User Guide for Institute Role in IPETT

Creating an IPETT account:

- Go to https://my.usgs.gov/resources/ and select "Sign Up" Under Identity Management at the bottom of the page

myUSGS

myUSGS offers a suite of access-controlled online information management and collaboration tools, ideal for use by USGS scientists and their research teams and external partners. This toolset consists of a growing set of public Web sites that share content from within this integrated information environment as well as a wide variety of online intranet/extranet communities. USGS users may log on to this system using their Active Directory credentials, while users from outside USGS may request an account from the login page below.

Identity Management	**Confluence**	**JIRA**	**ScienceBase**	**Stash**	**Questions**
Manage your profile or request access.	Collaborate on projects using your team wiki, develop and comment on content, create diagrams and attach files, and manage workflows.	Submit, view, and manage tasks, implement Agile workflows, and generate issue tracking reports.	Log into myUSGS and view the web applications you have access to.	Collaborate on software projects using Git tools, maintain version control on source code, create and manage software repositories.	Submit questions and concerns, and view Frequently Asked Questions.

Identity Management

Sign Up   Log In   Forgot Password?

- Submit your email address and you will receive an email asking you to create your account and select a sponsor. Please use ddempsey@usgs.gov as the Sponsor email

Complete Registration

Email Address
desirae.dempsey.testing@gmail.com

First Name:

Last Name:

Sponsor (USGS email):
ddempsey@usgs.gov

The sponsor provided must verify your registration before your account is activated.

Submit

- Once this has been completed an email will be sent to the sponsor to approve your account

- You will receive an email with your new ScienceBase account username and temporary password
- Please change your password immediately and you will now be able to log into https://sciencebase.usgs.gov/ipett-wrri/

Resetting your password:

- Go to https://my.usgs.gov/resources/ and select "Forgot Password?" it will ask for your email

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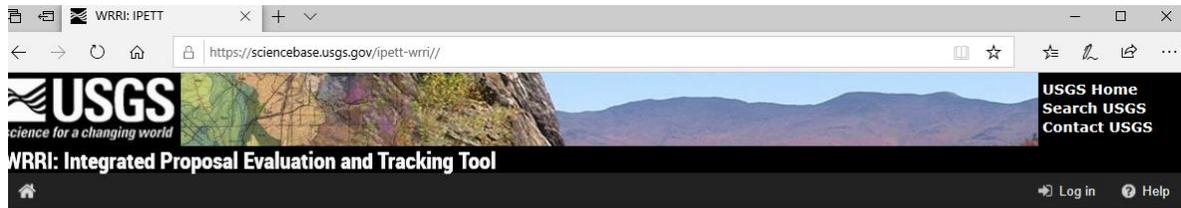Identity Management
Sign Up   Log In   Forgot Password?

- Once submitted it will verify your account and send you an email with a new password reset link
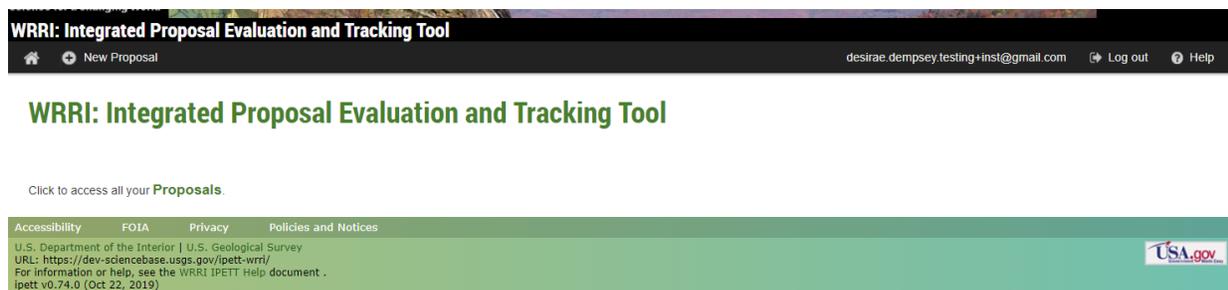
Accessing the IPETT tool:

- Go to: https://sciencebase.usgs.gov/ipett-wrri/


- Select log in and this should be the screen you see as an Institute:

