



On-Line Nominations for EPA Scientific and Technological Achievement Awards (STAA): User Manual

**January 2016
LCG, Inc.**

Table of Contents

Introduction	3
Multi-Factor Authentication and Authorization User Manual	4
Revision Sheet	5
Startup	6
Creating an Account	7
Login and Multi-Factor Authentication	9
MFA Conclusion	11
Nomination Form User Manual	12
Revision Sheet	13
Roles, Permissions and Restrictions	14
STAA Workflow	17
Startup	18
STAA Dashboard	20
STAA Nomination Form	21
Completing the Nomination Form	22
Uploading Contributory Author Record of Percentage Agreements	23
Publications Tab	24
Supplemental Items	25
Nomination Justifications	27
Submitting the Nomination Form	29
Form Validation and the Error Panel	30
Guide for Nominating Officials (Nominator)	31
Nominator Email	31
Attesting Nominations	32
Guide for STAA Coordinators (Coordinator)	33
Coordinator Email	33
Finalizing Nominations	34
Hints and Help	35
History Logs	35

Introduction

This training manual guides new users through the use of EPA STAA – the web application for the *EPA Scientific and Technological Achievement Awards*. Using STAA, Applicants may submit publications to the EPA Science Advisory Board (SAB) for award consideration.

The manual is broken into two main sections. First is a guide to multi-factor authentication and authorization for the purpose of logging into EPA STAA. The use of multi-factor authentication and authorization enables the submission and processing of publications using a standard web browser. Second is a guide to completing the nomination form within EPA STAA. Users are introduced to navigating and filling out the nomination form.

If you have any questions, please contact the Help Desk at email: STAA_Help@grantreview.org or telephone: 1-866-424-2637, 9am ET - 6pm ET Weekdays. The Help Desk is staffed **through-out the year**.



EPA STAA Multi-Factor Authentication and Authorization (MFA)

Revision Sheet

Release	Date	Description
1.0	1/25/2016	

Startup

To start the STAA web application, open your web browser and enter one of the following URLs in the web address:

Production:

<https://grantsolutions.gov/staa>

UAT:

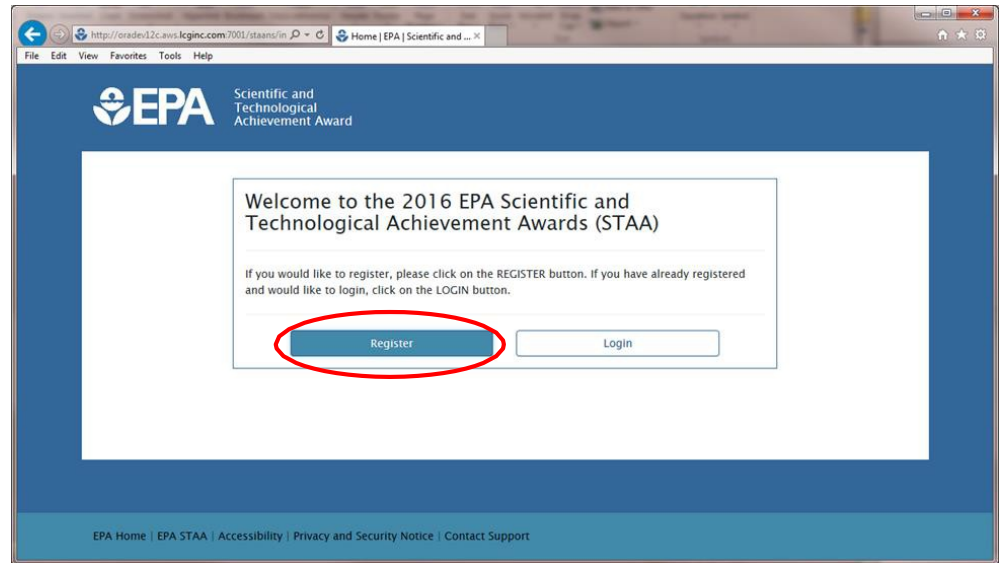
<https://stage.grantsolutions.gov/staa/index.html>

DEV:

<http://oradev12c.aws.lcginc.com:7001/staans/index.html>

Remove UAT and DEV URLs before final publication.

You will see the EPA STAA Welcome page



Creating an Account

To create an account, new users must follow the steps described below.

1. Click on the **Register** button. This will take you to the Registration Primary Email verification page.
2. Enter your primary email address, **which must be an EPA email address**, and click the **Send Verification Email** button.
3. Check your EPA email account. You should have received an email with the subject *Primary Email Address Confirmation*. This email contains your verification code.
4. Open this email and copy the verification code.
5. Return to STAA and paste the verification code into the dialog box and click the **Verify** button.

Registration Primary Email

EPA STAA uses email as a primary way of communication. Please provide an email address that we can best reach you. You will then need to Check your email to look for a message from EPA STAA providing you with a verification code, which you will need to complete the next step.

Fields with * are required.

Primary Email *

(Only @epa.gov emails will be accepted for registration.)

Registration Verify Primary Email

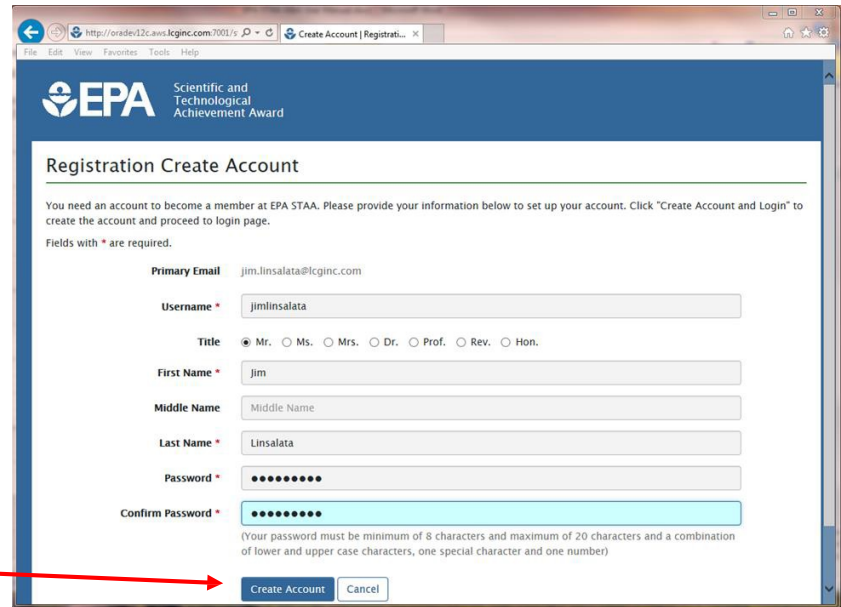
We sent an email with a verification code to the email address you provided in the last step. Look for the email. Copy the entire verification code from within the email and paste it in the following box, then click "Verify".

Fields with * are required.

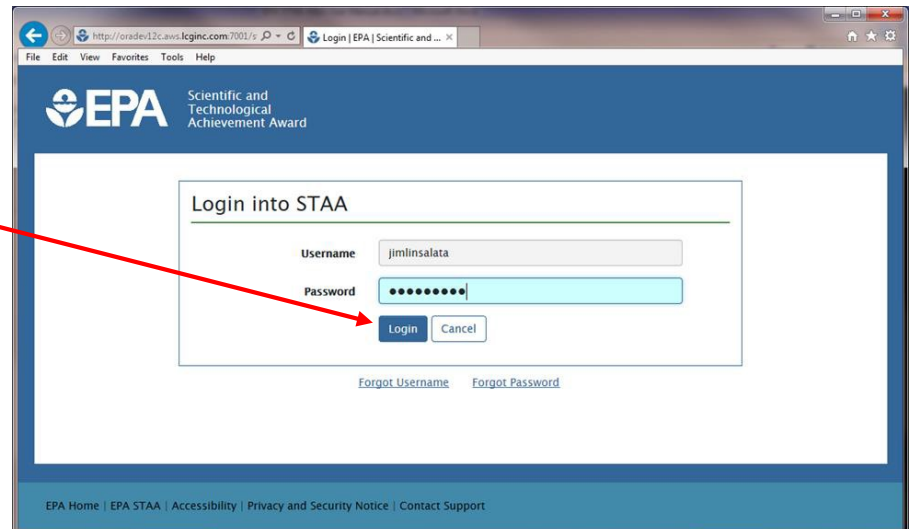
Verification Code *

Creating an Account Continued

6. After verification, you will be prompted to enter your personal account information as shown in. When you are finished entering your personal information, click the **Create Account** button. This will create your account and open the login page.
7. Enter your username and password and click the **Login** button.



