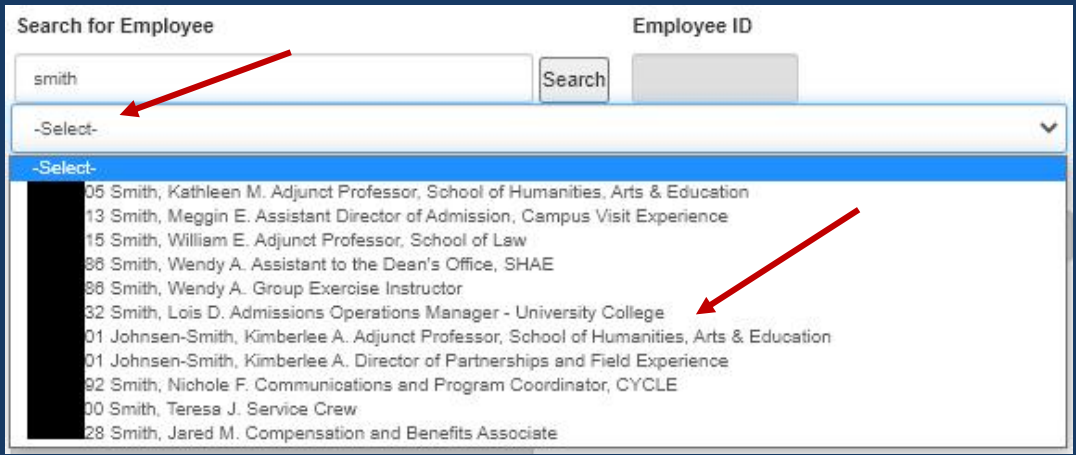
**Search for Employee** **Employee ID**

<b>Name</b>	<b>Title</b>
<input type="text" value="Smith, Lois D."/>	<input type="text" value="Admissions Operations Manager - University College"/>
<b>School/Division</b>	<b>Department</b>
<input type="text" value="University College"/>	<input type="text" value="Academic Programs UC"/>
<b>Supervisor</b>	
<input type="text" value="Hancock, Robert D."/>	
<b>Email</b>	<b>Phone</b>
<input type="text" value="lsmith@rwu.edu"/>	<input type="text" value="Required"/>

Enter a partial name and click the Search button.

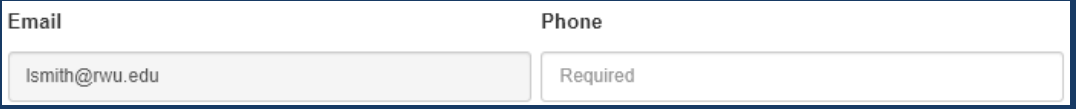


Click on the -Select- a dropdown will appear. Now click on the employee.



The form will autofill with the employee data in the shaded in grey.

The email field can be over written. Also the phone number, is a required field.



# Project Information Section

## Project Information

### Working Project Title

Cybersecurity Innovation for Cyberinfrastructure (CICI)

### External Funder (if known, or suggestions)

Mary Adams; XYZ University; PI

### URL of Funder

[https://www.nsf.gov/publications/pub\\_summ.jsp?org=NSF&ods\\_key=nsf21512](https://www.nsf.gov/publications/pub_summ.jsp?org=NSF&ods_key=nsf21512)

### Project Description

The objective of the Cybersecurity Innovation for Cyberinfrastructure (CICI) program is to develop, deploy and integrate solutions that benefit the broader scientific community by securing science data, workflows, and infrastructure. CICI recognizes the unique nature of modern, rapid collaborative science and the breadth of security expertise, infrastructure and requirements among different practitioners, researchers, and scientific projects. CICI seeks projects in three program areas:

1. Usable and Collaborative Security for Science (UCSS): Projects in this program area should support novel and applied security and usability research that facilitates scientific collaboration, encourages the adoption of security into the scientific workflow, and helps create a holistic, integrated security environment that spans the entire scientific CI ecosystem.
2. Reference Scientific Security Datasets (RSSD): Projects in this program area should capture the unique properties of scientific workflows and workloads as reference data artifacts to support reproducible security research and protect the scientific process.
3. Scientific Infrastructure Vulnerability Discovery (SIVD): Projects in this program area should develop and apply techniques to proactively discover vulnerabilities and weaknesses in scientific infrastructure.

