



User's Guide

For

The NMFS Advanced Sampling Technology Working Group (ASTWG) Proposal Submission System

**National Marine Fisheries Service
Office of Science and Technology
Science Information Division**

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Revision History

Version	Date	Changed By	Description
1.0	03/25/2010	Tingzhe Si	Initial Draft
1.1	03/28/2010	Eirc Breuer	Modified
1.2	03/29/2010	Tingzhe Si	Modified

1. ASTWG Website URL

<http://www.st.nmfs.noaa.gov/st7/AdvancedSamplingTechnology.html>

The screenshot shows the NOAA Fisheries Office of Science & Technology website. At the top, there is a navigation bar with the NOAA Fisheries logo and the text "NOAA FISHERIES: Office of Science & Technology". Below this is a secondary navigation bar with links: "Directorate | Fisheries Statistics | Assessment & Monitoring | Economics & Social Analysis | Science Information | Marine EcoSystems".

The main content area is divided into two columns. The left column is a dark blue sidebar with white text. It has two sections: "FEATURED LINKS" and "PRODUCTS/PUBLICATIONS". Under "FEATURED LINKS", there are links for "Proposal System", "Strategic Plan", "Membership", "Terms of Reference", "Shared Equipment", and "Annual Reports". Under "PRODUCTS/PUBLICATIONS", there are links for "NMFS Workshop on Advancing Electronic Tag Technologies and Their Use in Stock Assessments", "Echosounder (EK60) Study Group Report", and "Report of the National Marine Fisheries Service Workshop on Underwater Video Analysis".

The right column features a large image of a fishing boat on the ocean with the title "ADVANCED SAMPLING TECHNOLOGY" overlaid. Below the image is a text block that reads: "Welcome to the NOAA National Marine Fisheries Service (NMFS) Advanced Sampling Technologies internet site. This web site chronicles the activities of the NMFS Advanced Sampling Technologies Working Group (ASTWG) and serves as its official archive. It will also serve as the primary vehicle to advertise and solicit internal research and development proposals that address sources of uncertainty and information gaps in NOAA population assessments." This is followed by a paragraph about the ASTWG's mission, established in 2000, and its focus on improving marine resource assessments. A "Mission" section follows, stating the goal to "Improve the accuracy and precision of living marine resource assessments by:" and listing three bullet points: identifying information needs, identifying new technologies, and facilitating research to develop and standardize sampling technologies.

At the bottom of the page, there is a footer with navigation links: "Home | About Us | Regions | Science Centers | Councils | Commissions | Advisory Committee | Search" and "Contact Us | Forms | Privacy Policy | Information Quality Guidelines | Disclaimer | People Locator". There are also logos for NOAA and the U.S. Department of Commerce.

2. Who can get an account for submitting a planning letter

The ASTWG Proposal Submission System is designed for NOAA employees only. Planning letters can only be submitted by NMFS employees. Outside users and groups must submit their planning letter in collaboration with a NMFS PI.

- a) Go to the website.
- b) Click the "Proposal System" link on the left, which will direct you to the website below.

This is a NOAA computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use. This system may be monitored for all lawful purposes, including to ensure that its use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Please enter your username and password to login:

Username: @noaa.gov

Password:

The system is designed for NOAA employee only.
The user needs to register first to get an account.

Not registered? Click [here](#).

Forgot your password? Click [here](#).

