proposal central



Applicants

PREPARED BY PROPOSALCENTRAL SUPPORT





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Profiles and Login

How do I update my username/password/email?

- 1. Go to <u>https://proposalcentral.com/</u> and login under the "Application Login" section.
- 2. Click the Professional Profile tab and go to section 11: "Account Information" in the menu on the right.
- 3. You can update your username, password, and/or e-mail from this section. Make sure to click the **Save** button to retain your changes. Please note that you can only enter an e-mail address that is unique to ProposalCentral (i.e. not already in use). Therefore, if your main purpose for updating is to consolidate with another ProposalCentral account that you have, please see the "I think I have multiple accounts on ProposalCentral. Can they be combined?" section.

My application requires an ORCID identifier. What is this?

ORCID provides a persistent digital identifier (an ORCID ID) that you own and control, and that distinguishes you from every other researcher. You can connect your iD with your professional information — affiliations, grants, publications, peer review, and more. You can use your iD to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors to avoid rekeying data within ProposalCentral.

How to connect your ORCID account with ProposalCentral:

1. Go to <u>https://proposalcentral.com</u> and logging in under the "Applicant Login" section.

- 2. Then, click on the "Professional Profile" tab.
- 3. Then, click on "Create or Connect your ORCID iD" and then your ORCID account and ProposalCentral accounts will be linked.

		Home	Proposals	Awards	Professional Profile	Institution Profile	Grant Opportunities	PCdrive
My Profile	Other Profiles	Add Profile	Combine Prof	iles 🝺	Create or Connect your ORCID	iD		
You do not ha	ive a primary institu	ution. Primary Ir	nstitution is requir	ed, please clie	ck here to add one.			
		all all all a						

This displays a summary page where you can view your ORCID data as well as the information in your Professional Profile on ProposalCentral. To access your ORCID account click on the 'ORCID iD' link listed at the top of the page, shown above.

	http	ps://orcid.org/0000-0003-401	3-4815					
Name:	Bria	anna Kroth						
Email:	bria	anna.kroth@altum.com						
Authorizations: 😜	Gra	antMaker	Authorized Date					
	Pro	posal Central	6/3/2020	Unlink				
You do not have any OF	CID data or your data i	is not marked as public.						
If you do have ORCID d	ata, you will need to ch	ange the visibility settings in	your ORCID profile.					
Click nere for more into	rmation about OKCID VI	isibility settings						
Education/Degrees o								
Education	n/Degrees	0						
Education No education data found.	n/Degrees	0						
Education No education data found. IMPORTANT: Only ORCID I	n/Degrees	public will be displayed below	v. If you would like to see more da	ta, you will need to change th	e visibility settings in your ORCID profile.			
Education No education data found. IMPORTANT: Only ORCID I ONLY ONLY ONLY ONLY ONLY ONLY	n/Degrees	public will be displayed below	v. If you would like to see more da	ta, you will need to change th	e visibility settings in your ORCID profile.			
Education Education An education data found. IMPORTANT: Only ORCID Employm	n/Degrees (Information marked as Itent/Institu	public will be displayed below tions	v. If you would like to see more da	ta, you will need to change th	e visibility settings in your ORCID profile.			
Education Education As a found. MPORTANT: Only ORCID Employm Is Primary?	n/Degrees (Information marked as Information marked as Information marked as Information	public will be displayed below tions ource	v. If you would like to see more da	ta, you will need to change th nployer	e visibility settings in your ORCID profile. Department		Title	
Education Association data found. IMPORTANT: Only ORCID I Employm Is Primary? Yes	n/Degrees (information marked as inent/Institu institution Alturn, Inc.	public will be displayed below tions o Source proposalCENTRAL	v. If you would like to see more da Et	ta, you will need to change th nployer tum, Inc.	e visibility settings in your OROD profile. Department		Title	
Education Action Action Complexity Complexity Complexity Complexity Complexity Complexity Complexity Complexity Complexity Complexity	n/Degrees (Internation marked as Internation marked as Internation marked as Institution Alturn, Inc.	public will be displayed below tions Source proposalCENTRAL	v. If you would like to see more da Er Al	ia, you will need to change th nployer turn, Inc.	e visibility settings in your ORCID profile. Department		Title	

For more information regarding connecting your ORCID to ProposalCentral, please refer to the "How to Register as a ProposalCentral User" tutorial.

I think I have multiple accounts on ProposalCentral. Can they be combined?

Yes, to do so:

1. Go to <u>https://proposalcentral.com/</u> and login under the "Application Login" section using the account you'd like to maintain as your "current" account.

2. Click the Professional Profile tab and the "Combine Profiles" option.

3. Enter the e-mail and password for the other account to add to the current account that you are logged in as and click the **Review the Account to be merged** button.

