

IPRO

It takes a team

INTERPROFESSIONAL PROJECTS PROGRAM



IPRO PROPOSAL PROCESS

USER MANUAL

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INTRODUCTION

The IPRO Proposal Process is an online tool that enables you to create, review and submit project proposals for the IPRO program. After submitting a proposal, you can check the status of your submitted proposal at any time. The IPRO Proposal Process is open to everyone within the IIT community.

LOGGING IN

To use the IPRO Proposal Process, first you need to register with the system.

To Register

1. Go to <http://sloth.iit.edu/~iproadmin/proposals/>
2. Click on the link '**New User? Register »**' located under the login fields
3. Fill out the form and click on the "**Register**" button

To Login

1. Go to <http://sloth.iit.edu/~iproadmin/proposals/>
2. Insert your username and password
3. Click on the '**Login**' button

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IPRO PROPOSAL PROCESS

LOGIN

Log In

E-mail:

Password:

Login

[New user? Please register »](#)
[Forgot your password?](#)

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CREATE A NEW PROPOSAL

After logging in you will be able to create a project proposal and submit it. You may also start developing the proposal and save it in the system to come back and finish it later.

To Create a New Proposal

1. Click on the **'New Proposal'** button located on the left-hand side navigation bar
2. Fill out as many of the form fields as you can
3. Click one of the two buttons located at the end of the form:
 - **'Save Proposal'** – you can come back to it later and finish it
 - OR
 - **'Submit Proposal'** – you cannot make any changes after that

The screenshot shows a web interface for creating a proposal. At the top right, there are navigation links: [IIT HOME](#) | [IPRO HOME](#) | [IGROUPS](#) | [IKNOW](#). On the left, a navigation menu includes **NEW PROPOSAL** (highlighted), MY PROPOSALS, VIEW ALL, and LOGOUT. The main header features the IPRO logo with the tagline "It takes a team INTERPROFESSIONAL PROJECTS PROGRAM" and the title "IPRO PROPOSAL PROCESS".

The form is titled "New Proposal" and includes a yellow instruction box: "Use the form below to create a new proposal. You can save your progress at any time by clicking 'Save Proposal' at the bottom of the form. To edit a saved proposal, click the 'My Proposals' tab in the left-hand side navigation. To view proposals from past successful IPROs, click the 'View All' tab and select 'Samples' from the semester menu."

The form is divided into two sections:

- I. Lead faculty and any consulting faculty from other units**
Lead Faculty:
Other Faculty: Consultants:
- II. IPRO Project Title**

Below these sections are input fields for Name, Major, Year, and E-mail. There is also a section for "Attach Student Resume" with a "Browse..." button.

At the bottom of the form, there are two buttons: "Save Proposal" (green) and "Submit Proposal" (red).

The footer contains the text: COPYRIGHT © 2007 OFFICE OF INTERPROFESSIONAL PROJECTS | IPROOFFICE@IIT.EDU

MODIFY YOUR PROPOSAL

You may go back to your saved proposal and make changes before officially submitting it. Note that once the proposal has been submitted, no changes are possible.

To Modify Your Proposal

2. Click on the **'My Proposals'** button located on the left-hand side navigation bar
3. Click on the name of the proposal you wish to modify, found under the heading **'Title'** [only not submitted proposals can be modified]
4. Click one of the two buttons located at the end of the form:
 - **'Save Proposal'** – you can come back to it later and finish it
 - OR
 - **'Submit Proposal'** – you cannot make any changes after that

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IPRO PROPOSAL PROCESS

- ▶ NEW PROPOSAL
- ▶ **MY PROPOSALS**
- ▶ VIEW ALL
- ▶ LOGOUT

My Proposals

Your saved proposals are listed below. To edit a proposal, click on its name. To submit a proposal, click the radio button next to **'Submitted'** and click **'Update'**. Your proposal must be submitted to be accepted.

Status Explanations:

In Process - Your proposal has not been submitted
Pending - Your submitted proposal is under consideration
Committee Review - Your proposal is under committee review
Approved - Your proposal was approved by the committee
Rejected - Your proposal was rejected

Spring 2008

Title	Action	Status
Testing	<input type="radio"/> Not Submitted <input checked="" type="radio"/> Submitted	Approved
Test #2	<input type="radio"/> Not Submitted <input checked="" type="radio"/> Submitted	Approved
Testing # 3	<input type="radio"/> Not Submitted <input checked="" type="radio"/> Submitted	Rejected
Testing #5	<input type="radio"/> Not Submitted <input checked="" type="radio"/> Submitted	Committee Review
Testing # 6	<input checked="" type="radio"/> Not Submitted <input type="radio"/> Submitted	In Process

Update

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SUBMIT YOUR PROPOSAL

Submitting your proposal means the proposal is ready to be turned to the committee for review. After clicking on the Submit button, you can no longer make changes to your proposal.

To Submit Your Proposal

1. Click on the **'My Proposals'** button located on the left-hand side navigation bar
2. Click on the **'Submitted'** radio button next to the name of the proposal you would like to submit
3. Click the **'Update'** button at the end

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- ▶ NEW PROPOSAL
- ▶ **MY PROPOSALS**
- ▶ VIEW ALL
- ▶ LOGOUT

My Proposals

Your saved proposals are listed below. To edit a proposal, click on its name. To submit a proposal, click the radio button next to **'Submitted'** and click **'Update'**. Your proposal must be submitted to be accepted.

Status Explanations:
In Process - Your proposal has not been submitted
Pending - Your submitted proposal is under consideration
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Spring 2008

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Testing # 3	<input type="radio"/> Not Submitted <input checked="" type="radio"/> Submitted	Rejected
Testing #5	<input type="radio"/> Not Submitted <input checked="" type="radio"/> Submitted	Committee Review
Testing # 6	<input checked="" type="radio"/> Not Submitted <input type="radio"/> Submitted	In Process

Update

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CHECK THE STATUS OF YOUR PROPOSAL

After submitting a proposal you can login back into the system and check whether your proposal is being reviewed, accepted, or rejected.

To Check the Status of Your Proposal

1. Click on the '**My Proposals**' button located on the left-hand side navigation bar
2. Current status is found under the heading '**Status**' next to the name of your proposal

Status Explanations

In Process	Your proposal has not yet been submitted
Pending	Your submitted proposal is under consideration
Committee Review	Your proposal is under committee review
Approved	Your proposal was approved by the committee
Rejected	Your proposal was rejected

VIEW ALL PROPOSALS

You have the option of viewing not only yours, but also the proposals submitted to the system by others. You can view the details of all the proposals as well as their current status.

To View All Proposals

1. Click on the '**View All**' button located on the left-hand side navigation bar
2. Select a semester from the drop-down menu and click '**Select**'
3. Under the heading '**Status**' you will find the current status of all the proposals
4. Click on the proposal name to view the details

NEED MORE HELP?

If you encounter any problems while using the system for the IPRO Proposal Process, or for questions or comments, please contact the IPRO administrator for help by emailing iproadmin@iit.edu.