

Institute Role in WRRRI for all 4 grant types

Logging In

- Navigate to URL - <https://sciencebase.usgs.gov/ipett-wrri/>
- Click **Log in** at the middle of the page

DOI Users

- Please use your Department of Interior email address and your Active Directory (AD) password

Non-DOI Users

- Please use your my.usgs.gov username (the public email address you registered in the **Registration** steps) and password
- Click **Login**

Using the IPETT tool:

- After logging in this should be the screen you see as an Institute role:

The screenshot shows the top navigation bar with a home icon, a '+ New Proposal' button, the user email 'desirae.dempsey.testing+inst@gmail.com', and 'Log out' and 'Help' links. The main heading is 'WRRRI: Integrated Proposal Evaluation and Tracking Tool'. Below the heading is a link: 'Click to access all your Proposals.' At the bottom of the page is a footer with links for Accessibility, FOIA, Privacy, and Policies and Notices, along with contact information for the U.S. Department of the Interior | U.S. Geological Survey and a USA.gov logo.

- You should be able to see options to “**access all your Proposals**” and “**+ New Proposal**”
- Click “**Access all your Proposals**” to see all created proposals listed
- This list will show all proposals for all 4 grant types
 - National Competitive Grant
 - Annual Base Grant
 - Student Grant
 - Cooperative Grant
- There is the ability to filter by RFP, Stage, and Applicant and a general search on the Proposal List page
- Stage – where the proposal is at in the RFP. Stages used by Institute: Registered and Accepted
- 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 Proposal List page reload, this is IPETT refreshing to make sure the list is up to date

The screenshot shows the top navigation bar with a home icon, '+ New Proposal', 'CSV All', and 'CSV Page' buttons. The main heading is 'Proposal List'. Below the heading is a search section with a 'SEARCH' label, a 'General search...' input field, and three dropdown menus for 'RFP:', 'Stage:', and 'Applicant:'. There are 'Clear' and 'Search' buttons. Below the search section is a table with the following columns: Project ID, Institute, Title, RFP, University/College Affiliation, Purchase Request Number, Secretarial Clearance Number, Award Number, Congressional District, Start Date, End Date, and Project Type.

Creating a new Proposal:

- Click “**+ New Proposal**” on the home page or in the top left of the Proposal List page to create a new proposal
- Please choose which RFP the proposal belongs to first, the proposal fields will reset to match which RFP is selected – There can be 1 to 4 options to choose from here depending on what RFPs are available

- AnBaseG - 104b
- NtlCompG - 104g
- CoordG
- Student

WRRI: Integrated Proposal Evaluation and Tracking Tool

← Proposal List

Create Proposal

RFP * NtlCompG 2036

Stage * Registered

Import Proposal Data from Zip File No file chosen

Project ID Autogenerated by the system

Institute Test Institute (DD)

Title Maximum character count 255

Abstract Maximum character count 5000

University/College Affiliation * Alabama

- 1. Once the RFP has been chosen fill in the fields with as much information that is currently available about the proposal – certain fields will be marked **RED** – these are required fields for submission to grants.gov and the submission cannot take place until these fields are filled in.
- Attach any documents related to the proposal such as the Proposal, Budget documents, and any Letters in support of the proposal
- 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 at the top of the proposal page – 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

RFP * NtlCompG 2036

Stage * Registered

Import Proposal Data from Zip File No file chosen

Project ID Autogenerated by the system

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

← Cancel Create

Accessibility FOIA Privacy Policies and Notices

U.S. Department of the Interior | U.S. Geological Survey
 URL: <https://dev-sciencebase.usgs.gov/ipett-wrri/proposal/create>
 For information or help, see the WRRI IPETT Help document .
 ipett v0.74.0 (Oct 22, 2019)

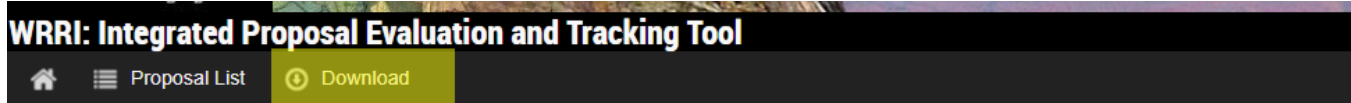
- This will create the proposal under the RFP you selected. A **Project ID** will be created and will be the ID for the proposal going forward

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 you are done entering information for the proposal unless told to do otherwise. for the Annual Base Grant if all information has been entered into the tool hit "Accept Proposal" at the bottom of the screen. Only ABG proposals that have been confirmed awarded by Earl and his team should be entered into IPETT, not unapproved proposals for this RFP
- This moves the proposal forward and helps Earl know you are done with the proposal and can move on with the RFP
- This completes the Institute role in the IPETT tool, Earl or his team will reach out if there is an issue or an item needs to be redone

Submission to [Grants.gov](https://www.grants.gov):

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



Proposal 2036C0010G: Alabama NtlCompG 2036 Proposal

Proposal 2036C0010G: Alabama NtlCompG 2036 Proposal created

RFP	NtlCompG 2036
Stage	Proposal Registered
Project ID	2036C0010G

- This download turns into a zip file and will include a PDF of 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](https://www.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 eagreene@usgs.gov or 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>