

Getting Started in ESPR

Overview

The Electronic Sponsored Projects Request (ESPR) system is a proprietary Northwestern University application designed to capture information regarding post-submission and post-award requests and route it electronically for approvals. As of 2015, this system fully replaced request/approval processing previously performed using paper and scanned copies of OSR forms.

In order to accommodate various request types, ESPR's dynamic forms change to indicate what information is required for each request type. Some information (e.g. Proposal title, PI info) can be pre-populated into an ESPR request based on the InfoEd Proposal Number (SP#) associated with the request. Additional information is typed in or uploaded in a variety of file formats. It is important to note that while some basic information from InfoEd can be utilized in ESPR, ESPR is essentially a stand-alone application. That is, once data is brought into ESPR from InfoEd for use on a request, that information is fixed and will not dynamically update if anything changes in the associated InfoEd record. At the same time, nothing is exported from ESPR that would impact data in any other system.

Accessing ESPR

ESPR is a web-based application that can be accessed by anyone with a valid Northwestern University NetID and password at the following URL:

<https://www.espr.northwestern.edu/>.

NOTE: If you are logging in from off-campus, you will first need to sign in to VPN. Information about using VPN can be found on NUIT's website:

<http://www.it.northwestern.edu/oncampus/vpn/>

Request Types Supported in ESPR

The following types of requests should be submitted to OSR using ESPR:

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| <ul style="list-style-type: none"> • Award Relinquishment / Transfer • Budget <ul style="list-style-type: none"> ○ Carry-forward of Unobligated Balance ○ Open New Budget Categories ○ Revised Budget for an Award ○ Revised Budget for Submitted Proposal • Data Use Agreement • Fabricated Equipment • Material Transfer Agreement • No Cost Extension • Non-Disclosure Agreement * | <ul style="list-style-type: none"> • Personnel <ul style="list-style-type: none"> ○ Effort Change for PI or Other Key Personnel ○ Extended Absence of PI ○ PI or Co-I Change ○ Change of Department • Prespending <ul style="list-style-type: none"> ○ Original Award ○ Continuation Year • Subcontract <ul style="list-style-type: none"> ○ Request to Issue New Subaward ○ Subaward Amendment • Withdraw Proposal |
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* Non-Disclosure Agreements (NDA) - also called Confidential Disclosure Agreements (CDA) - for clinical trials should NOT be entered in ESPR. Contact your OSR Contracts Officer directly for this type of agreement. For more information about CDA's and Industry-sponsored Clinical Trials, visit: <http://www.invo.northwestern.edu/forms/guidelines-confidentiality-agreements> or <http://osr.northwestern.edu/clinical-research/industry>