Creating a Funding Proposal – Completing Proposal Description & Contacts

Where do I start?

1. After logging in click Create Funding Proposal.

How do I complete the Proposal Description & Contacts SmartForm?

2. Enter the Title of your proposal.

3. Select the Principal Investigator by clicking ... Enter the name in the text box. Click Go and then OK.

4. Upload the Biosketch and Other Support documents.

5. Is this a multi-PI Submission? Answer Yes or No. If Yes all Principal Investigators will be required to complete a PI Certification.

6. Select the Department Administrator by searching the progressive text box or click ...

7. Select the Type of Application

8. Select the Direct Sponsor by typing in the progressive text box or click ...

9. If the Sponsor is not found enter it in the text box.

10. If necessary, enter the flow through Prime Sponsor. If it is not found enter it in the text box that follows.
11. Is this an NIH Tethered or NSF Collaborative proposal? Answer Yes or No.

12. Are there other personnel associated with this funding proposal (including key personnel, co-investigators and department staff) who will be included on the budget? Answer Yes or No.

13. Use the progressive text box or … to add team members that should have Edit or Read rights to the funding proposal.

What’s next?

14. Clicking Continue will take you to the next SmartForm.