Getting Started

Use the following guidelines to assist with selecting the appropriate role in ePAWS for non-NU investigators:

1. **Non-NU investigator will need access to work on the proposal in ePAWS**: The lead unit college must provide the investigator with a sponsored account. Sponsored accounts are fed from HR into the system “employee” database, and only those in the employee database can have roles assigned to them in ePAWs.

2. **Non-NU investigator is from a Sub-Contract on the proposal**
   a. Individual can be either a Multi-PI, Co-Investigator, or Key Study Person
   b. Individual must be setup within the Rolodex
      - Add the person from the “Non-Employee Search” button
      - After adding the investigator, select “Details” on the investigator line
      - Insert the Lead Unit NUMBER from the proposal (e.g. 150001) to the “Home Unit” field
      - Insert the Lead Unit NAME (e.g. Center for Coeus Training) to the “Division” field
Fill in any missing information required by the solicitation and SAVE

**Note:** If Investigator role is Multi-PI or Co-Investigator, Credit Split will be ZERO for the Non-NU individual, 100% to the unit

3. **Non-NU investigator is a Student (e.g. Graduate or Undergrad), where the solicitation requires the student be a named Principal Investigator on the proposal:**
   a. The lead unit college must provide the investigator with a sponsored account. The college may limit Sponsored Account duration to expire at the end of the proposal’s review period. The student must complete NU’s certification, and as such, will need access to the ePAsw proposal.

4. **Non-NU investigator is an incoming PI or Co-PI, or a visiting professor:**
   a. The lead unit college must provide the investigator with a sponsored account. The PI or Co-PI must complete NU’s certification, and as such, will need access to the ePAsw proposal.

5. **Non-NU investigator is an incoming Key Study Person:**
   a. Individual must be set up within the Rolodex
   b. Add the person from the “Non-Employee” search, choose the Proposal Role “Key Study Person” from the dropdown, and in the “Key Person Role” field that appears, list the appropriate role title. By assigning the “Key Study Person” role, investigator certification is currently not required (**Key Persons will need a sponsored account when “self-certify” functionality is implemented, as required by Federal Regulations**).
c. After adding the investigator, select “Details” on the investigator line, and fill in any missing information required by the solicitation in the Person Details record.

**NOTE:** Northeastern University, through submission of the proposal, is certifying on behalf of the Investigators; as such, all Investigators must certify on their own behalf that he/she will adhere to NU policies. For non-NU Investigators, your [Grant Officer](#) can assist with providing a non-NU certification.

### 6. Adding a Name to the Rolodex

The **Rolodex**, as its name implies, is an address book of non-Northeastern Investigators (with relevant contact information) that ePAWS uses to populate investigator information in a proposal. In order to add individuals to the Rolodex, a user must have the **Rolodex Maintainer** role.

Non-Northeastern employees with a sponsored account are included in the Person Directory (“Employee Search”) in the system application and need not be added to the Rolodex.

To add a non-NU Investigator to the Rolodex:

a. Open the proposal and select **Add New Rolodex Entry**
b. From the **Add New Rolodex Person** screen select the **Search** link to find the Sponsor:

![Search](image1)


c. Enter information in the **Search** dialog window and select the corresponding Sponsor

![Search](image2)
Enter the remaining information for the new Rolodex Entry

Click the **Save** button

**If the Sponsor is not found upon searching, do one of the following:**

- **Submit a request to have the new Sponsor added to the Sponsor Table (RECOMMENDED - Saves entry steps, helps reduces errors, and helps in searching)**

Complete Rolodex entry without linking to Sponsor (alternate)

- **All Rolodex entries are available to ALL users – so even if your submission is NOT Grants.gov, the following fields must be present to avoid errors in future Grants.gov submissions:**
QuickCard: Appropriate Roles for Non-NU Investigators

- Name (First and Last)
- Organization – Do not use any Special Characters (see Grants.gov FAQ’s for more info on avoiding use of Special Characters). Special characters like an apostrophe (‘) will cause a transmission error in Grants.gov submissions – DO NOT INCLUDE special characters even if the company name includes it
  - For example - Brigham and Women’s Hospital should be input as Brigham and Women's Hospital (no apostrophe)
- Address (street address on the first line; other lines are optional)
- City
- State
- Postal Code+4 (9 digits for US Domestic Addresses, NO HYPHEN...E.G. 021155005)
- Country
- Phone
- Email

Getting Help

NU-RES Help Center
NU-RESHC@northeastern.edu

Northeastern University Research Enterprise Services
Grant Officer