



## **Community Scale Pilot Project (CSPP) Application Instructions for Applicants**

### **Accessing PeerNet**

#### **Use the Unique URL Provided:**

Use <https://peernet.orau.org/Intake/Submission/Index?id=f361aea2-e7a0-4c5b-e072-08daa601d72d> to be directed to the Registration / Login page the first time you access PeerNet. If you are new to PeerNet, then you must register for an account. If you have an account, simply log in.

#### **One-Time Registration:**

Registration for a PeerNet account is a simple process, but does require enhanced security features.

Registration is protected by reCAPTCHA, a system that utilizes image verification to identify whether the end-user is human or a bot. Following registration, you will receive an email from [peernet@orau.org](mailto:peernet@orau.org) with a link to set your password and login.

#### **Logging In:**

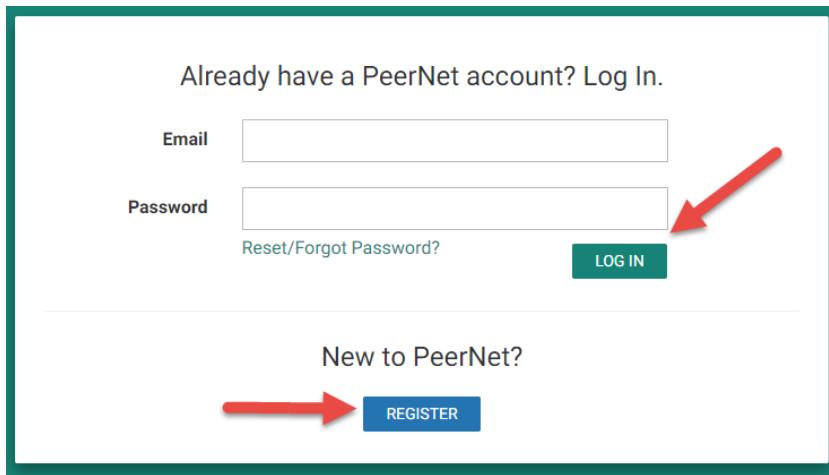
Go to <https://peernet.orau.org> and enter your email address and the password you created when you verified your account. **TIP:** if you use bookmarks, add a bookmark for the PeerNet log in page, <https://peernet.orau.org>. **To avoid any issues with your submission, please ONLY bookmark the Log In page.**

#### **Logging Out:**

Click Log Out at the top right or bottom of your screen.

#### **Forgot your Password?**

If at any time you forget your password or need to reset it, just go to <https://peernet.orau.org> and click Reset / Forgot Password. The system will send you an email with a unique link. Use the URL provided to complete the process.



## Navigating the Collection

### Dashboard

Once you log in, the dashboard will display all the collections to which you register. They are grouped by the collection's status (active and closed) and each "big button" displays the start and end dates of each round. If the collection does not have a preliminary round as a prerequisite, then you will only see one set of dates. Select the collection you wish to work on, by clicking the button.

The screenshot shows the PeerNet dashboard. It has two main sections: "My Active Solicitations" and "Closed Solicitations".

- My Active Solicitations:** This section contains a box for a "Sample Solicitation Title". Inside the box, it lists "Letter of Intent (11/05/2018 08:00 AM - 11/30/2018 05:00 PM EST)" and "Proposal (12/03/2018 08:00 AM - 12/31/2018 05:00 PM EST)". To the right of the box is a blue "ENTER" button with a white arrow.
- Closed Solicitations:** This section contains a box for another "Sample Solicitation Title". Inside the box, it lists "Letter of Intent (09/17/2018 08:00 AM - 09/21/2018 05:00 PM EST)" and "Proposal (09/24/2018 08:00 AM - 09/28/2018 05:00 PM EST)". Below this box, there is a note: "If you have questions regarding this solicitation, please [contact us](#)." To the right of the note are two blue buttons: "VIEW PROPOSAL" and "VIEW LETTER OF INTENT".

### Collection Homepage

After you enter the collection, you are taken to the collection homepage. This is the place to review instructions, deadlines, start your application, view your progress, initiate edits/updates to your application, and view/download your completed submissions.

## Collection Homepage

Sprint 88 (Primary ONLY)

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Submit Proposal by: **03/31/2020 05:00 PM ET**

instructions

[START PROPOSAL ➔](#)

Once you begin your submission (**at least enter and save a title**), a status tracker is added to the homepage. The first example illustrates an application in progress. You may edit the submission or delete the submission and start over until the deadline passes. You may invite others to assist you with the submission by clicking the manage contributors button. Contributors can edit but they cannot initiate or submit the submission on your behalf.

## Collection Homepage

Sprint 88 (Primary ONLY)

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Submit Proposal by: **03/31/2020 05:00 PM ET**

instructions

Title	PI Name	Contributors	Status
Official Title of the Submission	PI2 Chrome	<b>Contributors</b> There are no contributors. <a href="#">+ INVITE A NEW CONTRIBUTOR</a> Email: * <input type="text"/> <a href="#">SEND INVITE</a>	03/31/2020 11:06 AM ET By PI2 Chrome <a href="#">EDIT PROPOSAL ➔</a> <a href="#">✖ DELETE PROPOSAL</a>

Contributors will receive an email with a link to establish their account and gain access to your application. They will follow the same steps as you did when you registered for PeerNet and created your secure account. At any time, you may remove a contributor's access to your proposal by clicking the remove button.