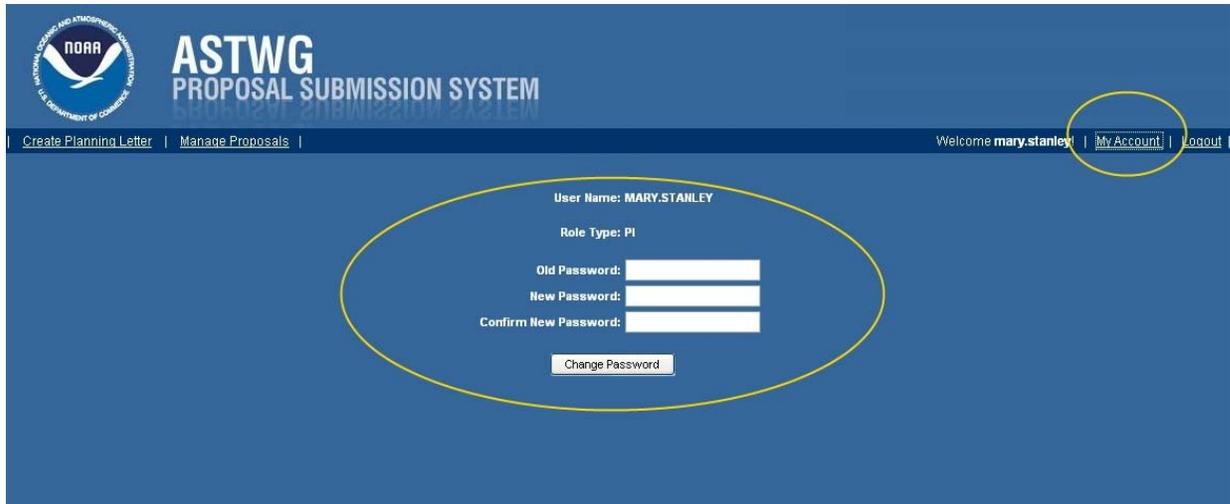
Home | About Us | Regions | Science Centers | Councils | Commissions | Advisory Committee | Search
Contact Us | Forms | Privacy Policy | Information Quality Guidelines | Disclaimer | People Locator

- c) If this is the first time using the system click on "Not Registered" and enter the requested information. A password will be sent to your NOAA email account.
- d) If returning user then sign in using your user name and password.
- e) If you have forgotten your password, click on "Forgot your password" and enter the requested information to get your password back.

3. How to change a password

There are two ways that a password can be changed.

- a) After the user logs in, the user can click on the “My Account” link at the top right of the page to access the change password page. The user must enter the old password, a new password, confirm the new password and then click the “Change Password” button.



- b) The System Administrator (Eric Breuer) can reset a user's password.

If trouble is encountered when attempting to change your password, please contact system administrator.

4. For the PIs, how to submit a planning letter

NOTE: PIs can only log in during a planning letter submission period.

a) After the user logs in, the page below will be displayed.

* indicates required fields

RFP: **RFP 2010**
Due Date: **05/31/2010**
(Please submit your planning letter before this Due date.)

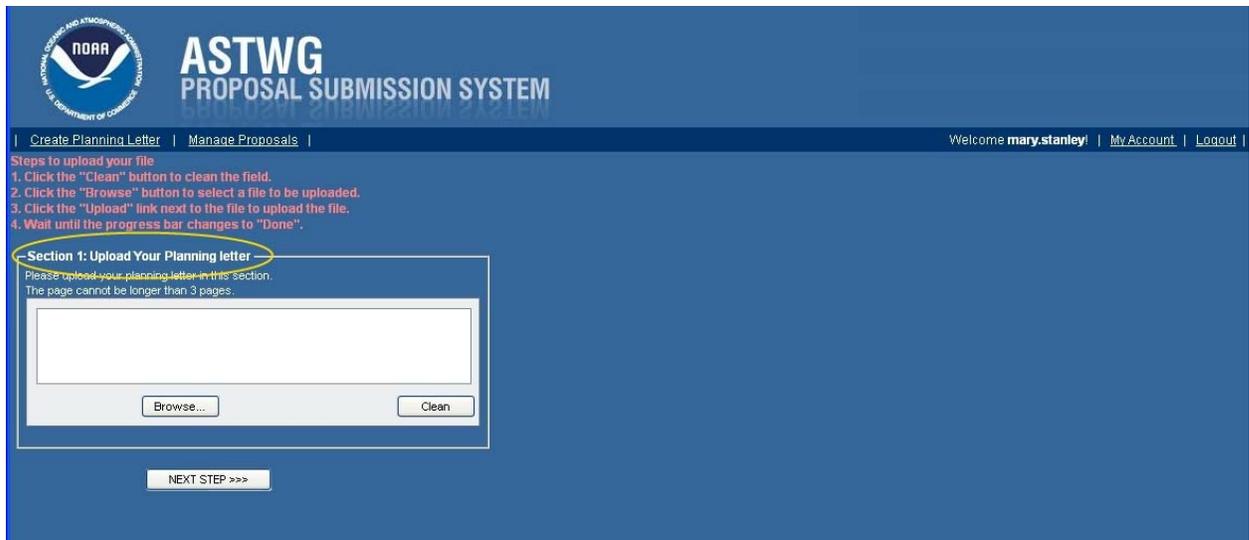
Select	Theme Title
<input type="checkbox"/>	Theme-01
<input type="checkbox"/>	Theme-02
<input type="checkbox"/>	Theme-03
<input type="checkbox"/>	Theme-04