The screenshot shows the 'Registration Create Account' page. The EPA logo and 'Scientific and Technological Achievement Award' text are at the top. Below the heading, a message states: 'You need an account to become a member at EPA STAA. Please provide your information below to set up your account. Click "Create Account and Login" to create the account and proceed to login page.' A note says 'Fields with * are required.' The form includes fields for 'Primary Email' (jlm.linsalata@lcginc.com), 'Username *' (jmlinsalata), 'Title' (radio buttons for Mr., Ms., Mrs., Dr., Prof., Rev., Hon.), 'First Name *' (jim), 'Middle Name' (empty), 'Last Name *' (Linsalata), 'Password *' (masked with dots), and 'Confirm Password *' (masked with dots). A note below the password fields states: '(Your password must be minimum of 8 characters and maximum of 20 characters and a combination of lower and upper case characters, one special character and one number)'. At the bottom are 'Create Account' and 'Cancel' buttons. A red arrow points from the 'Create Account' button to the 'Login' button on the next screenshot.



The screenshot shows the 'Login into STAA' page. The EPA logo and 'Scientific and Technological Achievement Award' text are at the top. Below the heading, there are fields for 'Username' (jmlinsalata) and 'Password' (masked with dots). At the bottom are 'Login' and 'Cancel' buttons. Below the buttons are links for 'Forgot Username' and 'Forgot Password'. At the very bottom, a footer contains links: 'EPA Home | EPA STAA | Accessibility | Privacy and Security Notice | Contact Support'. A red arrow points from the 'Login' button to the 'Forgot Password' link.

Login and Multi-Factor Authentication

After entering your username and password, you will be required to complete multi-factor authentication (MFA). Multi-factor authentication is a security system that requires more than one method of authentication from independent categories of credentials to verify the user's identity.

1. Set up an authentication method from the links on the right side of the screen. You may ultimately want to setup all three methods, but the easiest is **Setup Text Message**, which will send a verification code to your wireless telephone as a SMS text message.

The screenshot shows the 'Multi-Factor Authentication Methods' page on the EPA website. The page header includes the EPA logo and the text 'Scientific and Technological Achievement Award' and 'Welcome jiminsalata Logout'. The main content area explains that users need to select an authentication method and enter a verification code. It lists three methods: Google Authenticator, Text Message, and Voice Callback. On the right side, there are links for 'Setup Google Authenticator', 'Setup Text Message', and 'Setup Voice Callback'. Below the list, there is a 'Send Verification Code' button. At the bottom, there is a 'Verification Code' input field and a 'Verify' button. The footer contains links for 'EPA Home', 'EPA STAA', 'Accessibility', 'Privacy and Security Notice', and 'Contact Support'.

The screenshot shows the 'Multi-Factor Authentication Text Message Setup' page on the EPA website. The page header includes the EPA logo and the text 'Scientific and Technological Achievement Award' and 'Welcome jiminsalata Logout'. The main content area explains that users need to enter their full 10 digit cell phone number and select their phone carrier from a dropdown list. It also mentions that carrier charges may apply. Below the instructions, there is a 'Phone Number' input field with the value '1234567890' and a 'Phone Carrier' dropdown menu with the value '3 River Wireless'. A red circle highlights the 'Send Verification Code' button. The footer contains links for 'EPA Home', 'EPA STAA', 'Accessibility', 'Privacy and Security Notice', and 'Contact Support'.

Login and Multi-Factor Authentication Continued

2. Enter your wireless telephone number and your wireless carrier (select Other Carriers if your wireless carrier is not listed in the drop down menu) and click **Send Verification Code**.
3. Your phone will receive a text message containing a six digit code. Enter the six digit code into the verification dialog box and click **Verify**.
4. You should then see the MFA success message and you can continue onto the STAA Dashboard.

Multi-Factor Authentication Text Message Verification

Your cell phone number has been enrolled for the Multi-Factor Authentication. A verification code has been sent to the provided number via text message. Please enter that code in the verification code textbox and click "Verify" to finish text message verification setup.

Fields with * are required.

Phone Number 5712458153

Phone Carrier vmobl.com

Verification Code * 712487

Verify

Multi-Factor Authentication Success

Authentication was successful. Please return to the [login page](#).

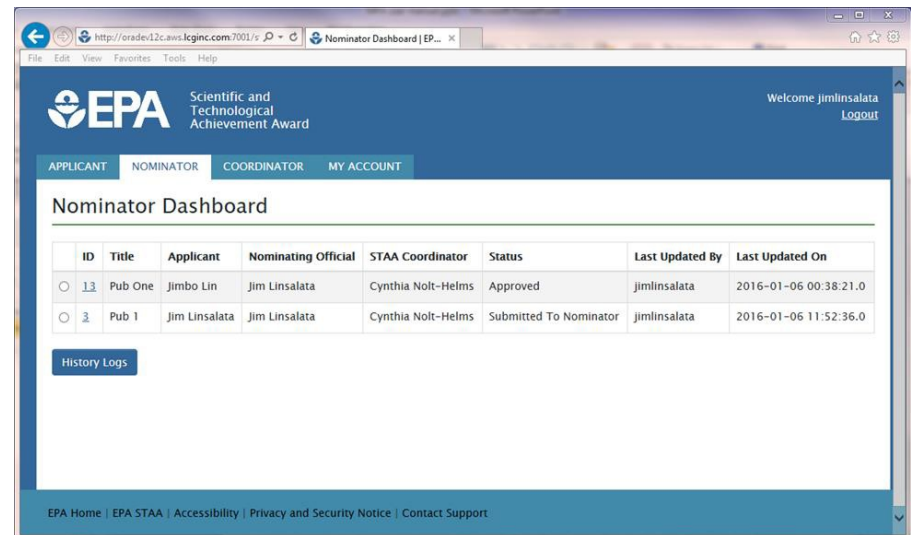
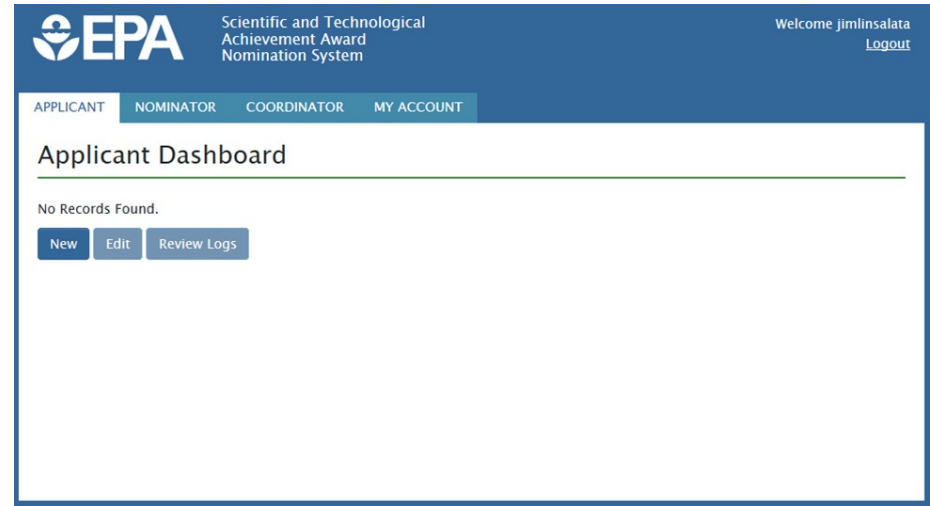
MFA Conclusion

After you complete MFA, the Dashboard will be displayed.