## Collection Homepage

Sprint 88 (Primary ONLY)

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Submit Proposal by: **03/31/2020 05:00 PM ET**

instructions

Title	PI Name	Modified	Status	Action
Official Title of the Submission	PI2 Chrome	1/2020 11:06 AM ET By PI2 Chrome	Proposal In Progress	<a href="#">EDIT PROPOSAL</a> <a href="#">DELETE PROPOSAL</a>

Contributors

*pending*

Email: contributor@chrome.com

[X REMOVE](#) [RESEND INVITE](#)

[+ INVITE A NEW CONTRIBUTOR](#)

[MANAGE](#)

The example (shown below) illustrates an application that has been submitted. You may update the submission, view/download the submission, or delete the submission and start over until the deadline passes.

## Collection Homepage

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Submit Proposal by: **03/31/2020 05:00 PM ET**

instructions

Title	PI Name	Contributors	Last Modified	Status	Action
Official Title of the Submission	PI2 Chrome	Contributor Chrome <a href="#">MANAGE</a>	03/31/2020 11:17 AM ET By PI2 Chrome	Proposal Submitted	<a href="#">UPDATE PROPOSAL</a> <a href="#">VIEW PROPOSAL</a> <a href="#">DELETE PROPOSAL</a>

**PLEASE NOTE:** if you choose to update a previously submitted application, your initial submission will be retracted and ***you must re-submit the updated application.***

## Update Proposal

X

Warning: You are about to retract your previously submitted proposal.

You will be **required to re-submit the proposal** after you make your changes.  
Failure to re-submit an updated proposal will result in loss of submission.

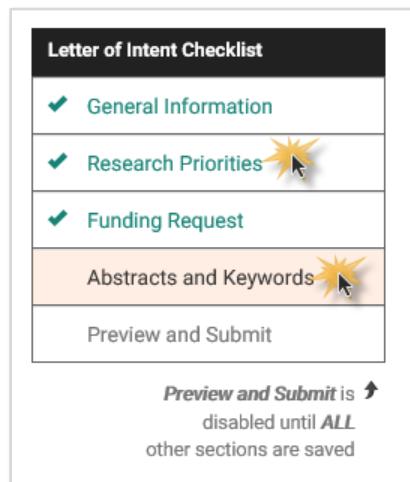
Are you sure you want to retract and update this proposal?

YES, RETRACT

NO, CANCEL

## Completing the Sections/Questions

On the left navigation is a checklist with the sections listed. As you complete and save each section, a green check mark is placed by the section in the checklist.



You can navigate between sections by clicking in the checklist or by using the arrows at the bottom of the page.



## Preview and Submit

Preview and Submit is disabled until you save all sections. Once you save all sections, you are directed to generate a compiled pdf of your submission. The system compiles all your responses, including any uploaded files, into one pdf.

Sample Solicitation Title

## Letter of Intent Submission

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**Letter of Intent Checklist**

- General Information
- Research Priorities
- Funding Request
- Abstracts and Keywords

[Preview and Submit](#)

**Preview and Submit**

You have completed your letter of intent. Please review the letter of intent you have provided by clicking the "Generate Compiled Letter of Intent" button. A PDF will be generated and, if it is accurate and you approve, please select "Approve Letter of Intent" below and then click "Submit Letter of Intent."

If you need to make changes, please update the appropriate sections and return to this page.

[GENERATE COMPILED LETTER OF INTENT](#)

Note: Generating a PDF of your letter of intent will take a few moments.

[◀](#) [▶](#)

After the pdf is generated, you can view it before approving and submitting it. The submit button becomes enabled after you check your approval.

Sample Solicitation Title

## Letter of Intent Submission

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**Letter of Intent Checklist**

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[Preview and Submit](#)

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If you need to make changes, please update the appropriate sections and return to this page.

[GENERATE COMPILED LETTER OF INTENT](#) [VIEW COMPILED LETTER OF INTENT](#)

Note: Generating a PDF of your letter of intent will take a few moments.

Please approve and submit to complete the process.

Approve Letter of Intent

[SUBMIT LETTER OF INTENT](#)

## Preliminary & Primary Rounds

If the intake has a preliminary (prerequisite) round, then you will repeat the process once the primary round is open.

## Closed Solicitation

Once the submission round is closed, you no longer have access to the collection. However, you are able to view/download your submissions from the dashboard. Solicitations remain on your dashboard in the closed section for 90 days following the close of the final round.

**My Active Solicitations**

Please select the solicitation you would like to work on by clicking on the "Enter" button.

**Sample Solicitation Title**

Letter of Intent (11/05/2018 08:00 AM - 11/30/2018 05:00 PM EST)  
Proposal (12/03/2018 08:00 AM - 12/31/2018 05:00 PM EST)

**ENTER ➔**

**Closed Solicitations**

**Another Sample Solicitation Title**

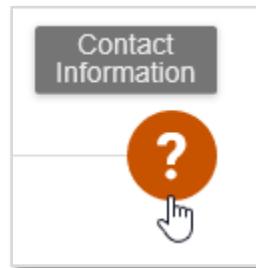
Letter of Intent (09/17/2018 08:00 AM - 09/21/2018 05:00 PM EST)  
Proposal (09/24/2018 08:00 AM - 09/28/2018 05:00 PM EST)

If you have questions regarding this solicitation, please [contact us](#).

**VIEW PROPOSAL** | **VIEW LETTER OF INTENT**

## Contact Information

While you are working on your submission, you may find our contact information by clicking



Following the submission of your application, you may contact us using the contact us link from your dashboard (see above).