



One Aegis User Guide
GVSU's Electronic Project Approval Systems for Grants and Contracts

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Introduction

All externally-funded projects (sponsored projects) must be approved by GVSU before they are submitted to the sponsor. A grant proposal or contract cannot be submitted or executed without the proper approvals. To make the process quick and efficient, GVSU's Office of Sponsored Programs uses the **One Aegis** online system. For those of you familiar with IRB Manager, you will find the interface nearly identical. For others, One Aegis is straightforward and intuitive. If you have any questions, please call or email your Grants and Contracts Specialist for assistance. The Office of Sponsored Programs is happy to help.

1. If you are filling out the One Aegis form and you are stuck on a question, call or email your Grants and Contracts Specialist. Don't struggle. We are here for you.
2. You must sign into One Aegis using your GVSU username and password.
3. If you are off campus, you DO NOT need to use a VPN.
4. Be mindful of required questions and uploads or you won't be able to route your form.
5. The form automatically saves as you go. You can start and come back later to finish.

How do I Access OneAegis?

One Aegis can be accessed at <https://gvsu.oneaegis.com/> or via the OSP webpage.


Log in Instructions


The following login page will appear:



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Connecting to 
Sign in with your account to access EIS



GVSU Central Authentication Service


Username

Password


Keep me signed in

Sign in

[Forgot password?](#)
[Having trouble signing in?](#)
[Knowledge Base Articles](#)



Login



GVSU Central Login Service

GVSU users: To login in with your GVSU username and password [click here](#)

Externally-affiliated users: To use your OneAegis issued login [click here](#)



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Home Page – Dashboard

The Home Page – Dashboard looks like this and has several useful features:

1. Start xForm button
2. All studies associated with the researcher (both OSP and IRB related)
3. A listing of xForms associated with the researcher

Attention

IRBMANAGER HAS BEEN RENAMED TO ONEAEGIS: Effective Monday, June 12, IRBManager was renamed to OneAegis. Two additional changes also occurred on that date: 1) The dashboard will be updated to a more modern layout, and 2) Emails generated from the system will now have a return address of "no-reply@gvsu.oneaegis.com". Current IRBManager URLs will automatically redirect to the new OneAegis URLs following the change. Except for the new-look dashboard, the functionality of the system will remain the same (including the submission forms).

How to submit an amendment: Click on the study in the "Studies" tab to go to the study-specific screen. From here, select "Start xForm" under Actions in the left-hand side of the screen. A new window will pop up. Select the Amendment Request form.

How to change your name: If OneAegis doesn't reflect your chosen name, select "Your Settings" in the upper right corner of the screen, then select "Change My Profile." The change will be effective immediately. Contact ORCI with any questions: rci@gvsu.edu or (616) 331-3197.

Messages & Links

[General information on using OneAegis](#)
[OneAegis User Manual](#)

No New Messages.

Start A Grant Proposal Approval Form

To start your new form, click on the OSP tab, and then click on Start xForm.

My Studies

4 Studies | 2 IRB | **2 OSP** | 14 xForms

Search Studies | Export to Excel | **Start xForm**

1 Faculty Sponsor | **1 Principal Investigator**

2022-232-GVSU
Awaiting Key Personnel COI/COC
Melissa Wright
Test OSP Submission

2022-337-GVSU
Awaiting Key Personnel COI/COC
Stacey Gardner
Fake title

Inactive Studies
PI/PD **1**



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You will then be taken to the next screen, from there click on the OSP New Proposal Submission Form.



Start Form on User

Select xForm to start

Action	Form (Click to start)	Description
	Committee Member Conflict of Interest Declaration Form	Committee Members: Use this form to submit your annual conflict of
	Conflicts of Interest and Commitment Disclosure Form	Use this form to disclose conflicts of interest/commitment or to indic
	Contact Look-Up/Add Contact Form	Use this form to check if a Contact exists in the GVSU IRBManager s; can use this form to add them into the system. Contacts must be in I
	IACUC Contingency Plan Training Log	Use this form to document IACUC contingency plan training.
	IACUC New Protocol Submission Form [Animal Research]	The New Project submission process is used for new animal research previously approved Institutional Animal Care and Use Committee pr
	IRB New Protocol Submission Form [Human Subjects Research]	This form should be completed when proposing a new human subject determinations and expedited/full committee reviews. If you are uns ORCI/IRB), please submit the Human Subject Research Determinatic
	IRB Research Determination Form [Human Subjects Research]	This form can be used to determine if your activity requires review b from the Office of Research Compliance and Integrity (ORCI).
	OSP New Proposal Submission Form (Draft)	Use this form to submit requests for grants and contracts.
	Training Certificate Upload Form	Use this form to upload training certificate(s) (Responsible Contact o allow you to more easily attach them to application forms and will tri

You will now be able to begin entering your grant proposal information into the One Aegis system.