For Applicants, the Dashboard should, initially, be blank (**No Records Found**) because you have not yet entered your STAA nomination.

For Nominators and Coordinators, the Dashboard may not be blank as nominations may have already been assigned in their workflow, even before they have registered.

At this point, Applicants can start a new nomination, which is explained in the EPA STAA Nomination Form User Guide. Also, Nominators and Coordinators may select a nomination from their Dashboard for vetting.





EPA STAA Nomination Form

Revision Sheet

Release	Date	Description
0.1	12/2/2015	Initial draft
0.2	12/10/2015	Added Roles, Permissions and Restrictions
0.3	1/5/2016	STAA replacement
0.3a	1/7/2016	Split into two documents 1) MFA and 2) Nomination form
0.4	1/22/2016	Minor clarifications regarding required fields

Roles, Permissions and Restrictions

Your work in STAA is categorized according to your role within the STAA workflow as defined below.

Applicant (default) This is the author or the author's representative who is submitting the publication(s) for award consideration via this electronic nomination form.

Nominating Official (Nominator) This is the EPA staff who reviews a given nomination and formally submits the nomination for an award. For ORD, this is an Applicant's Division Director. For other offices within EPA, this is the immediate supervisor.

STAA Coordinator (Coordinator) This is the EPA staff member who coordinates the STAA program and forwards nominations to the SAB. For 2016, this is Cynthia Nolt-Helms (nolt-helms.cynthia@epa.gov; 703-347-8102).

Your permissions to enter data into the nomination form are a function of your role. You will see the "edit denied" icon (🚫) whenever you cannot edit the field or form.

Roles, Permissions and Restrictions Continued

There are two types of permission restrictions: 1) field-level and 2) form-level.

For example, field-level restrictions are implemented on the **Checklist** tab and the **Citation** tab.

The screenshot shows the 'Nomination Checklist' form in the EPA STAA system. The 'Checklist' tab is selected and highlighted with a red circle. The form includes a progress bar at 20% and a status of 'Returned By Nominator'. It contains an 'Eligibility Checklist' with five items, all of which are checked. Below this, there are sections for 'Nominating Official' and 'STAA Coordinator', each with fields for Name, Professional Title, and Email. The 'Nominating Official' fields are filled with 'Jim', 'CHIEF', and 'JIM.LINSALATA@LCCINC.COM'. The 'STAA Coordinator' fields are filled with 'Cynthia', 'Nolt-Helms', and 'Nolt-Helms.Cynthia@epa.gov'. At the bottom, there are 'Save Draft', 'Save and Continue', and 'Close' buttons. A 'Back to Top' link is also present.

EPA Home | EPA STAA | Accessibility | Privacy and Security Notice | Contact Support

The screenshot shows the 'Nomination Citation' form in the EPA STAA system. The 'Citation' tab is selected and highlighted with a red circle. The form includes a progress bar at 90% and a status of 'Returned By Nominator'. It contains a section for 'IX. Citation' with a text area for the citation. Below this, there are sections for 'Nominating Official's Comments' and 'STAA Coordinator's Comments', each with a text area for comments. The 'Nominating Official's Comments' text area is filled with 'This is nominator comments'. The 'STAA Coordinator's Comments' text area is empty. At the bottom, there are 'Save Draft', 'Submit', and 'Close' buttons. A 'Back to Top' link is also present.

EPA Home | EPA STAA | Accessibility | Privacy and Security Notice | Contact Support

Roles, Permissions and Restrictions Continued

The table below outlines the **Citation** tab field-level restrictions according to the associated role.

Role	Data Entry Restricted to this Field on the Citation Tab
Applicant only	Citation field
Nominator only	Nominating Official's comments and checkbox
Coordinator only	STAA Coordinator's comments

The table below outlines form-level restrictions applied to the entire nomination form and enforced depending upon the status of the form and your role.

STAA Form-Level Roles and Permissions	Applicant	Nominator	Coordinator
Draft	Read and Write		
Submitted to Nominator	Read only	Read and Write	
Submitted to Coordinator	Read only	Read only	Read and Write
Returned by Coordinator to Nominator	Read only	Read and Write	Read only
Returned by Nominator to Applicant	Read and Write	Read only	Read only
Approved	Read only	Read only	Read only

STAA Workflow

At its simplest, the STAA workflow is:

Applicant → Nominator → Coordinator → SAB

Nominations can also be returned, i.e. the workflow can also be reversed:

Applicant ← Nominator ← Coordinator

Startup

To start the STAA web application, open your web browser and enter the following URL in the address:

UAT:

<https://stage.grantsolutions.gov/staa/index.html>

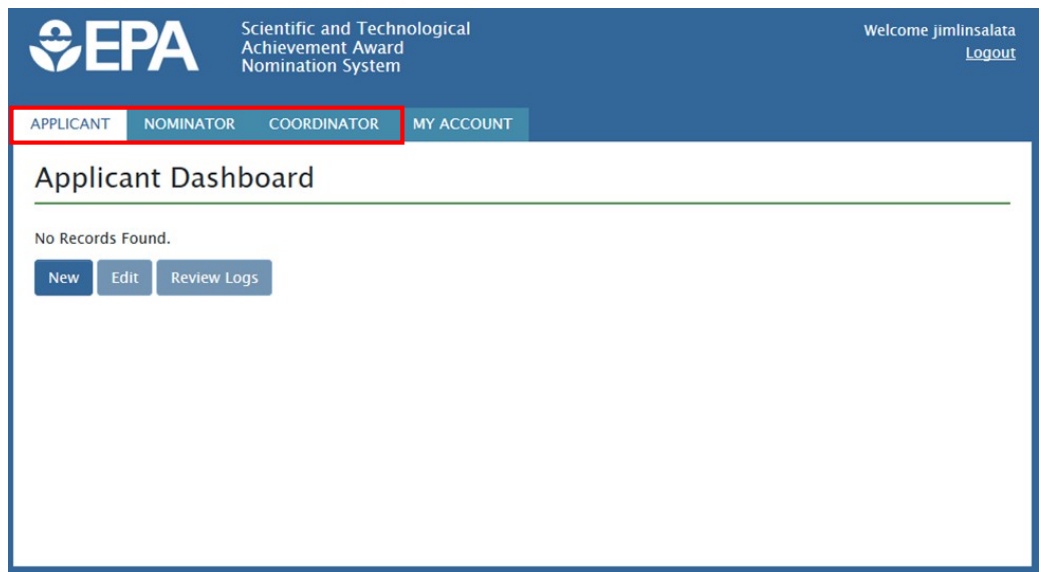
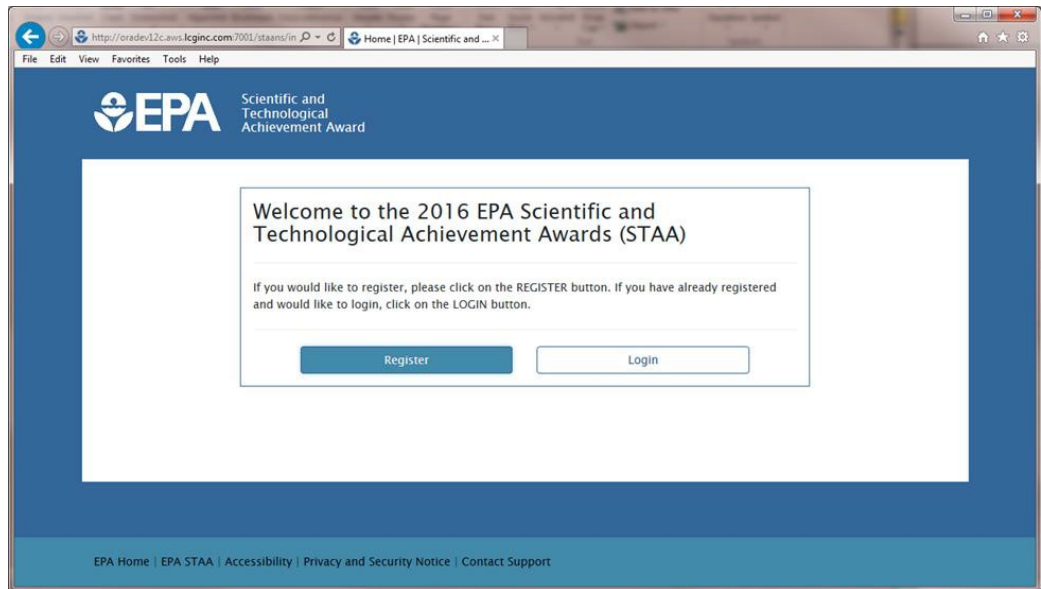
DEV:

<http://oradev12c.aws.lcginc.com:7001/staans/index.html>

Remove UAT and DEV URLs before final publication.

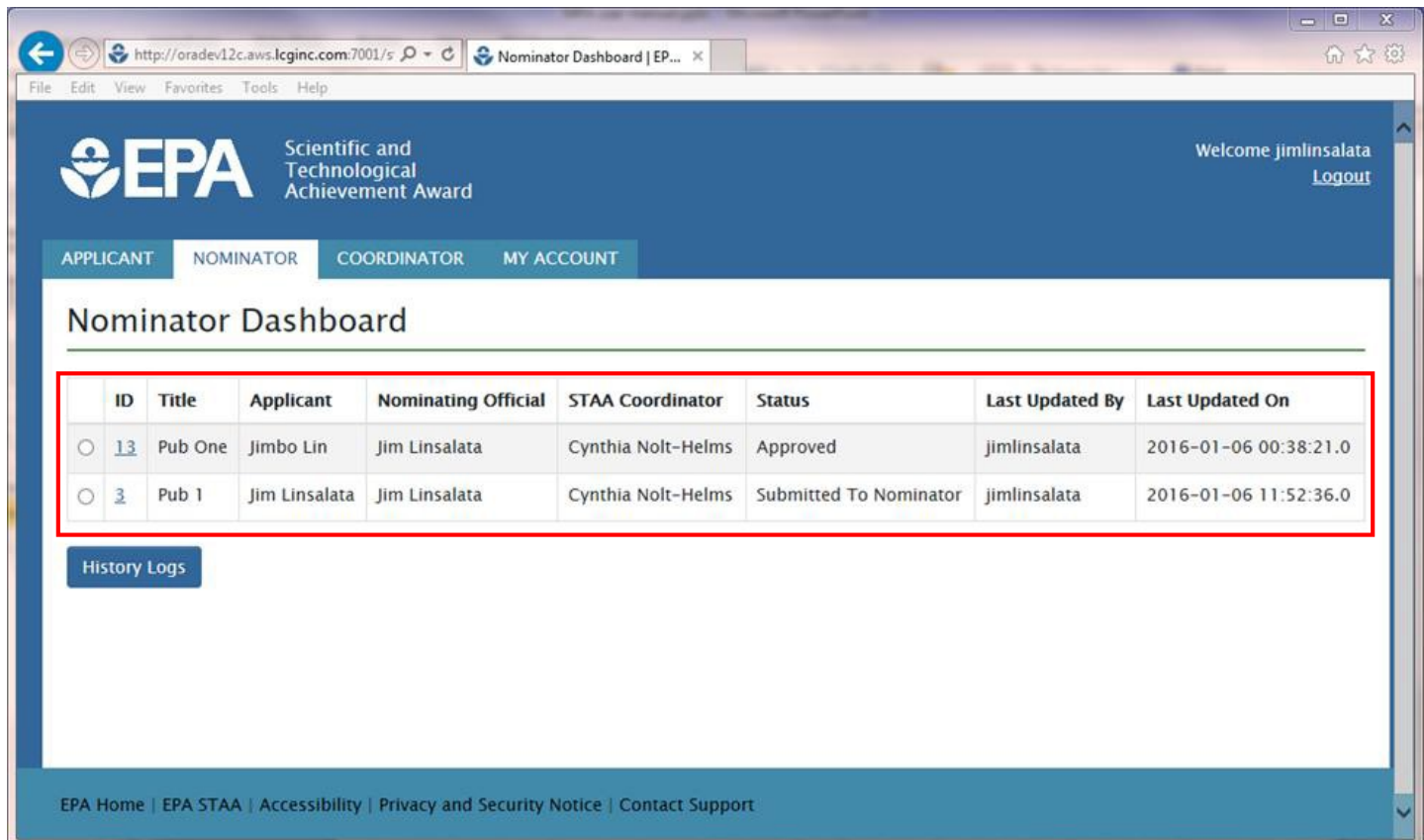
You will see the EPA STAA Welcome Page shown in which allows you to login or register. Please see [User Manual For Multifactor Authentication and Authorization \(MFA\)](#) for complete login and registration instructions.

After login, you will be shown your STAA Dashboard, which should be blank (No Records Found) because you have not yet entered your STAA nomination.



Startup Continued

The dashboard may not be blank for Nominators or Coordinators, since they may have already been assigned nominations, even before registration.



The screenshot shows a web browser window displaying the EPA Nominator Dashboard. The browser's address bar shows the URL <http://oradev12c.aws.lcginc.com:7001/s>. The dashboard header includes the EPA logo, the text "Scientific and Technological Achievement Award", and a welcome message "Welcome jimlinsalata" with a [Logout](#) link. Below the header, there are four tabs: "APPLICANT", "NOMINATOR" (which is selected), "COORDINATOR", and "MY ACCOUNT". The main content area is titled "Nominator Dashboard" and contains a table of nominations. The table has eight columns: ID, Title, Applicant, Nominating Official, STAA Coordinator, Status, Last Updated By, and Last Updated On. There are two rows of data. The first row has ID 13, Title Pub One, Applicant Jimbo Lin, Nominating Official Jim Linsalata, STAA Coordinator Cynthia Nolt-Helms, Status Approved, Last Updated By jimlinsalata, and Last Updated On 2016-01-06 00:38:21.0. The second row has ID 3, Title Pub 1, Applicant Jim Linsalata, Nominating Official Jim Linsalata, STAA Coordinator Cynthia Nolt-Helms, Status Submitted To Nominator, Last Updated By jimlinsalata, and Last Updated On 2016-01-06 11:52:36.0. Below the table is a "History Logs" button. The footer of the dashboard includes links to EPA Home, EPA STAA, Accessibility, Privacy and Security Notice, and Contact Support.

ID	Title	Applicant	Nominating Official	STAA Coordinator	Status	Last Updated By	Last Updated On
13	Pub One	Jimbo Lin	Jim Linsalata	Cynthia Nolt-Helms	Approved	jimlinsalata	2016-01-06 00:38:21.0
3	Pub 1	Jim Linsalata	Jim Linsalata	Cynthia Nolt-Helms	Submitted To Nominator	jimlinsalata	2016-01-06 11:52:36.0

[History Logs](#)

EPA Home | EPA STAA | Accessibility | Privacy and Security Notice | Contact Support

STAA Dashboard

The STAA Dashboard shows the status of your nomination and your workflow activities.

The dashboard provides links to edit existing nominations and also allows you to start a new nomination.

To start a new nomination, click the **New** button (underneath and to the left of the dashboard).

