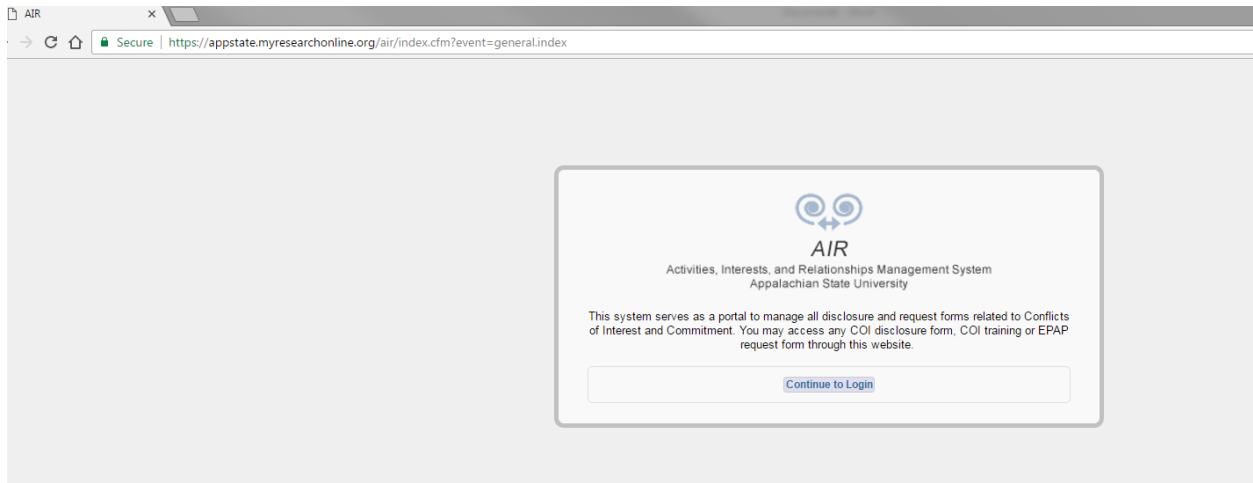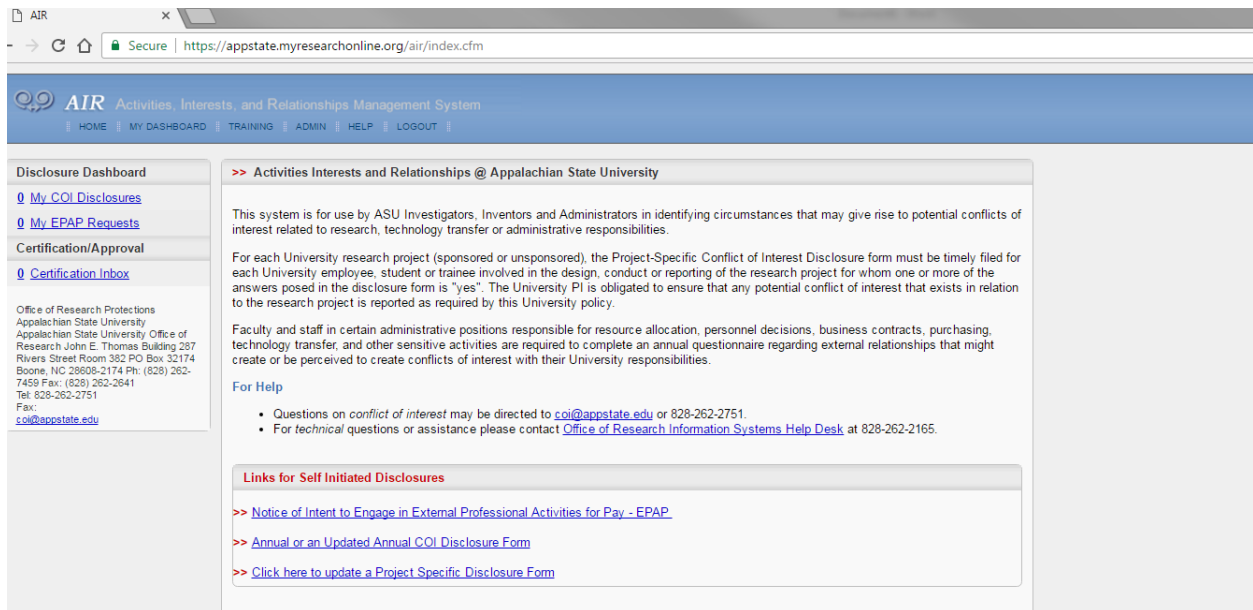# EPAP Tutorial

Step one: Click on this link: appstate.myresearchonline.org/air/.

Step two: You will be taken to this login screen:

Click continue to Login and put in your Username and Password that you use to log in to Appalnet and your campus email.

Step three: It should take you to the **home page of AIR,** which looks like this:

Step 4: Under Links for Self Initiated Disclosures you will want to click on the first hyperlink Notice of Intent to Engage in External Professional Activities for Pay-EPAP

Step 5: When you click on the hyperlink the following will populate, but instead of black marks you will find your own identifying fields completed.

