

South Central Region Sun Grant Initiative Request for Applications (2009)

Approver Instructions for Full Proposal Submission

NOTE TO APPROVERS:

Webnibus is an online application system for the submission of proposals for the South Central Sun Grant's 2009 Request for Applications (RFA). For more information on the this program, visit www.sungrant.okstate.edu and click on the "Funding Opportunities" tab. This link contains printable copies of the RFA and Instructions for Full Proposal Submission.

Primary Investigators (PI's) have been informed to check with their respective institution's Sponsored Programs or Grants and Contracts Office to determine required approvers for their proposal(s). Additionally, PIs have been advised that Sun Grant's certification process in Webnibus is not intended to replace their institution's internal policies and procedures for proposal submission.

Institutional approvers have been identified by a proposal applicant/PI to certify his or her full proposal for submission. As a result of being entered into the Webnibus system by the PI, approvers should have received an e-mail notification and a password to access each proposal. If selected to approve the proposal of more than one PI, the approver will receive a new log-in and password to access each proposal for certification.

GETTING STARTED:

Visit the Webnibus online system at <https://webnibus.org/sungrant/southcentral> (*NOTE: this link can also be found on the South Central Sun Grant's website under "Funding Opportunities."*) After finding the South Central Sun Grant's Webnibus page, the approver will arrive at a log-in screen. Log-in using the e-mail address and password supplied via e-mail earlier.

South Central Sun Grant Webnibus You are not logged in - [Log In](#)

This Page

- Help

Webnibus

- Log In
- Contact SG

Log In

Welcome to South Central Sun Grant Webnibus

Note

IMPORTANT NOTE ABOUT LOG-IN: If you experience difficulty logging-in, please try the following before contacting the Sun Grant Office:

1. Confirm that you are using the correct e-mail address and/or password
2. If you change your password, write it down. Sun Grant office does not have a record of your password and can only issue you a new one.
3. Password is case sensitive, so turn off all key locks.
4. If you cut/paste password into window be sure that you don't copy additional spaces or formatting.

New to Webnibus?

- [Sign up now](#) to use Webnibus.
- [Learn more](#) about Webnibus.

Forgot your password?

- [Reset your password.](#)

Enter your email and Webnibus password to log in.

Email:

Password:

Remember email

Step 1: The approver should click on the title of the proposal he or she wants to approve. *It is the PI's responsibility to notify the approver that the proposal is ready to be certified. PIs will not be able to submit unless all certifications are complete.*

NOTE: The full proposal deadline is **March 31, 2009 at 3 p.m. (PDT), which is 5 p.m. (CST).**

The screenshot shows the 'South Central Sun Grant Webnibus' interface. At the top right, it says 'You are logged in as Cara Lavery ~ Log Out'. On the left is a navigation menu with 'This Page' (Help) and 'Webnibus' (Main Menu, Contact SG, Log Out). The main content area has a 'Main Menu' box, links for 'Your Account' and 'Your Biosketch', and a section titled 'Your Proposal Approvals' containing a table.

Title (click to access proposal)	PI	Your Role	Deadline
Test	cara lavery	Department Accountant	March 31, 2009 at 3pm (PDT)

Step 2: The approver needs to input his or her contact information in the form seen below, then click the “Save Changes” button at the bottom when finished. If already in the system, the approver should verify the information is correct, make changes if needed, and click the “Verify Contact Information” button at the bottom.

The 'Contact Information' form contains the following fields and values:

- First Name: Cara
- Last Name: Lavery
- Title: Miss (e.g. Prof., Dr.)
- Position: SC Sun Grant Program Spc.
- Organization: Oklahoma State University
- Department: Biofuels and Ag Engineering
- Street: 214a Agriculture Hall
- Street 2: (empty)
- City: Stillwater
- State/Province: Oklahoma
- Zip/Postal Code: 74074
- Country: United States
- Phone: 405-744-3255 (e.g. 777-555-3443)
- Fax: 405-744-6059
- Website: www.sungrant.okstate.edu

At the bottom of the form is a button labeled 'Verify Contact Information'.

Step 3: The approver may utilize the printable “Help Menu” features and the “Proposal Approval Guide” on this page. In the Full Proposal Menu, the approver will be able to view all components of the proposal submission. Click on each section to view content. The approver may print the full proposal from the Full Proposal Menu by clicking on “Print Proposal.”

South Central Sun Grant Webnibus You are logged in as [Cara Laverty](#) ~ [Log Out](#)

Full Proposal Menu
 Proposal: Test PI: cara laverty

Title: Test
PI: cara laverty
DEADLINE: March 31, 2009 at 3pm (PDT)

[Proposal Approval Guide](#)

Proposal:

- [PI Biosketch](#)
- [Senior Personnel](#)
- [Title Page](#)
- [Proposal Sign-Off Sheet](#)
- [Proposal Summary](#)
- [Pre Proposal Narrative](#)
- [Full Proposal Narrative](#)
- [Budget Forms](#)
- [Budget Justification](#)
- [File Attachments](#)

• [Print Proposal](#)

Your approval steps:

- [Input Comments](#) (print)
- [Certify Approval](#)

Step 4: The approver should read through the entire proposal to verify its contents. To share comments with the Sun Grant Program Office, click on “Input Comments” on the right-hand side of the Full Proposal Menu screen.