This will open a blank nomination form for input starting at the **General Information** tab

The screenshot shows the EPA Scientific and Technological Achievement Award nomination form. The top navigation bar includes the EPA logo, the award name, and a user welcome message. Below this is a tabbed interface with 'General' selected and circled in red. The form is titled 'Nomination General' and shows a progress bar at 10%. The 'General Information' section includes fields for Research Category Primary (Environmental Statistics), Research Category Secondary (Review Articles), Laboratory/Office Name (Jim's Lab), Mailing Address Street (1400 Key Blvd), City (Arlington), State (Virginia), and Zip Code (22209). The Principal Author Contact section includes Name (Jim Linsalata), Telephone (5712458153), and Email (jim.linsalata@fcginc.com). The 'Nomination Information' section includes a list of publications (Pub 1) and a checkbox for supplemental items. The form ends with 'Save Draft', 'Save and Continue', and 'Close' buttons.

Scientific and Technological Achievement Award

Welcome jim.linsalata Logout

APPLICANT NOMINATOR COORDINATOR MY ACCOUNT

Nomination General

General Checklist Authors Publications Supplemental Justification 1 Justification 2 Justification 3 Citation

Status: Returned By Nominator

10%

I. General Information:

See <http://www.epa.gov/research/scientific-and-technological-achievement-award-staa> Nomination Procedures and Guidelines.html for information necessary to complete this form. This form contains sensitive personnel information which must be safeguarded against unauthorized disclosure.

Fields with * are required.

Nomination Id 1

Research Category Primary * Environmental Statistics

Research Category Secondary Review Articles

Laboratory/Office Information

Laboratory/Office Name * Jim's Lab

Mailing Address Street * 1400 Key Blvd

City * Arlington

State * Virginia Zip Code * 22209

Principal Author Contact

Name * Jim Linsalata

Telephone * 5712458153

Email * jim.linsalata@fcginc.com
(Email address must be @epa.gov)

II. Nomination Information

Please list the title of each nominated publication (up to three publications):

Note: For publication titles use "Initial Caps" format. For example, "Effect of Benzene on Adult Population."

1 * Pub 1

2

3

Are you going to attach supplemental items? * ☒ Yes ☐ No

Save Draft Save and Continue Close

STAA Nomination Form

The STAA nomination form is a standard web form that collects the information necessary to submit your publication for a STAA award.

The nomination form is divided into sections that are accessed by tabs across the top of the web pages. These tabs are described in the table to the right. Clicking on a tab will take you to that section.

You may also use the **Save and Continue** button at the bottom right to move forward to the next section. The **Save Draft** button on the bottom left simply saves the data without advancing to the next section.

Both the **Close** button at the bottom right and the **Logout** link at the top right will exit the application after confirmation of the “are you sure?” popup message. This should keep you from exiting without saving.

Tab	Description
General	Initial information to get your nomination started such as research category, contact information and publication title.
Checklist	Lists the award criteria to make sure that your publication is eligible. Also inputs workflow information for your Nominating Official and STAA Coordinator.
Authors	This is where you list the publication’s authors. Use the Add Author button to expand the page for additional authors. You may want to gather your author’s information, especially the % of Total Effort before you attempt this tab.
Publications	This tab collects detailed information about when and where your publication was published. You can submit a maximum of three publications using the Add Publication button.
Supplemental	Supplemental allows you to upload documents for submission to the SAB. At the least, your publication itself must be uploaded for the nomination to be complete. The publication must be attached at Supplemental Tab.
Justification 1, 2, 3	The Justification tabs ask you to describe the scientific/technological significance and the impact to EPA of your publication. Each text area has a maximum of 16000 characters including spaces, which is about a page and a half. TIP: you may want to write and save your responses in a word editing application and then paste into the text areas.
Citation	The Citation tab lets the Applicant enter the wording to be used on the actual certificate. The citation text area is limited to 120 characters, including spaces. The Submit button at the bottom of the Citation tab moves the nomination forward in the workflow.

Completing the Nomination Form

The fields on the nomination form are mostly self-explanatory, but a few are described in the table below. Also, many of the fields have an online Hint icon (?) to help you complete the form.

Field	Description
Nomination ID	This is a read-only auto-generated number that is used to identify your nomination.
Research Category, Primary	Pick the category that best fits your research from the drop-down menu
Do you have the REQUIRED "Record of Percentage Agreement" for attachment?	Choose Yes here to upload the contributory author's Record of Percentage Agreement.
Are supplemental items attached?	Choose Yes here to upload or link your publication or any other supplemental documents.
Eligibility Checklist	Check the checkboxes to verify that you/your publication meets the criteria for the STAA program.
Nominating Official	EPA staff who proposes your publication to the STAA and also vets your nomination form.
STAA Coordinator	EPA staff who forwards the publications to the SAB.

Tips

Review the award criteria to make sure the publication qualifies.

Carefully prepare the justifications for the nomination. You might consider composing your justifications in a word processing program and save for copy-and-paste into the online nomination form.

Only plain text is accepted in all text fields.

Your publication must be uploaded on the Supplemental Items page.

A Record of Percentage Agreement for each contributory author must be uploaded on the Author tab.

Prepare a citation of 120 characters or fewer, including spaces, in a word processing application. Consider your wording carefully, since this citation will be used on the certificate if a STAA award is won.

You will not be able to move your nomination forward to the Nominator until all errors have been corrected.

Uploading Contributory Author Record of Percentage Agreements

Each contributory author must be onboard with your estimate of the Percent of Total Effort. As verification, you are required to upload the authors' statement of agreement. After you receive the contributory authors' agreements, please convert or scan them into a standard file type, for example, PDF.

The steps to enter a contributory author are as follows:

1. Click the Author tab to move to the Author page.
2. Click the **Save and Add New Author** button.
3. Enter the author's personal information.
4. Choose Yes on the Author tab to: *Do you have the REQUIRED "Record of Percentage Agreement" for attachment?* This will trigger a file upload dialog. Browse to the file location and select the file to open.
5. Click the **Save Draft** button. This will trigger a popup to confirm the upload. Click OK.
6. You can either add another author or **Save and Continue**.

The screenshot displays the EPA nomination system interface. At the top, the EPA logo and 'Scientific and Technological Achievement Award' are visible. The navigation bar includes 'APPLICANT', 'NOMINATOR', 'COORDINATOR', and 'MY ACCOUNT'. The 'Authors' tab is highlighted with a red circle. Below the tabs, the 'Principal Author' section is shown with fields for Name, Salutation, Professional Title, Organization, Email Address, Mailing Address Street, City, State, Zip Code, % of Total Effort, At time of research was, and Separation Date. The 'Contributing Author 1' section follows, with similar fields. A red circle highlights the 'Save and Add New Author' button at the bottom. Another red circle highlights the 'Save and Continue' button at the bottom right.

Publications Tab

The **Publications** tab automatically generates fillable forms based on information entered in the **General Information** tab.

In the **Nomination Information** section of the **General Information** tab, Applicants enter publication titles for the publication(s) being submitted.

The **Publications** tab will automatically generate a fillable form based on each publication title entered in the **Nomination Information** section of the **General Information** tab, and the **Publication Title** will be automatically filled in.

Applicants must then fill in the remaining fields to continue.

The screenshot shows the 'Publications' tab selected in a nomination form. The top navigation bar includes 'APPLICANT', 'NOMINATOR', 'COORDINATOR', and 'MY ACCOUNT'. The main heading is 'Nomination Publications'. Below this is a tabbed interface with 'General', 'Checklist', 'Authors', 'Publications' (highlighted with a red circle), 'Supplemental', 'Justification 1', 'Justification 2', 'Justification 3', and 'Citation'. A progress bar indicates 40% completion. The status is 'Draft'. The section is titled 'VI. Nominated Publications'. A note states: 'Note: For publication titles use "Initial Caps" format. For example, "Effect of Benzene of Adult Population". Fields with * are required.' The form is for 'Publication 1'. It contains several required fields: 'Publication Title *' (highlighted with a red rectangle), 'Publication Date *' (with a placeholder 'mm/dd/yyyy'), 'Journal/Publication Method *', 'Principal Author (First Initial, Last Name) *' (split into 'First Initial' and 'Last Name' fields), and 'Contributing Author(s)' (with a note '(Separate names with a comma)'). At the bottom, there are fields for 'Volume', 'Pages', 'Citation 1/2 Life', 'Number', 'Immediately Index', and 'Impact Factor'. The bottom navigation bar includes 'Save Draft', 'Save and Continue', and 'Close' buttons.