Step 6: When continuing to complete your EPAP, please notice the following toolbar:

Step 6a. You will need to click on the toolbar, and click on the Sponsor Not Listed option. Which will populate the following screen:

If there is a glitch with this toolbar (and nothing populates), scroll down to the very bottom of this tutorial to get a helpful tip
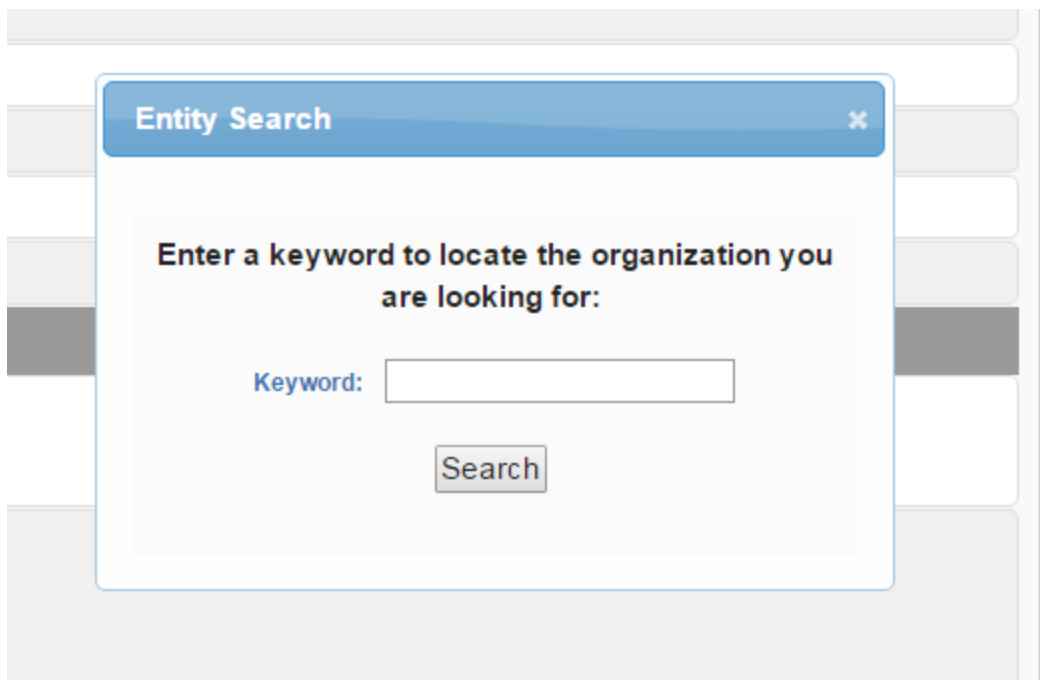
Step 6b: You may type something in OR (recommended) just click enter to get a list of Sponsors/Organizations, as seen below:

Step 6c: If you scroll down you may find your Sponsor or Organization, if not, click on the Enter New Sponsor tab (squared in yellow) at the top of this Sponsor Search and type in your Sponsor/Organization to add it to the list.

Step 7: You can now continue to complete the questions as they pertain to your situation and press Save and Continue to complete this page.

Address of Contracting Organization:

Which of the following best describes the contracting organization?

○ For-Profit organization

○ Non-Profit organization

○ Federal

○ School district

○ Other state/local government agency

○ University

○ Other

Please describe the nature of the proposed activity:

To the best of your knowledge, does the contracting organization above provide funding or equipment which directly supports a research project on which y any of your other University duties or activities?

○ Yes   ○ No

Save and Continue

Step 8: Please continue to complete the questions and fields on the following page:

1) Proposed Activity

Please indicate the role(s) of the proposed activity:
- ☐ Director
- ☐ Board of Directors Member
- ☐ Trustee
- ☐ Consultant
- ☐ Speaker
- ☐ Other

Frequency of activity:
○ Single Time   ○ Repeating Event

2) Dates

Each EPAP request should only cover a time period with one fiscal year (July 1 – June 30). If your activity spans more than one fiscal year, you must submit a separate request for each fiscal year in which you plan to engage in this activity.

Please enter the Beginning Date of your proposed activity. Remember the dates of your activity must fall within a single fiscal year.

[mm/dd/yyyy   📅]

Please enter the Ending Date of your proposed activity. Remember the dates of your activity must fall within a single fiscal year.

[mm/dd/yyyy   📅]

3) Time Commitment

Total number of hours to be devoted to activity: [   ]

Total Number of University Business Hours (M-F, 8-5), including travel time, that will be missed due to this activity: [   ]

Estimated duration of activity (length of time):
○ Less than a month
○ 1-4 months
○ More than 4 months

Do you have a 9-month or 12-month appointment?
○ 9-month   ○ 12-month

On average, how many hours per WEEK will be devoted to this activity within the current fiscal year, ending June 30th?
[   ]

Identify any classes, meetings, or other University duties that will be missed because of involvement in the proposed activity and state what arrangements have been made to cover any such duties.

[   ]

Step 9: Finalize your EPAP form by clicking the check box to the left of the red text. This certifies your form and provides an online signature from you, and lastly press Save and Continue. **NOTE: Before you check the box and submit, be sure that all the information you provided is complete and accurate to the best of your knowledge.**

Where does your submission go?

It goes to either to your Department Chair or Dean depending on your classification/rank.

IF ENCOUNTERING A KNOWN GLITCH WITH THE TOOLBAR

Sometimes you will encounter a glitch with the search tool. When you click on Sponsor Not Listed it will not populate a keyword search box. This is a common glitch which can be easily fixed by refreshing your webpage.