* Themes:

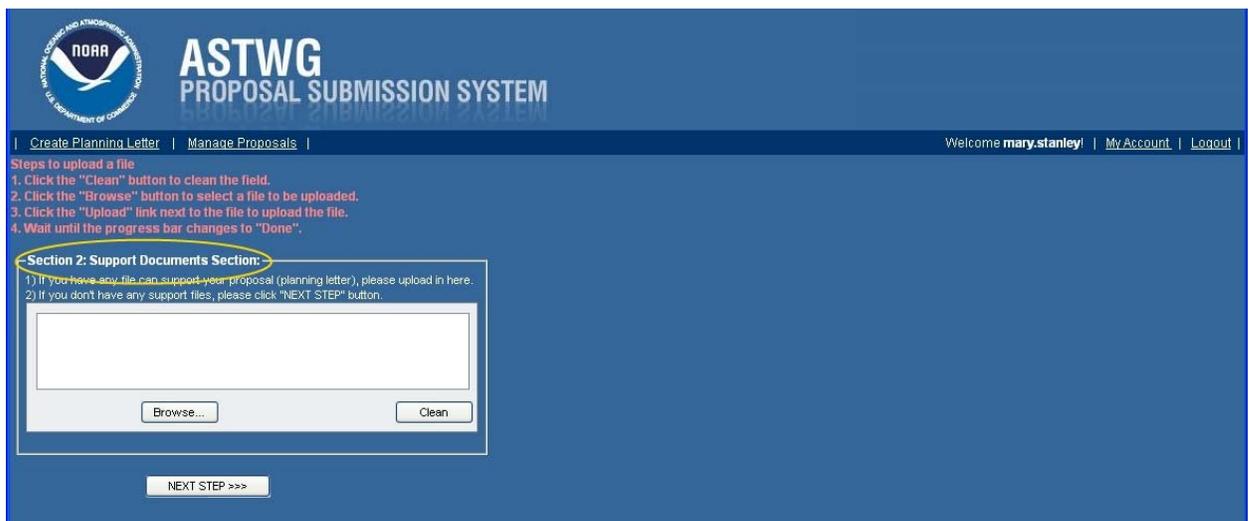
* Proposal Title:
(Maximum 200 Characters) You have entered (spaces included)

* Short Description:
(Maximum 500 Characters) You have entered (spaces included)

- b) Check on the Theme that corresponds to your proposed work (more than 1 acceptable).
- c) Enter Proposal title.
- d) Enter Short Description (no more than 500 characters).
- e) Then click “NEXT STEP” button to go to planning letter uploading page, the page below will be displayed.



- f) Click "Browse" button, locate your Planning Letter, and click open.
- g) Make sure to click the blue link inside the box that says "Upload" to upload the file.
- h) At any time you can delete the files you upload and add new files.
- i) Click "NEXT STEP" to go to the supporting documentation uploading page, see picture below.



- j) This is where you will upload any supporting documentation you may have.
- k) When done uploading supporting documentation click "NEXT STEP" button to go to Budget information input page, see picture below.