The Working Project Title, is a required field.

The External Funder is not a required field.

The URL of Funder is not a required field.

The Project Description is Required.

# Funding Source Section

Is this for a new or existing Program?  New  Existing  Unsure

Is this a Pre-Proposal/Letter of Intent as opposed to a Proposal?  Yes  No  Unsure

Are there Co-PIs within RWU?  Yes  No  Unsure

Search for RWU Co-PI

Is this for a new or existing Program?  New  Existing  Unsure

Is this a Pre-Proposal/Letter of Intent as opposed to a Proposal?  Yes  No  Unsure

Are there Co-PIs within RWU?  Yes  No  Unsure

Search for RWU Co-PI

Co-PI Name	School/Division	Department	
Tackach, James	Feinstein School of Humanities Arts and Educator	English	<input type="button" value="-"/>
			<input type="button" value="-"/>

Select wither the program is New, Existing or Unsure.

Is this for a new or existing Program?  New  Existing  Unsure

Select if this request is a Pre-Proposal /Letter of Intent as opposed to a Proposal.

Is this a Pre-Proposal/Letter of Intent as opposed to a Proposal?  Yes  No  Unsure

Select are there RWU Co-PI's.

Are there Co-PIs within RWU?  Yes  No  Unsure

If the answer is 'Yes' then the following is displayed. AT that point enter a partial name for the RWU Co-PI for example 'kac' and then click on Search. Then click on '-Select-' and use the arrow to highlight the Name you want.

Search for RWU Co-PI

The person you have picked will appear in the row and another blank row will appear for your next selection.

You can have up to four Co-PI's per request.

You will notice a red button on the side of the row.



By clicking on this it will remove the

Search for RWU Co-PI

Co-PI Name	School/Division	Department	
Tackach, James	Feinstein School of Humanities Arts and Educator	English	<input type="button" value="-"/>
			<input type="button" value="-"/>

# Grant Information Form

If you select 'Yes' then the following questions will appear.

Will there be external Project Collaborators?  Yes  No  Unsure

Is this a subaward to RWU?  Yes  No  Unsure

Does this involve contractors or subaward outside RWU?  Yes  No  Unsure

If you select 'Yes' for the 'Is this a subaward to RWU. A text two text box areas will appear. These are required fields.

Will there be external Project Collaborators?  Yes  No  Unsure

Is this a subaward to RWU?  Yes  No  Unsure

Name/Phone/Email

Required

Lead PI Institution

Required

Does this involve contractors or subaward outside RWU?  Yes  No  Unsure

If you select 'Yes' for the 'Does this involve contractors or subaward outside RWU?'. A another text two text box areas will appear. These are required fields.

Does this involve contractors or subaward outside RWU?  Yes  No  Unsure

Name/Phone/Email

Required

Contractor / Subaward Organization(s)

Required



# Grant Information Form

External Funder Deadline  Project Start Date

Is there an Estimated Completion Date or Rolling Period?  Est Compl Date  Rolling  Unsure

Approximate Budget Amount and/or Range:

Estimate	Low	High
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

By clicking on the External Funder Deadline a calendar will popup so that you can easily select a date.

The same is true for the Project Start Date.

External Funder Deadline  Project Start Date

Is there an Estimated Completion Date or Rolling Period?  Est Compl Date  Rolling  Unsure

Approximate Budget Amount and/or Range:

Estimate	Low	High
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Calendar popup for External Funder Deadline:

Oct 2020

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Estimated Completion Date:

Rolling Period:

Unsure:

If you select Est Compl. Date then a calendar is available.

