

PI eGrants Instructions

Internet Browsers

It is recommended that you use the most current version of Mozilla Firefox. Our testing has proven that errors may occur using Safari, Chrome, or Internet Explorer. You will also need to allow pop-ups for this site when prompted.

Logging into the website.

- 1.) Go to <https://okstate-uat.keyusa.net>. There will also be a link located in the e-mail you receive prompting action.
- 2.) Log into the system with your O-Key Credentials.
- 3.) Verify in the top right corner that it has your name and role. (Ex. WILSON (Oklahoma State University) –PI).

Reviewing the proposal.

You may navigate to all of these areas via the menu on the left.

☛ Budget

- 1.) The Budget section consists of several areas. To navigate this section, use the submenu on the left under "Budget". The "Budget Justification" will be attached in this area.

☛ Attachments

- 1.) This area where you will review other supporting documentation.
 - a. Final Proposal/Application Forms(s)
 - b. Letter(s) of Support or Collaboration
 - c. Project Description/Narrative
 - d. Project Summary
 - e. References or Works Cited
 - f. Research Strategy
 - g. Other

***There are two sections that must be completed by you as the PI. If you are an APPROVER, SPO & PI, please hover over the menu on the left and select the "Investigator role" (or appropriate role). ***

☛ Navigate to the "Compliance Information" from the menu on the left.

- 1.) Answer each required question. Click "Save".

☛ Navigate to "Personnel Disclosures" from the menu on the left.

- 1.) Place a check in the box next to the PI's name.
- 2.) Next, click the "Conflict of Interest" link. This will open a new window and complete the information and click "Save".

Signing the Proposal and Forwarding

☛ Navigate to the "Responsible Signatories" from the menu on the left.

- 1.) The PI will then navigate to the Responsible Signatories page from the menu on the left.
- 2.) Place a check next to the "Signature" box.
- 3.) Forward the proposal to the "Department Head".