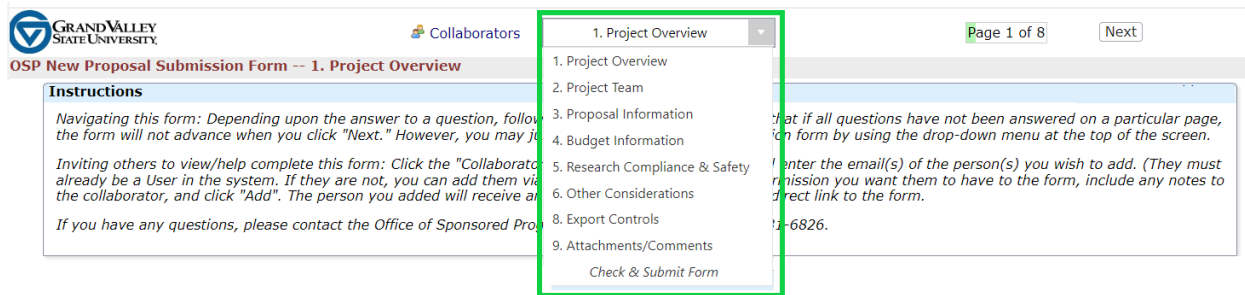
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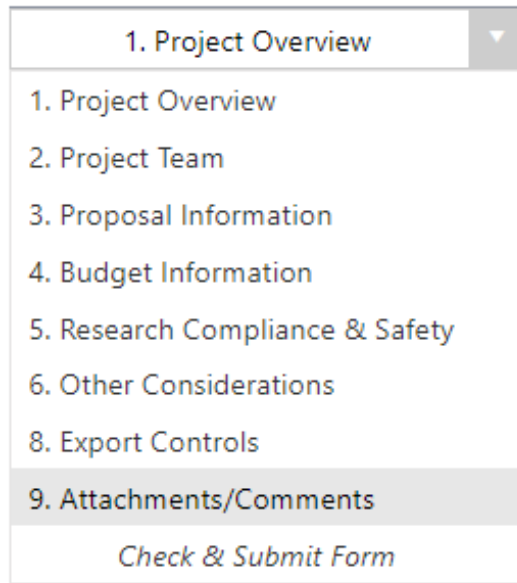
Filling Out the Form

There are 9 sections to complete within the OneAegis system. It goes **quick**. You should be able to complete the form in 15 to 25 minutes depending on the complexity of your project. The first time might take you a little longer, but soon you will zip through it.

You can skip ahead to different sections within the xForm by using this feature.



The next 6 pages provides you with the specific questions that will be asked of you within each of the Project Sections.





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One Aegis Questions

1. Project Overview

1a. Proposal Type

- New
- Renewal/Continuation
- Resubmission
- Administrative Supplement

1b. Project Type

- Clinical Trial
- Fellowship
- Research - Applied
- Research - Basic
- Research - Development
- Services
- Training
- Other

1c. Anticipated Award Type

- Grant
- Contract
- Subaward
- Cooperative Agreement

1d. Principal Investigator / Project Director

- Name
- College
- Department

1e. Sponsor Information

- Direct Sponsor
- Prime Sponsor

1f. Sponsor Deadline

- Date
- Time (if specified)

2. Project Team

2a. Other GVSU Investigators / Key Personnel

- Yes
- No

2b. GVSU Students

- Yes
- No



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3. Proposal Information

3a. Project Title (Required)

Project Summary (Required with 500-word limit)

3b. Project Timeline

Start Date

End Date

3c. Project Classification Code (choose one)

A.01 Computer and Information Sciences

B.01 Engineering: Aerospace, Aeronautical, and Astronautical

B.02 Engineering: Bioengineering and Biomedical

B.03 Engineering: Chemical

B.04 Engineering: Civil

B.05 Engineering: Electrical, Electronic, and Communications

B.06 Engineering: Industrial and Manufacturing

B.07 Engineering: Mechanical

B.08 Engineering: Metallurgical and Materials

B.09 Engineering: Other

C.01 Geosciences, Atmospheric, & Ocean Sciences: Atmospheric Science & Meteorology

C.02 Geosciences, Atmospheric, & Ocean Sciences: Geological & Earth Sciences

C.03 Geosciences, Atmospheric, & Ocean Sciences: Ocean Sciences & Marine Sciences