Is there an Estimated Completion Date or Rolling Period?  Est Compl Date  Rolling  Unsure

Estimated Completion Date

If you select 'Rolling' then a text box will appear.

Is there an Estimated Completion Date or Rolling Period?  Est Compl Date  Rolling  Unsure

Rolling Period

If you select Unsure then nothing appears.

Is there an Estimated Completion Date or Rolling Period?  Est Compl Date  Rolling  Unsure

# Grant Information Form

External Funder Deadline  Project Start Date

Is there an Estimated Completion Date or Rolling Period?  Est Compl Date  Rolling  Unsure

Approximate Budget Amount and/or Range:

Estimate	Low	High
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

For the Approximate Budget Amount you must enter a Estimated

Approximate Budget Amount and/or Range:

Estimate	Low	High
<input type="text" value="120,000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

and/or a Low/High Range.

Approximate Budget Amount and/or Range:

Estimate	Low	High
<input type="text" value="0.00"/>	<input type="text" value="5,000.00"/>	<input type="text" value="6,000.00"/>

Will this grant require new hires?  Yes  No  Unsure

Will this grant require a commitment of space?  Yes  No  Unsure

Will this grant require any cost-share by the University?  Yes  No  Unsure

Will you be conducting research on human subjects?  Yes  No  Unsure

Will you be conducting research on animal subjects?  Yes  No  Unsure

These series of questions are straight forward and have no explanation. Just select the yes, no or unsure that best answers the question.

Other Information

Enter whatever information about this grant in this field.

# GIF Receipt Stage

Help  
GIF Receipt

Roger Williams University

### Grant Information Form

Principal Investigator / Project Lead Information

Employee ID  
[Redacted]

Name: Smith, Lois D. Title: Admissions Operations Manager - University College

School/Division: University College Department: Academic Programs UC

Supervisor: Hancock, Robert D.

Email: lsmit@ru.edu Phone: 111-111-1111

Project Information

Working Project Title: Cybersecurity Innovation for CyberInfrastructure (CICI)

External Funder (if known, or suggestions): Mary Adams, XYZ University, PI

URL of Funder: [https://www.nsf.gov/publications/pub\\_summ.jsp?orign=NSF&eds\\_leyrnf=1912](https://www.nsf.gov/publications/pub_summ.jsp?orign=NSF&eds_leyrnf=1912)

Project Description

The objective of the Cybersecurity Innovation for CyberInfrastructure (CICI) program is to develop, deploy and integrate solutions that benefit the broader scientific community by securing science data, workflows, and infrastructure. CICI recognizes the unique nature of modern, rapid collaborative science and the breadth of security expertise, infrastructure and requirements among different practitioners, researchers, and scientific projects. CICI seeks projects in three program areas:

1. Usable and Collaborative Security for Science (UCSS). Projects in this program area should support novel and applied security and stability research that facilitates scientific collaboration, encourages the adoption of security into the scientific workflow, and helps create a holistic, integrated security environment that spans the entire scientific CI ecosystem.
2. Reference Scientific Security Datasets (RSSD). Projects in this program area should capture the unique properties of scientific workflows and workloads as reference data artifacts to support reproducible security research and protect the scientific process.
3. Scientific Infrastructure Vulnerability Discovery (SIVD). Projects in this program area should develop and apply techniques to proactively discover vulnerabilities and weaknesses in scientific infrastructure.

Is this for a new or existing Program?  New  Existing  Unsure

Is this a Pre-Proposal/Letter of Intent as opposed to a Proposal?  Yes  No  Unsure

Are there Co-PIs within RWU?  Yes  No  Unsure

Co-PI Name	School/Division	Department
Toskach, James	Fernstein School of Humanities Arts and Education	English

Will there be external Project Collaborators?  Yes  No  Unsure

External Funder Deadline: [ ] Project Start Date: [ ]

Is there an Estimated Completion Date or Rolling Period?  Est Compl Date  Rolling  Unsure

Approximate Budget Amount and/or Range:

Estimate	Low	High
0.00	5,000,000.00	7,500,000.00

Will this grant require new hires?  Yes  No  Unsure

Will this grant require a commitment of space?  Yes  No  Unsure

Will this grant require any cost-share by the University?  Yes  No  Unsure

Will you be conducting research on human subjects?  Yes  No  Unsure

Will you be conducting research on animal subjects?  Yes  No  Unsure

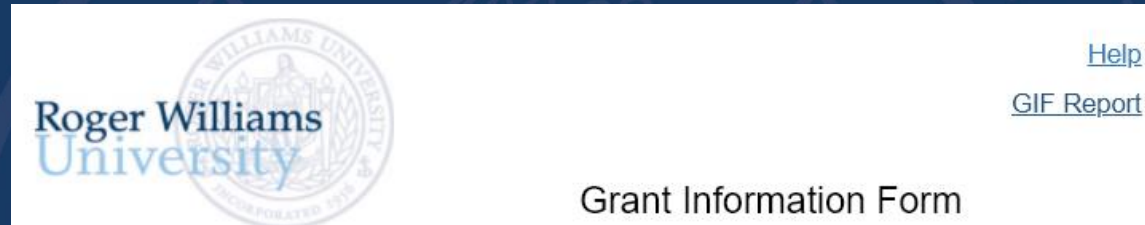
Other Information

Full proposals submitted via FastLane. Proposals submitted in response to this program solicitation should be prepared and submitted in accordance with the general guidelines contained in the NSF Proposal & Award Policies & Procedures Guide (PAPPG). The complete text of the PAPPG is available electronically on the NSF website at: [https://www.nsf.gov/publications/pub\\_summ.jsp?orign=NSF&eds\\_leyrnf=1912](https://www.nsf.gov/publications/pub_summ.jsp?orign=NSF&eds_leyrnf=1912). Paper copies of the PAPPG may be obtained from the NSF Publications Clearinghouse, telephone (703) 293-8134 or by e-mail from [nsfpubs@nsf.gov](mailto:nsfpubs@nsf.gov). Proposers are reminded to identify this program solicitation number in the program solicitation block on the NSF Cover Sheet For Proposal to the National Science Foundation.

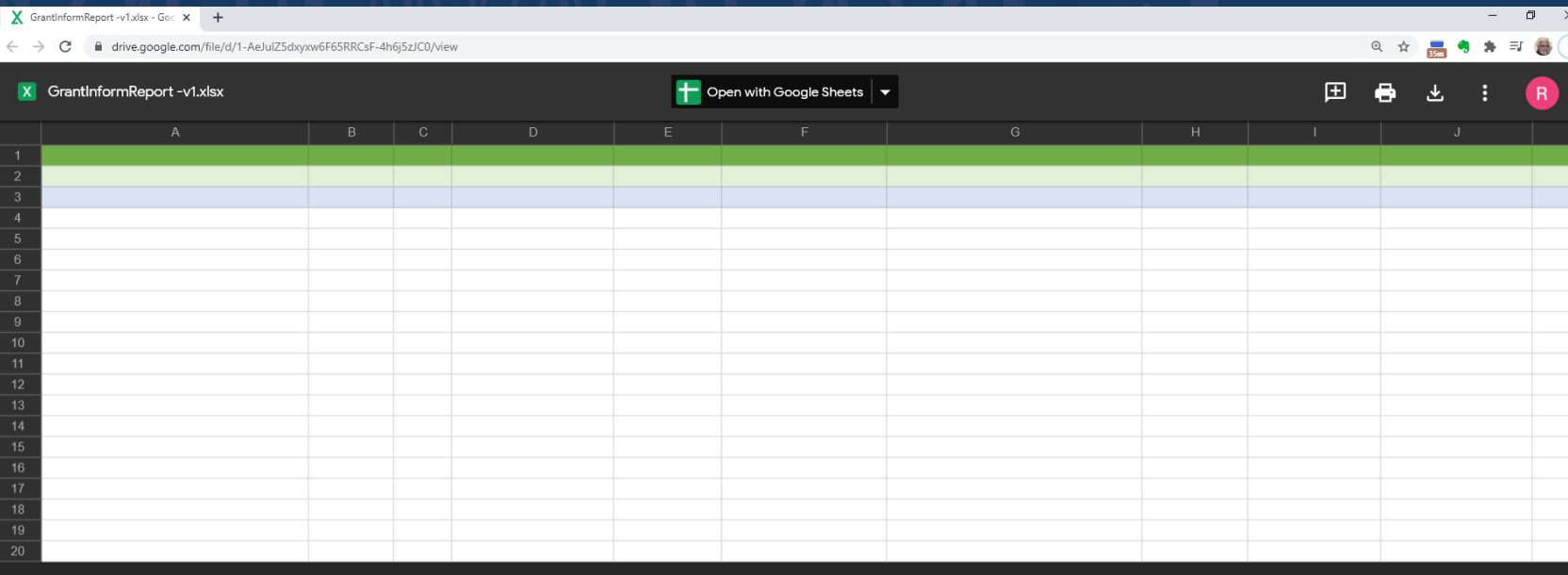
Once the submitter completed the form the request will go to one group called 'GIF –Receipt'. At this point the person within this group will be able to review the request and click on approve to complete the request.