- You should be able to see options to "access all your Proposals" and "+ New Proposals"
- Click "**Access all your Proposals**" to see all proposals created under your Institute
    - This list will show all proposals for all 4 grant types
    - There is the ability to filter by RFP, Stage, and Applicant and a general search
    - A CSV of all the proposals under your Institute can be downloaded or a CSV of the page you are currently on
    - Occasionally you will see the page reload, this is the tool refreshing to make sure it is up to date
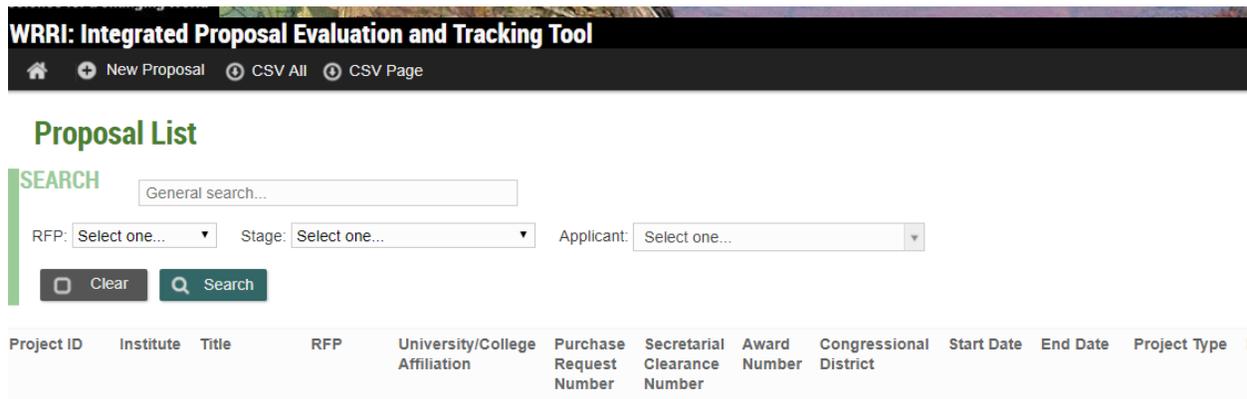
Creating a new Proposal:

- Click **"+ New Proposal"** to create a new proposal
- Please choose which RFP the proposal belongs to first, the fields reset to match which RFP is selected

- o **1.** Once the RFP has been chosen fill in the fields with as much information that is currently available about the proposal
- o Attach any documents related to the proposal such as the Proposal, Budget documents, and any Letters in support of the proposal
- o **2. IF** all proposal documents are in a zip file it can be imported into the tool – select "Choose File" to select the correct zip file – once selected hit "Create" at the bottom of the page – several fields will be ingested into the tool as well as the documents in the zip file

- After all information and documents have been attached to the proposal hit "Create" at the bottom of the screen

- This will create the proposal under the RFP you selected. A **Project ID** will be created and will be the ID for the proposal going forward

```
RFP          NtlCompG 2036
Stage        Proposal Registered
Project ID   2036CO010G
```

- Once ALL the proposal information required in the RFP and the necessary documents have been added to the proposal select "Accept Proposal"
- This moves the proposal forward and helps Earl know you are done with the proposal and we are ready to move on with the RFP
- This completes the Institute role in the IPETT tool

Submission to Grants.gov:

- After the proposals have been created in IPETT you have the ability to download the proposal

WRRI: Integrated Proposal Evaluation and Tracking Tool

⌂   ≡ Proposal List   ⊙ Download

Proposal 2036CO010G: Alabama NtlCompG 2036 Proposal

ⓘ Proposal 2036CO010G: Alabama NtlCompG 2036 Proposal created

```
RFP          NtlCompG 2036
Stage        Proposal Registered
Project ID   2036CO010G
```

- This download turns into a zip file and will include the Proposal fields collected in the IPETT tool as well as any documents uploaded to the proposal in IPETT – if all the fields are filled out and necessary documents have been attached this zip file has everything needed to be submitted to Grants.gov

Additional Help:

- If a new person(such as a PI or a new Institute Contact) needs to be added to the IPETT tool email ddempsey@usgs.gov with the name and email of the new user and we will work with them to get access to the tool
- If proposal information needs to be changed at later stages in the RFP email ddempsey@usgs.gov or eagreene@usgs.gov to correct proposal information
- RFPs will be created when the funding has been approved by DOI – Earl's team will send a notification when the RFP is open for submissions
- The SF-424 is **not** required for submission in the IPETT tool however it **IS** a requirement for submission through https://www.grants.gov/web/grants