

myProposals Aggregators: Completing the Compliance and Abstract/Attachments Tab

Compliance Tab

Complete the **Compliance** tab if you have any of the following compliance considerations:

- Human Subjects
- Animal Subjects
- PHS Regulation on Conflict of Interest (FCOI)
- Hospital/Clinic/MRI Center (UIC only)
- Biological Safety (including Select Agents and rDNA)

For more information on Human Subjects Research review the following websites:

- UIUC <https://oprs.research.illinois.edu/about-oprs-irb>
- UIC <http://research.uic.edu/compliance/irb>

Step	Task
1.	Click the Add Compliance Entry button.
2.	Select the compliance Type .
3.	Select the Approval Status . UIC only NOTE: For all New and Competitive Renewal Applications, Human and Animal status must be <i>Pending</i> .
4.	If approved, enter applicable information including Protocol Number, Application Date, Approval Date, Expiration Date, Exemption # , and/or Comments (optional).
5.	Click the Add Entry button.
6.	Repeat the above steps to add more Compliance entries (optional).
7.	Click the Save and Continue button to advance to the next screen.

Abstracts & Attachments Tab

An abstract is required with every **myProposals** submission. This field is intended to provide a general synopsis of the proposal from which research keywords can be collected to improve data collection and reporting that will in turn promote inter-disciplinary research.

Abstracts - The maximum number of **Abstracts** for a proposal is one.

Step	Task
1.	Click the Add Abstract button.
2.	Select an Abstract Type .
3.	Enter Abstract Details . NOTE: You can copy and paste Abstract Details from another document.
4.	Click the Add button.
5.	Click the Save button.

Attachments

Step	Task
1.	Click the Upload & Add button.
2.	Locate and click on the attachment.
3.	Click the Open button.
4.	Select the Type .
5.	Enter a Description (optional).
6.	Click the view/edit rights button to modify access to the document for each person added to this proposal (optional). NOTE: By default, all persons added to the proposal have Modify access to attachments.
7.	Repeat these steps to add additional Attachments (optional).
8.	Click the Save and Continue button to advance to the next screen.