Step 5: When finished reading and reviewing the proposal, the approver is eligible to certify the proposal by clicking on “Certify Approval” on the right-hand side of the Full Proposal Menu. The screen seen below will appear. The approver needs to click on “Certify Approval” next to his or her name.

Approvers:

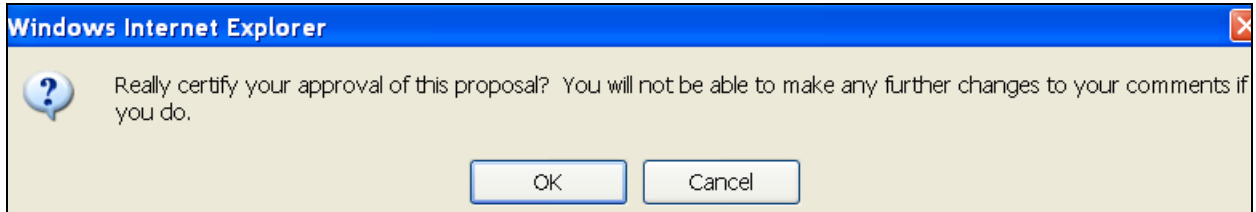
Signing Officials:

By clicking on the **Certify Approval** link to the right of your name below you are certifying that you have read and accept the proposal packet as prepared. Clicking the **Certify Approval** link will substitute for your signature on the sign-off sheet, and signifies your acceptance of the proposal.

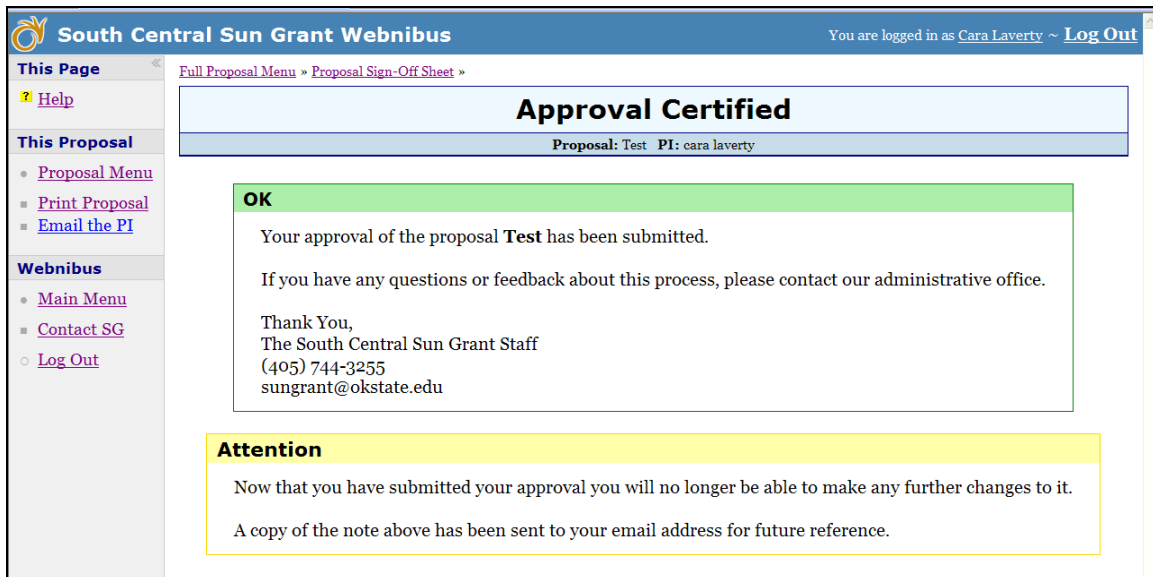
If you have comments for South Central Sun Grant be sure you have entered them before clicking on the **Certify Approval** link below. To enter your comments return to the [proposal menu](#) and click the **Input Comments** link on the right side of the page.

Department	Name, Email, Phone	Certification
Oklahoma State University, Biofuels and Ag Engineering Department Accountant	Miss Cara Laverty cara.laverty@okstate.edu 405-744-3255	Certify Approval

Step 6: The approver will be asked to confirm his or her choice to certify the proposal. Click the appropriate button, either “OK” or “Cancel.”



Step 7: If the approver clicks “Cancel,” he or she will be taken back to the certification screen. However, if the approver clicks “OK,” a confirmation message will appear on the screen and he or she will receive a confirmation e-mail indicating the certification was successful.



Step 8: The PI will receive an e-mail from Webnibus indicating his or her full proposal was certified by the approver.