C.04 Geosciences, Atmospheric, & Ocean Sciences: Other

D.01 Life Sciences: Agricultural

D.02 Life Sciences: Biological and Biomedical

D.03 Life Sciences: Health Sciences

D.04 Life Sciences: Natural Resources and Conservation

D.05 Life Sciences: Other

E.01 Mathematics and Statistics

F.01 Physical Sciences: Astronomy and Astrophysics

F.02 Physical Sciences: Chemistry

F.03 Physical Sciences: Materials Science

F.04 Physical Sciences: Physics

F.05 Physical Sciences: Other

G.01 Psychology

H.01 Social Sciences: Anthropology

H.02 Social Sciences: Economics

H.03 Social Sciences: Political Science and Government

H.04 Social Sciences: Sociology, Demography, and Population Studies

H.05 Social Sciences: Other

I.01 Other Sciences (Not identified above in A-H)

J.01 Education

J.02 Law

J.03 Humanities

J.04 Visual and Performing Arts



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- J.05 Business Management and Business Administration
- J.06 Communication and Communication Technologies
- J.07 Social Work
- J.08 Other Non-Science and Engineering Fields (Not identified above in J)

4. Budget Information

Note - When you answer YES to a question, you will be prompted to provide further information.

- 4a. GVSU Budget Template
 - Please download and use the GVSU Budget Template
 - Questions on your budget – please contact your Grants & Contracts Specialist

- 4b. Budget Overview
 - Direct Costs = \$
 - Indirect Costs = \$
 - Total Project Cost = \$

 - Request for Course Buy-Out included?
 - Yes
 - No

 - Request for Graduate Assistant Tuition Waiver included?
 - Yes
 - No

 - Does Sponsor require Cost Sharing/Match?
 - Yes – if yes, at what %?
 - No

 - Does Sponsor limit F&A % below GVSU's Federally Negotiated Rate of 29.6%?
 - Yes
 - No

- 4c. Are Subaward Recipients proposed on this project?
 - Yes
 - No

5. Research Compliance & Safety

Note - When you answer YES to a question, you will be prompted to provide further information.

- 5a. Human Subjects Research
 - Yes
 - No



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Any questions, please contact the Office of Research Compliance and Integrity at 616-331-3197 / rci@gvsu.edu

- 5b. Use of Animals
Yes
No

Any questions, please contact the Office of Research Compliance and Integrity at 616-331-3197 / rci@gvsu.edu

- 5c. Biosafety
Yes
No

Any questions, please contact the GVSU Director if Lab Safety at 616-331-8628 / seufertj@gvsu.edu

- 5d. Radiation Safety / Laser Safety
Yes
No

Any questions, please contact the GVSU Director if Lab Safety at 616-331-8628 / seufertj@gvsu.edu

- 5e. Laboratory Research/Field Research/Environmental Health & Safety
Yes
No

Any questions, please contact the GVSU Director if Lab Safety at 616-331-8628 / seufertj@gvsu.edu

6. Other Considerations

Note - When you answer YES to a question, you will be prompted to provide further information.

- 6a. Research Information Technology
Yes
No

If you have questions about research IT requirements, please contact Eric Bellmore, Director of Academic Research Computing/ bellmore@gvsu.edu.

- 6b. Facilities
Yes
No



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If you have questions about facilities requirements, please contact Facilities Services (Allendale: 616-331-3000 /servicef@gvsu.edu; Grand Rapids/Regional Centers: 616-331-6700 / doper@gvsu.edu).

- 6c. Human Resources
Yes
No

Any questions, please contact Human Resources at 616-331-2215 / hro@gvsu.edu

- 6d. Student Housing
Yes
No

Any questions, please contact Housing & Residence Life at 616-331-2120 / housing@gvsu.edu

- 6e. Course Instruction at New Location
Yes
No

Any questions, please contact the Office of the Provost at 616-331-2400 / gvsuprovost@gvsu.edu

8. Export Controls

Note - When you answer YES to a question, you will be prompted to provide further information.

- 8a. Controlled Technology/Information
Yes
No
Unsure

- 8b. Involvement of Foreign Nationals
Yes
No
Unsure

- 8c. International Work/Travel/Shipments
Yes
No
Unsure

- 8d. Foreign Entity Support
Yes
No
Unsure

- 8e. Sponsor-Imposed Restrictions



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Yes
No
Unsure

9. Attachments / Comments

9a. Attachments

- Project narrative (required)
- Budget Excel spreadsheet (required)
- Budget justification (required)
- Other documents that will support the internal approval process

9b. Comments

[Optional] If you would like to include any additional comments to OSP regarding your submission, please enter them here.