APPLICANT NOMINATOR COORDINATOR MY ACCOUNT

Nomination Publications

General Checklist Authors **Publications** Supplemental Justification 1 Justification 2 Justification 3 Citation

Status: **Draft**

40%

VI. Nominated Publications

Note: For publication titles use "Initial Caps" format. For example, "Effect of Benzene of Adult Population".
Fields with * are required.

Publication 1

Publication Title *

Publication Date *
(mm/dd/yyyy)

Journal/Publication Method *

Principal Author (First Initial, Last Name) *

Contributing Author(s)
(Separate names with a comma)

Complete as appropriate.

Volume	<input type="text"/>	Number	<input type="text"/>
Pages	<input type="text"/>	Immediately Index	<input type="text"/>
Citation 1/2 Life	<input type="text"/>	Impact Factor	<input type="text"/>

Supplemental Items

All supplemental information sent to journals to support the nominated publication(s) must be included in the nomination package. This information can be added in the **Supplemental** tab.

Additional supplemental material includes documents and links. To add a document click the **Add Document** button. To add a link click the **Add Link** button. **File names and descriptions are required.**

When all supplemental materials have been uploaded, click **Save and Continue**.

Additional documents may include patent documents, other publications relating to the nominated publication's achievement, other publications from the series but not part of the nomination, or selected excerpts or abstracts from other sources relevant to the achievement. Previously submitted journal articles can also be used as supplemental items.

The screenshot shows the EPA Scientific and Technological Achievement Award Nomination System interface. The top navigation bar includes the EPA logo, the system name, and a user welcome message 'Welcome jimlinsalata' with a 'Logout' link. Below this is a secondary navigation bar with tabs for 'APPLICANT', 'NOMINATOR', 'COORDINATOR', and 'MY ACCOUNT'. The main heading is 'Nomination Supplemental'. A horizontal tab bar contains 'General', 'Checklist', 'Authors', 'Publications', 'Supplemental' (which is circled in red), 'Justification 1', 'Justification 2', 'Justification 3', and 'Citation'. Below the tabs, a progress bar shows '50%' completion. The section is titled 'VII. Supplemental Items' with a status of 'Draft'. A text block explains that all supplemental information sent to journals should be included and provides instructions on using 'Add Document' or 'Add Link' buttons, noting a 50 MB upload limit. A table lists two items: 'Test' (a test document) and 'http://www.epa.gov' (a test link), both added by 'jimlinsalata' on '2015-12-02'. At the bottom, 'Add Document' and 'Add Link' buttons are circled in red, along with 'Save and Continue' and 'Close' buttons. A 'Back to Top' link is at the very bottom.

APPLICANT NOMINATOR COORDINATOR MY ACCOUNT

Nomination Supplemental

General Checklist Authors Publications **Supplemental** Justification 1 Justification 2 Justification 3 Citation

Status: Draft

50%

VII. Supplemental Items


Please list each supplemental item attached to this nomination. Note that **ALL** supplemental information that was sent to journals for the nominated publication(s) should be included. If available, provide internet links rather than attaching large files to this nomination. Click the "Add Document" or "Add Link" buttons to upload additional items or links as needed. Maximum upload size is 50 MB.

	Document Name or Link	Description	By User	Date	Size
Remove	Test	This is a test document.	jimlinsalata	2015-12-02	75
Remove	http://www.epa.gov	This is a test link.			

[Add Document](#) [Add Link](#) [Save and Continue](#) [Close](#)

[Back to Top](#)

Supplemental Items Continued

Scientific and Technological
Achievement Award
Nomination System

Welcome jimlinsalata
[Logout](#)

APPLICANTNOMINATORCOORDINATORMY ACCOUNT

Nomination Supplemental

GeneralChecklistAuthorsPublicationsSupplementalJustification 1Justification 2Justification 3Citation

Status: Draft

50%

Add Document

Fields with * are required.


Document Name *

Description *

File * [Browse...](#)

[Add Document](#) [Close](#)

[Back to Top](#)

Scientific and Technological
Achievement Award
Nomination System

Welcome jimlinsalata
[Logout](#)

APPLICANTNOMINATORCOORDINATORMY ACCOUNT

Nomination Supplemental

GeneralChecklistAuthorsPublicationsSupplementalJustification 1Justification 2Justification 3Citation

Status: Draft

50%

Add Link

Please list supplemental internet links.

For example:

- Description:** Supplemental material submitted to the journal and published with the article. (Limit to 4000 characters)
- Link:** <http://www2.epa.gov/research/scientific-and-technological-achievement-award-staa/>

Fields with * are required.

Link URL *

Description *

(Limit to 4000 characters)

[Add Link](#) [Close](#)

[Back to Top](#)

Nomination Justifications

Applicants must provide a complete description of why the nominated publication(s) deserves Agency-wide recognition and how it is relevant to the EPA's mission. This is completed by responding to the prompts in the **Justification 1**, **Justification 2** and **Justification 3** tabs.

Your description should be written so that both experts and non-experts in the field of the publication(s) will understand its importance and impact on the ability of the Agency to better accomplish its mission.

EPA Scientific and Technological Achievement Award

Welcome jimlinsalata [Logout](#)

APPLICANT **NOMINATOR** COORDINATOR MY ACCOUNT

Nomination Justification 1

General Checklist Authors Publications Supplemental **Justification 1** Justification 2 Justification 3 Citation

Status: Returned By Nominator

60%

VIII. Justification 1

Please provide substantial evidence for each of the following:

Fields with * are required.

1. Explain how the nominated papers represent research that is innovative and important in advancing the scientific knowledge or technology relevant to EPA's mission. It is important to provide a clear and compelling explanation of the relevance, and impact of the research to EPA's mission (For example, the relevance of the research to one of EPA's Strategic Goals may be described) (Limit to 16,000 characters including spaces) *

This document is exactly 16000 characters including spaces and this heading by Jim Linsalata 12/29/15. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you use the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your


This citation is 16000 characters.

[Save Draft](#) [Save and Continue](#) [Close](#)

[Back to Top](#)

EPA Home | EPA STAA | Accessibility | Privacy and Security Notice | Contact Support

Nomination Justifications Continued

Scientific and Technological Achievement Award

Welcome jiminsalata
Logout

APPLICANTNOMINATORCOORDINATORMY ACCOUNT

Nomination Justification 2

GeneralChecklistAuthorsPublicationsSupplementalJustification 1Justification 2Justification 3Citation

Status: Returned By Nominator

70%

VIII. Justification 2

Please provide the following information:

Fields with * are required.

2. The EPA's current STAA guidelines prohibit resubmission of publications nominated for STAA awards in previous years.

a. If multiple publications are submitted, provide a comprehensive explanation of the relationship and links between subject matter among the different nominated publications. For example, the discussion could describe how one publication builds on the results of a second publication (Limit to 16,000 characters including spaces) ⓘ

Justification Explanation

This citation is 0 characters.

b. List the previous five years STAA nominations and associated publications for each EPA author. Categorize the list by author and include publication title, year, and award (Limit to 16,000 characters including spaces)

Justification Explanation

This citation is 0 characters.

c. Provide a description of how this nomination's publication(s) differ from previous (last 5 years) and current nominations(s) by the author(s) (Limit to 16,000 characters including spaces)

Justification Explanation

This citation is 0 characters.

d. Indicate whether previously submitted supplemental information is listed as supplemental information for the current nomination (Limit to 16,000 characters including spaces)

Justification Explanation


This citation is 0 characters.

e. If any of the authors have submitted a concurrent nomination to another Research Category, provide sufficient justification to distinguish the difference between nominations (Limit to 16,000 characters including spaces) ⓘ

Justification Explanation

This citation is 0 characters.