ASTWG PROPOSAL SUBMISSION SYSTEM

Create Planning Letter | Manage Proposals | Welcome **mary.stanley!** | My Account | Logout

Funding Detail information:

Please input your funding details in this page.
Steps:
1) Click "New Funding" button.
2) Select a Category from the drop-down list.
3) Put amount in "Funding Amount" field, put description in "Funding Description" field.
4) Click "Save Funding" button" to save current record.
5) The funding information will be displayed in the below.
6) After you finish all funding information, click "NEXT STEP" button.

* indicates required fields

Category	* Funding Amount	Funding Description(maximum 200 characters)
Consulting	\$ <input type="text"/> k	<input type="text"/>

New Funding Save Funding Delete Funding

Total Amount (\$): **k**

NEXT STEP >>>

- l) From the Category drop down list, select one of the budget descriptions supplied. Add funding amount requested and a short description.
- m) Click the "Save Funding" button.
- n) Click on "New Funding" to add new funding rows. Repeat the above steps until all budget information is added.
- o) When completed click "NEXT STEP" to go to the additional investigators information input page, see picture below.

Please enter other investigators' information.

* indicates required fields

* First Name: * Last Name: Middle Name:

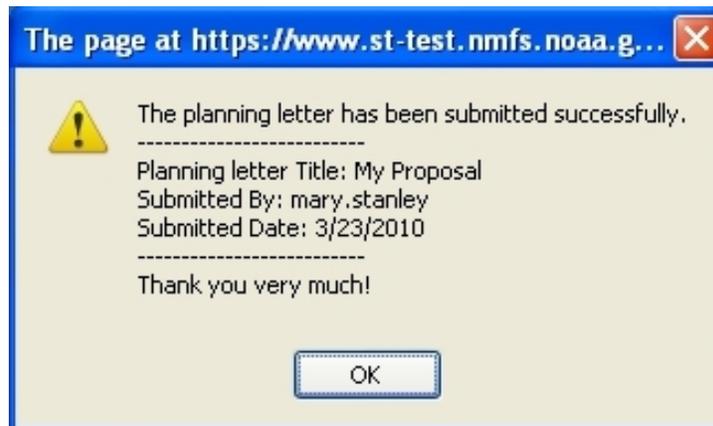
Title: Institution:

Phone Number: * E-Mail:

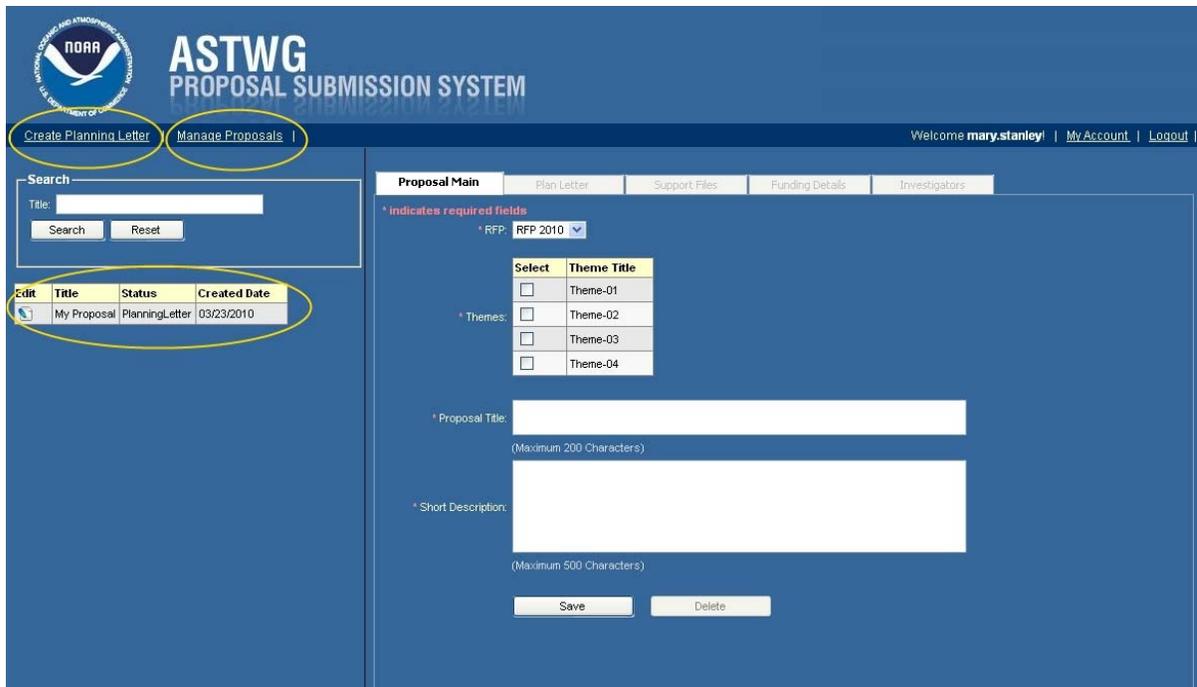
Is Lead Principle Investigator? YES

Edit	First Name	Last Name	Middle Name	Title	Institution	Phone Number	E-Mail	Lead Principle Investigator?
	mary	stanley					mary.stanley@noaa.gov	Y

- p) Add additional investigators information in the input fields.
- q) Click “Save Investigator” to save the record.
- r) Every time a new investigator is added you must click “New Investigator” button to reset the input field. Repeat the above steps until all investigators information is added.
- s) After you add all investigators, click “Submit” button. Then a pop-up window should be displayed like the picture below.



- t) The page will be automatically changed to Manage Proposals page like the picture below. The planning letter you submitted should be displayed on the left.

