

Non-VCUeRA Electronic Submissions to OSP - Using FileDrop

Summary:

Use [VCU's FileDrop](https://filedrop.vcu.edu/) service (<https://filedrop.vcu.edu/>) to send proposal related files to OSP for review and submission. This procedure applies to most non-VCUeRA electronic submissions and replaces the need to use the Secure Shell FTP (SSH-FTP) service previously used by OSP.

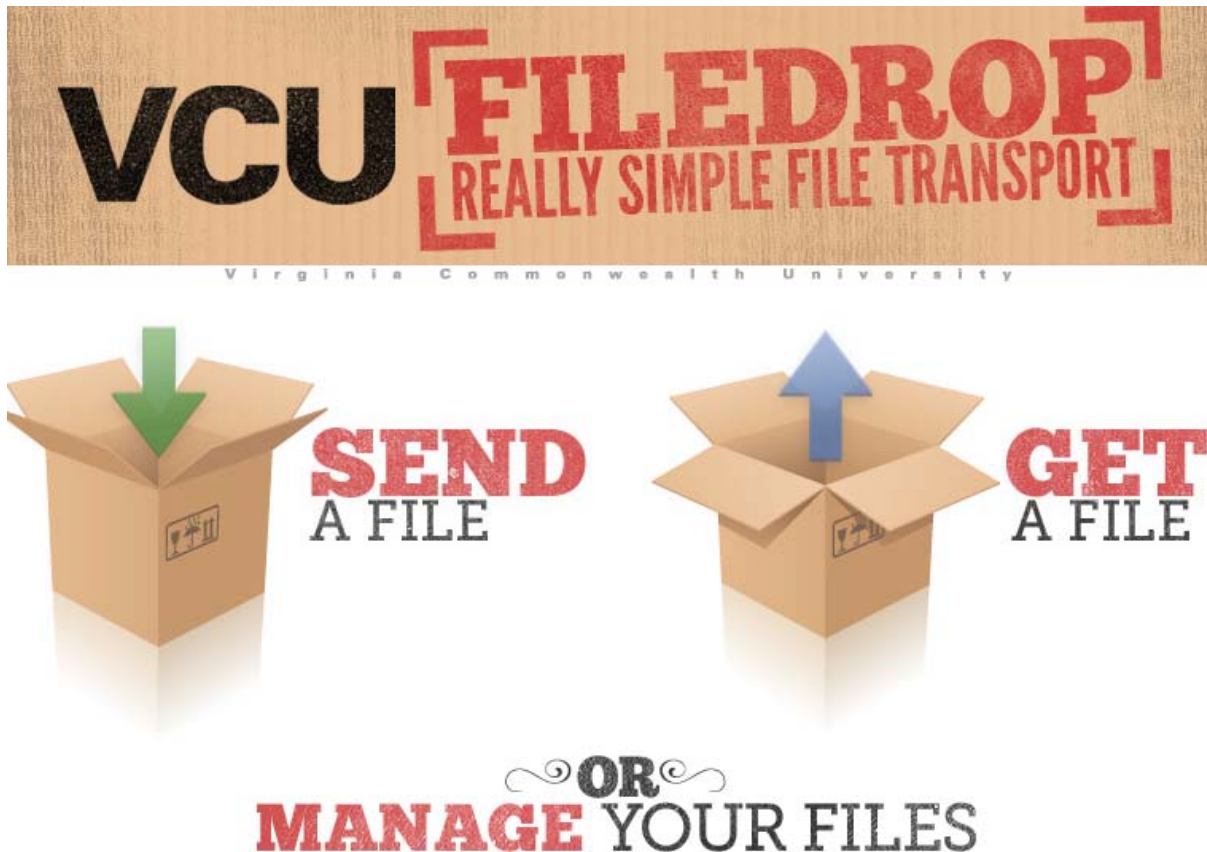
Purpose and description:

The instructions and process described in this document replaces the need for using the "Uploading Data Using Secure Shell FTP (SSH-FTP)" procedure when transmitting files to OSP for electronic submission to sponsors. This process is used for transmitting required information, i.e., IAF, COI, Internal Budgets, Proposal Packages, etc., to OSP for non-VCUeRA electronic submissions to predominantly non-NIH sponsors (note: for NIH electronic submissions continue to use the VCUeRA system).