# Grant Information Form Reporting

The Grant Information Request Workflow - after a submitter submits a request it goes over to the JE Review group to review the request. Once approved it will go to the JE Entry group to enter the Grant Information Request Number and Date. The request can be refer to anyone to approval. AT the top of the from you will find a link that you can click on to download an excel report that contains all the Grant Information Request Requests that you have entered. (Click on the Grant Information Request Excel Report link).



You should get the following screen:

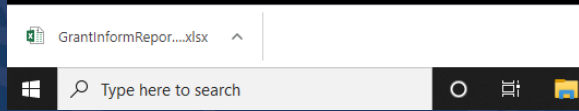


Click on the download icon on the top left:

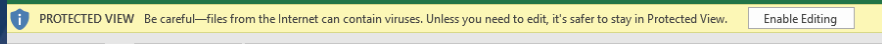


# Grant Information Form Reporting

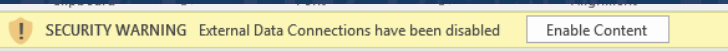
The Excel will appear as downloaded on the lower left hand corner of your window.



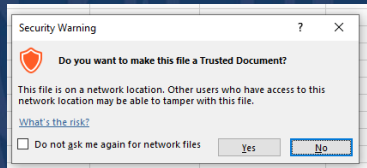
Once you click on it, the report will come up in excel. Then click on Enable Editing.



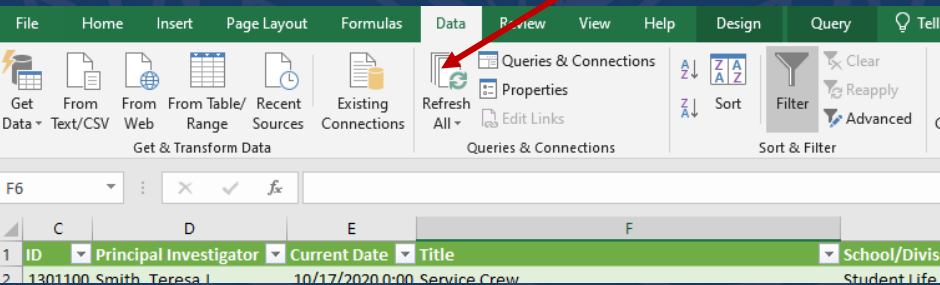
Then click on Enable Content:



Click Yes to the 'Do you want to make this file a trusted Document?'.



Then click on Refresh All in the Data tab



The tabs on the bottom of the spreadsheet reflect where requests are in the workflow. When a request is referred to someone, it will remain in the last stage until the approver approves the request at that stage.