Save DraftSave and ContinueClose

Scientific and Technological Achievement Award

Welcome jiminsalata
Logout

APPLICANTNOMINATORCOORDINATORMY ACCOUNT

Nomination Justification 3

GeneralChecklistAuthorsPublicationsSupplementalJustification 1Justification 2Justification 3Citation

Status: Returned By Nominator

80%

VIII. Justification 3 and 4

Please provide substantial evidence for each of the following:

Fields with * are required.

3. Provide evidence of recognition of the contribution from outside (Limit to 16,000 characters including spaces) *

Evidence of Recognition Explanation

This citation is 0 characters.

4. Provide an explanation of the external peer review process used to evaluate the scientific merit of the nominated publications (Limit to 16,000 characters including spaces) *

External Peer Review Process Explanation

This citation is 0 characters.

Save DraftSave and ContinueClose

Submitting the Nomination Form

After entering all of the required information, the nomination form may be submitted with the **Submit** button at the bottom of the Citation tab.

Submit saves the nomination and forwards it to the Nominating Official. You will be returned to the dashboard after successful submission where you should see your just-submitted nomination in your dashboard.

Applicants cannot make any changes after submission, since the nomination is now under control of the Nominator.

The screenshot shows the EPA Scientific and Technological Achievement Award nomination form. The top navigation bar includes the EPA logo, the award name, and a user welcome message with a 'Logout' link. Below this is a tabbed interface with 'APPLICANT', 'NOMINATOR', 'COORDINATOR', and 'MY ACCOUNT'. The 'NOMINATOR' tab is active, and the 'Citation' sub-tab is selected and circled in red. The 'Nomination Citation' section features a progress bar at 90% and a status of 'Returned By Nominator'. The 'IX. Citation' section includes instructions on how to format the citation and a text input field containing 'This is the Citation for your Certificate.' Below this are sections for 'Nominating Official's Comments' and 'STAA Coordinator's Comments', each with a text input field. At the bottom, there are 'Save Draft', 'Submit' (circled in red), and 'Close' buttons. A 'Back to Top' link is also present.

EPA Scientific and Technological Achievement Award

Welcome jimlinsalata
[Logout](#)

APPLICANT NOMINATOR COORDINATOR MY ACCOUNT

Nomination Citation

General Checklist Authors Publications Supplemental Justification 1 Justification 2 Justification 3 **Citation**

Status: Returned By Nominator

90%

IX. Citation

Fields with * are required.

Please propose an appropriate citation reflecting the value of the work to the EPA that will be printed on the award certificate for winning STAA nominations.

Keep in mind that the word "for" will precede the citation on the actual certificate. Use "Initial Caps" format. For example, "Effect of Benzene on Adult Population". Do not use the title of the publication, do not exceed 120 characters including spaces. *

This is the Citation for your Certificate.

You have entered 42 characters.

Nominating Official's Comments

Comments (Limit to 4000 characters including spaces) *

This is nominator comments

You have entered 26 characters.

STAA Coordinator's Comments

Comments (Limit to 4000 characters including spaces) *

You have entered 0 characters.

[Save Draft](#) **Submit** [Close](#)

[Back to Top](#)

EPA Home | EPA STAA | Accessibility | Privacy and Security Notice | Contact Support

Form Validation and Error Panel

Although you may Save Draft a nomination with errors, you cannot submit it until all errors are corrected.

If your nomination has errors, you will be sent to the error panel page. The error panel displays the error message and the field and tab where the error occurred.

At this point, you can return to the page with the error using the tab bar at the top of the page and correct it. You may need to submit several times before your nomination is accepted.

The screenshot displays the 'Applicant Validation' page of the EPA's Scientific and Technological Achievement Award Nomination System. The user is logged in as 'jimlinsalata'. The page has a navigation bar with tabs: APPLICANT, NOMINATOR, COORDINATOR, and MY ACCOUNT. Below this is a sub-tab bar for the validation process: General, Checklist, Authors, Publications, Supplemental, Justification 1, Justification 2, Justification 3, and Citation. The 'Status' is 'Draft'. A progress bar indicates 100% completion. A large red box contains 18 error messages, each specifying a missing field and the tab where it was found:

- Please enter Office Award Contact First Name
- Please enter Office Award Contact Last Name
- Please enter Office Award Contact Telephone Number
- Please enter Office Award Contact Email
- Please enter Principal and Contributing Author section in General Tab
- Please enter STAA Coordinator First Name
- Please enter STAA Coordinator Last Name
- Please enter STAA Coordinator Title
- Please enter Email in STAA Coordinator section
- Please enter Nominating official First Name
- Please enter Nominating Official Last Name
- Please enter Nominating Official Title
- Please enter Email in Nominating Official section
- Please enter Principal Author firstName in Publications Tab
- Please enter Principal Author lastName in Publications Tab
- Please enter Journal/Publication Method in Publications Tab
- Please enter Publication Title in Publications Tab
- Please enter Justification field in Justification1 Tab
- Please enter Justification fields in Justification3 Tab
- Please enter Citation Comments in Citation Tab

Guide for Nominating Officials (Nominator)

The Nominator is at the center of the workflow between the Applicant and the Coordinator and his/her job is to accept the nomination from the Applicant and forward it to the Coordinator.

Nominator Email

As a Nominator, you should have received an email asking you to register for or login to STAA.

To open the STAA web application, simply click the link in that Email. Alternatively, you can use the process in the document *User Manual For Multifactor Authentication and Authorization (MFA)* to register and login.

After registration and login, your dashboard will display the nominations in your work queue.

From: No Reply – EPA STAA Support <NoReply@grantreview.org>
Sent: Tuesday, September 29, 2015 12:53 PM
To: Jim
Subject: EPA STAA Notice of Pending Nomination for Nominating Official

Dear Jim,

The following EPA STAA nomination is ready for your approval.

ID: 00000001

Title: Effect of Benzene on Human Populations.

Please login or register at [Welcome to EPA STAA](#)

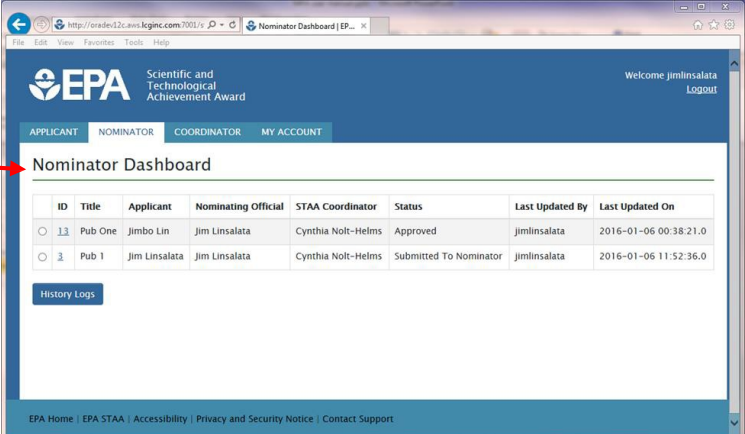
My Dashboard will show this nomination in your work queue.

From My Dashboard, check the radio button to the left of the ID number and click on the EDIT button at the bottom of the screen.
Then click the CHECKLIST tab at the top of the screen.
In the Nominating Official Section, enter your password and check the "I Attest" checkbox.

EPA STAA Support Team

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to <https://rrm.grantsolutions.gov/ContactUs.aspx> and send an email to the contact information listed.