Procedure:

When submitting required documents and files to OSP for processing:

1. Visit the VCU filedrop portal at <https://filedrop.vcu.edu/>



What is VCU FileDrop?


VCU FileDrop is a simple service for sending large files via email to others.

2. Select the "Send a File" icon.



3. Authenticate login with your eID and password

VCU Central Authentication Service

 Before entering your eID and password, please verify that the URL for this page begins with <https://login.vcu.edu/>

Please enter your VCU eID

[Don't know your eID?](#)

And your password

[Forgot your password?](#)

[Warn me before logging me into other sites.](#)

4. Select files to send by clicking "Upload Files"

From: Your name (yourname@vcu.edu)

File(s): Click to select and upload files

Large files may take some time to

5. Enter dirospa@vcu.edu and any other emails to send your files

upload. Please be patient. Maximum file size is currently limited to 2 gb.

To:

Please use full, valid email addresses separated by commas.

dirospa@vcu.edu, otheremailshere@vcu.edu

Enter email addresses

6. Type a subject line, PI Name, Submission Info, and a short message to send along with your files

Message:

Your message will be included with your file(s).

Subject: PI Name, Submission Info

Enter message here

Enter subject line and message

7. Check the small "check" box if you would like to be notified when files are downloaded

Checked to be notified when files are downloaded

I would like to be notified by email when the recipients above have downloaded all of these files.

(You can always check who has downloaded your files in your [FileDrop Manager](#).)

8. Click "Send Your Files" to send files to dirospa@vcu.edu

Click to send files

Send your files

Nevermind

By clicking "Send your files" above, you acknowledge that your use of this service complies with the [VCU Computer and Network Resources Use Policy](#). [Learn more about copyright and file sharing »](#)

9. This process will then send an email notification to dirtsospa@vcu.edu to download the required files.

10. You can monitor file progress by clicking on "Manage your files" from the <https://filedrop.vcu.edu/> portal.

-Summary of FileDrop Send Screen



SEND YOUR FILES

Upload your files and send them to others

From:

Your name (yourname@vcu.edu)

File(s):

Large files may take some time to upload. Please be patient. Maximum file size is currently limited to 2 gb.

Upload File

Click to select and upload files

To:

Please use full, valid email addresses separated by commas.

dirospa@vcu.edu, otheremailhere@vcu.edu

Enter email addresses

Message:

Your message will be included with your file(s).

Subject: PI Name, Submission Info

Enter message here

Enter subject line and message

Checked to be notified when files are downloaded

I would like to be notified by email when the recipients above have downloaded all of these files.

(You can always check who has downloaded your files in your FileDrop Manager.)

Click to send files

Send your files

Nevermind

By clicking "Send your files" above, you acknowledge that your use of this service complies with the VCU Computer and Network Resources Use Policy. [Learn more about](#)

-Proposal submission path affected by VCU OSP FileDrop procedure:

<http://www.research.vcu.edu/osp/SubmissionPath3.pdf>

Path #3: Non-VCUeRA Electronic Proposal Submission

PI prepares proposal in manner requested by sponsor's announcement. IAF and COI are completed in hard copy, a copy provided to department chair(s), IAF routed to school dean(s) for signature.*

Visit
<http://www.research.vcu.edu/forms/osp.htm>
for required forms

Signed IAF and COI are EITHER dropped off to OSP OR scanned and emailed to OSP's dirospa@vcu.edu along with finalized adobe package (if grants.gov) via [VCU's FileDrop service](#). All due to OSP at least five (5) days prior to sponsor-published deadline.

OSP receives and reviews proposal; resolves all concerns. PI must finalize research plan three (3) business days prior to deadline.

Team Reviewer assigned to proposal; corrections and revisions to proposal (by PI/OSP)

*Note: If proposal is a "clinical trial," approval from [CRSO](#) office is required. CRSO Approval signature is included on the IAF Form.

OSP typically submits electronic proposals (unless sponsor allows for PI submission.)

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