NCGMP User Help for PIs

Creating your myUSGS Account

To get started you will need to create a myUSGS account - this account needs to use the email address associated with your proposal.

- Go to https://my.usgs.gov/resources/

- Click on **Sign Up** at the bottom of the page

- Fill out your university email address (do not use a personal address) and click the "I am not a robot" check box

- Then click **Submit**

You will then need to check your inbox for an email from myUSGS and follow the steps, including providing a sponsor for the account, to complete your registration. If you are unsure, check with the NCGMP team to see which email address to use.

Next, your sponsor will get an email and need to verify your account, after which you will get an email asking you to finalize your account, create a password etc.

Finalizing your Proposal Based on Funding Level

- Log in to the application (you will need a myUSGS account to proceed - make sure your email address matches the one you used to submit the Proposal)

- Click on **Proposal List** in the top left of the black menu bar

- To find the items that need to be finalized based on funding level set the stage to "Proposal Accepted, PI Review" and then click on **Search**

You will then see a list of all Proposals that need final deliverables.

- Click on the name of the proposal (in the **Name** column), then select the item to finalize the proposal, based on funding level

Updating elements of your Proposal

- Follow the instructions above to find your Proposal

- Click **Edit** in the bottom left on your individual proposal to make changes to it

- Usually, you will have to update your budget document to match the funding amount at this time

- Go to **Upload New Attachment** (just above the Notes section) and use the **Browse** button to add an updated budget document

You can also add or remove students, add other additional documents, and add a note. Other fields cannot be modified at this time.

- Click the **Update** button at the end of the page to save your changes!

Updating Deliverables for Your Proposal

Some of the deliverables might not be able to be completed based on the amount of funding you were allocated. If you cannot complete all of the original deliverables, you need to make a note at this time. If you want to change a deliverable from required to another status, simply:

- Click on the name of the deliverable

- Then click **Edit**

- Change the **Status** from Required to **Cancelled** if you will not be able to complete the deliverable with the funds allocated

- Click **Update** to save your changes

- You can click on the **Proposal** link in the menu to return to your proposal

Submitting your Updated Proposal to the NCGMP Team

When you are ready to send the updated Proposal to the NCGMP team

- Click on the **Start Admin Verification** button to send the item back to NCGMP with your updated elements

Upload Final Deliverables to a Live Project

Before the project deadline, return to the application to upload your final deliverables.

- Log in to the application and click **Proposal List**

- To find items that need to have final deliverables added, just set the **Stage** section to **Project Live**

- Click the **Search** button

- Then click on the name of the project

- When you are on the individual project, click on the name of the deliverable that you want to upload a final copy of

- Click on the **+Upload New File** button

- Then browse to your computer and select a file

ProTip: Make sure the name of your file is meaningful and connects it to your project. For example a title like wyoming_waterways_thesis_fy2015.pdf is an excellent title for your file

- Then save by clicking on **Update**

- **After** you have added your deliverable documents click on the **Proposal** icon in the menu

- Then click on **Start Deliverables Review** to move your proposal to the next phase - this is the phase in which NCGMP will review your documents.

Forgot your password?

- Go to https://my.usgs.gov/resources/main/forgotPassword, fill in the email address that you created your myUSGS account with to get a new password.