CONFIDENTIALITY NOTICE: This email and any attachments are intended only for the named recipient(s) and may contain information that is legally privileged, confidential or exempt from disclosure under applicable law. If you have received this message in error or are not the named recipient(s), you may not retain copy or use this email or any attachment for any purpose or disclose all or any part of the contents to any other person. Any such dissemination, distribution or copying of this email or its attachments is strictly prohibited.



The screenshot shows the EPA STAA Nominator Dashboard. At the top, there's a navigation bar with tabs for APPLICANT, NOMINATOR (selected), COORDINATOR, and MY ACCOUNT. Below the navigation bar, the title "Nominator Dashboard" is displayed. A table lists nominations with columns: ID, Title, Applicant, Nominating Official, STAA Coordinator, Status, Last Updated By, and Last Updated On. Two nominations are shown: ID 13 (Pub One) and ID 3 (Pub 1). A red arrow points from the text "your dashboard will display the nominations in your work queue" to the table. At the bottom, there's a "History Logs" button and a footer with links to EPA Home, EPA STAA, Accessibility, Privacy and Security Notice, and Contact Support.

ID	Title	Applicant	Nominating Official	STAA Coordinator	Status	Last Updated By	Last Updated On
<input type="radio"/> 13	Pub One	Jimbo Lin	Jim Linsalata	Cynthia Nolt-Helms	Approved	jimlinsalata	2016-01-06 00:38:21.0
<input type="radio"/> 3	Pub 1	Jim Linsalata	Jim Linsalata	Cynthia Nolt-Helms	Submitted To Nominator	jimlinsalata	2016-01-06 11:52:36.0

Attesting Nominations

On your dashboard, click the link corresponding to the Nomination ID that you want to edit.

After the form loads, click on the **Checklist** tab to move to the Checklist page.

In the subsection labeled *Nominating Official*, which should show your information, enter today's date, your STAA web application password, and check the *I attest* checkbox.

On the **Citation** page, there is a Nominating Official's Comments text area, where you may enter information for the Applicant or the Coordinator and a checkbox to verify that you agree with the estimates of the contributory author Percent of Total Effort.

The Nominating Official must verify author eligibility, percent contribution of each author and that the total adds to 100%.

At the bottom of the page, there are two action buttons: 1) **Final** and 2) **Return**.

You can either click the **Final** button which will move the nomination to the Coordinator or you can click the **Return** button and send the nomination back to the Applicant.

If you click **Return**, then you *must* enter the rejection reasons in the Nominating Official's Comment text area.

EPA Scientific and Technological Achievement Award

Welcome jiminsalata Logout

APPLICANT NOMINATOR COORDINATOR MY ACCOUNT

Nomination Citation

General Checklist Authors Publications Supplemental Justification 1 Justification 2 Justification 3 **Citation**

Status: Returned By Nominator

90%

IX. Citation

Fields with * are required.

Please propose an appropriate citation reflecting the value of the work to the EPA that will be printed on the award certificate for winning STAA nominations.

Keep in mind that the word "for" will precede the citation on the actual certificate. Use "initial Caps" format. For example, "Effect of Benzene on Adult Population". Do not use the title of the publication, do not exceed 120 characters including spaces. *

On the Insert tabby, the galleries include items that are designed to coordinate with the overall look of your document.

You have entered 120 characters.

Nominating Official's Comments

Comments (Limit to 4000 characters including spaces) *

This is nominator comments

This citation is 26 characters.

☒ The Nominating Official has verified author eligibility and % contribution of each author and the total adds to 100%. *

STAA Coordinator's Comments

Comments (Limit to 4000 characters including spaces) *

You have entered 0 characters.

Save Draft **Final** **Return** Close

[Back to Top](#)

EPA Home | EPA STAA | Accessibility | Privacy and Security Notice | Contact Support

Guide for STAA Coordinators (Coordinator)

The Coordinator is the workflow finalizer and his/her job is to accept the nomination from the Nominator and forward it to the SAB for award determination.

Coordinator Email

As the Coordinator, you should have received an Email asking you to register for or login to the STAA web application.

To open STAA, simply click the link in that Email. Alternatively, you can use the process in document [User Manual For Multifactor Authentication and Authorization \(MFA\)](#) to register and login.

After login, your dashboard will display the nominations in your work queue.

From: No Reply – EPA STAA Support <NoReply@grantreview.org>
Sent: Tuesday, September 29, 2015 12:53 PM
To: Jim
Subject: EPA STAA Notice of Pending Approval for STAA Coordinator

Dear Jim,

The following EPA STAA Nomination is ready for final approval by the Coordinating Official.

ID: 00000001

Title: Effect of Benzene on Human Populations.

Please login or register at [Welcome to EPA STAA](#)

My Dashboard will show this nomination in your work queue.

From My Dashboard, check the radio button to the left of the ID number and click on the EDIT button at the bottom of the screen.

Then click the CHECKLIST tab at the top of the screen.

In the STAA Coordinator Section, enter your password and check the "I Finalize" checkbox.

EPA STAA Support Team

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to <https://rrm.grantsolutions.gov/ContactUs.aspx> and send an email to the contact information listed.

CONFIDENTIALITY NOTICE: This email and any attachments are intended only for the named recipient(s) and may contain information that is legally privileged, confidential or exempt from disclosure under applicable law. If you have received this message in error or are not the named recipient(s), you may not retain copy or use this email or any attachment for any purpose or disclose all or any part of the contents to any other person. Any such dissemination, distribution or copying of this email or its attachments is strictly prohibited.

Finalizing Nominations

In your dashboard, click the link corresponding to the Nomination ID that you want to edit.

After the form loads, click on the **Checklist** tab to move to the Checklist page.

In the subsection labeled *STAA Coordinator*, which should show your information, enter today's date, your STAA password, and check the **I finalize** checkbox.

In the **Citation** tab there is a Coordinator's Comments text area, where you may enter information for the Applicant or the Nominator.

At the bottom of the page, there are two action buttons: 1) **Final** and 2) **Return**.

You can either click the **Final** button which will **lock the nomination** or you can click the **Return** button and send the nomination back to the Nominator.

If you click **Return**, then you **must** enter the rejection reasons in the STAA Coordinator's Comments text

The screenshot shows the EPA Scientific and Technological Achievement Award nomination form. The top navigation bar includes the EPA logo, the award name, and a user welcome message. Below this is a tabbed interface with 'APPLICANT', 'NOMINATOR', 'COORDINATOR', and 'MY ACCOUNT'. The 'Citation' tab is selected and highlighted with a red circle. The form shows a progress bar at 90% and a status of 'Submitted To Coordinator'. The 'IX. Citation' section includes instructions on how to format the citation and a text area where a sample citation is entered. Below this is the 'Nominating Official's Comments' section with a text area and a checkbox for verification. The 'STAA Coordinator's Comments' section has a text area with a red arrow pointing to it from the left. At the bottom, there are three buttons: 'Save Draft', 'Final' (highlighted with a red box), and 'Return'. A 'Close' button is also present. The footer contains links for EPA Home, EPA STAA, Accessibility, Privacy and Security Notice, and Contact Support.


Note: If you click Final, then no further changes can be made to the nomination.

Hints and Help

Throughout the nomination form, you can click on the Hints icon (?) to display help about the field.

History Logs

The history logs keep details about changes to the nomination form. The history logs are accessed from the dashboard by clicking the History Log button.



Scientific and Technological
Achievement Award
Nomination System

Welcome jimlinsalata
[Logout](#)

APPLICANTNOMINATORCOORDINATORMY ACCOUNT

History Log

[Back to Dashboard](#)

Nomination ID	User First Name	User Last Name	Update By	Updated on	Activity
992	Jim	Linsalata	jimlinsalata	2015-12-04	Nomination form has been submitted to Nominator.
992	Jim	Linsalata	jimlinsalata	2015-12-04	Nomination form has been submitted to Coordinator.
992	Jim	Linsalata	jimlinsalata	2015-12-04	Nomination form has been approved by Coordinator.