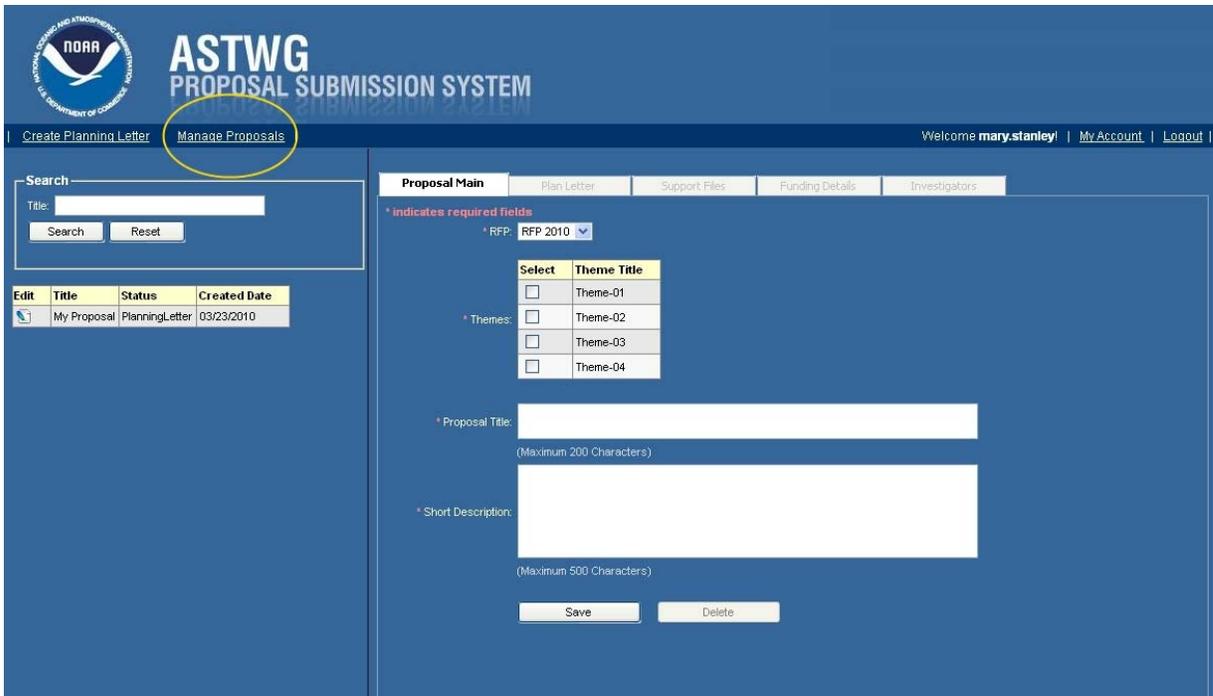


- u) If you want to submit another planning letter, click “Create Planning Letter” link on the top left. Repeat the above steps to submit your planning letter.

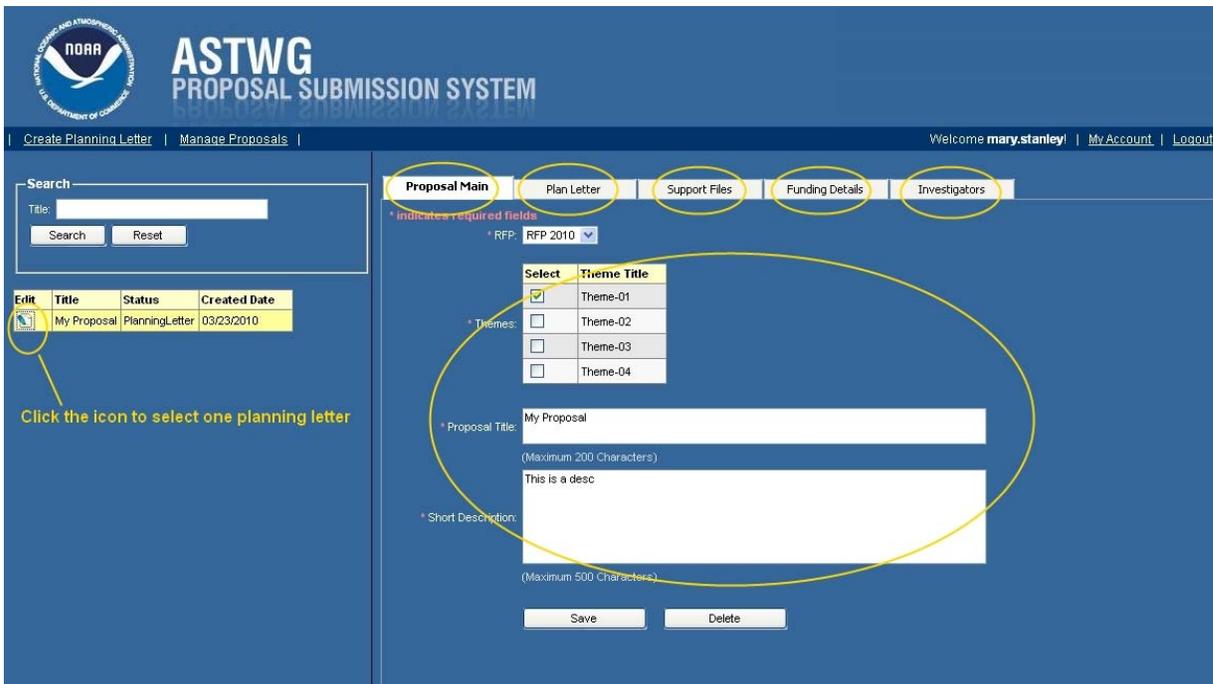
5. For the PIs, how to modify the planning letter submitted

NOTE: PIs can only log in during a planning letter submission period.

- a) After the user logs in, click the “Manage Proposals” link on the top left, the page should be changed to Manage Proposals page like the picture below.



b) Select the planning letter which you want to modify by clicking the icon  in front of the planning letter title.



c) The information belonging to this planning letter will be displayed in 5 tabs (Proposal Main, Plan Letter, Support Files, Funding Details, and Investigators) on the upper right side.

- d) You may modify content until the submission closing date.