					Home	Proposals	Awards	Professional Profile	Institution Profile	Grant Opportunities	PCdrive
	My Profile	Other Profiles	Add Profile	Combine Profiles	(b) Update Profile from	ORCID 🔞	Si Unlink				
	The purpose of this screen is to allow you t	o merge profiles.		-							
ŧ	Kroth, Brianna (brianna.kroth@altum.com Merge your account with another account h) having the following	login informatio	on:							
Login ID/E-Mail:											
Password:											
T	Review the Account to be merged										

4. A summary of the records (e.g. applications, grants) contained under the other account display. To proceed with the account merge, click the **CONFIRM Merge** button. To cancel the merge, click the **CANCEL Merge** button.

PROCEED WITH CAUTION: Once you merge the two accounts you cannot un-merge them.

Listed below is the data that will be merged FROM: Goodfellow, Robin (r.goodfellow@exam TO: Goodfellow, Robin (r.goodfellow@example. Please review and confirm if you want to merge	ple.com) com) he 2 accounts.
Below, the Primary account refers to rgoodfellow	@example.com and the Secondary account refers to rgoodkellow@example.com.
Proposal Related Information:	
Key Person on Proposals:	
The Secondary account is listed as a Key Person of	1 Proposal(s). These will be changed to the Primary account.
\rightarrow	WAINING: If you click "CONFIRM Merge" the accounts will be combined and you will NOT be able to un-merge the accounts. Filese review the information showing above to ensure these are the correct accounts that you want to merge. If you do not want to merge the accounts, click the "CANCEL Merge" to cancel the process.
	CANCEL Marge CONSIRM Merge

I am a new grants administrator for my institution. How do I see all Submitted, In Progress and Awarded applications?

The Principal Investigators (PIs), or another administrator, on the applications and grants must provide you with access.

TIP: Alternatively, please contact your Client Support Analyst for details about ProposalCentral's Insights for Institutions feature. This service allows you access to all applications and awards for your institution.

An applicant with an in-progress application can provide institutions access by:

1. Going to <u>https://proposalcentral.com/</u> and logging in under the "Application Login" section.

2. Clicking on the Proposals tab and then the **Edit** button next to the appropriate application.

3. Clicking the "Enable Other Users to Access this Proposal" section in the gray menu on the left.

4. Adding the appropriate e-mail address at the bottom and clicking the **Find User** button.

5. Selecting the appropriate access level from the drop down in the "Permissions" column and clicking the **Save** button. The possible access levels are:

- View: View only. Cannot change any details.
- Edit: Can view and change information in the application. Cannot submit the application or view the "Enable Other Users to Access this Proposal" screen.
- Administrator: Can view, edit and submit the application. Can give access rights to others on the "Enable Other Users to Access this Proposal" section.

Proposal Sections Click name below to go to that section.		Propo	sal To:	Your Logo			
1 Title Page	E Contraction de la contractica de la contractic	Progra Title (am: Applicant):	Clinic Center Support C Greater Boster Clinical	Grant Center (Jodl, Alfred)		
2 Download Templates & Instructions		Deau	nie.	5/6/2013 11.35.35 PW	(0.3. Lastern Time)		
3 Enable Other Users to Access this Proposal	¹ Enable Ot	her Users to Access th	is Proposal				
Program Director		Nextss Cancel Evit					
5 Leadership & Officials							
6 Care Team							
Quality Improvement	Access Per	rmissions					
8 Narrative	This screen all	ows you to give other users access to y	our grant application	n. Click help icon for m	ore information. 🚯		
9 Attachments	Auto Notify: To e	nable your co-investigators, department	nt or grants admini	trators to receive syster	n notifications, add them with at least "View	" access below and check the bo	ox "Auto Notify".
10 Validate	Proposal A	Access Rights					
Signature Page(s)	Auto Notify	Role	Nam	e	E-Mail	Permissions	Delete
		Principal Investigator	lbol	Alfred	ajodl@example.com	Administrator	~ İ
Support Links			Mor	tgomery, Bernard	bmontgomery@example.com	Administrator	
Ø Grantmaker Website	Save	- 3b					
Program Guidelines	Give User	Proposal Access					
🔀 Email to Program Admin	C	2 Enter the E-Mail addre	ess or User ID of a r	egistered proposalCENT	RAL User and press the button to select.		
Duran and I doubt from							

An applicant with a submitted application that is not awarded cannot provide you access without unsubmitting the application. And, they cannot unsubmit after the deadline or if the Grant Maker has started the reviewer process for it. If they are still able to unsubmit it, they can do so by clicking the **Unsubmit** button shown in the screenshot below in the Proposals tab and then clicking the **OK** button to proceed with unsubmitting.

						Home	Proposals	Awards	Professional Profile	Institution Prof	ile Grant Opp	ortunities	PCdrive 🌒
Crea	ate New Pro	posal					•						Deadlines displayed in U.S. Eastern Time
Show	25 💙 ent	tries								Proposal Status:	All ~	Search: 11	0822
De	elete 🌙	Edit	Identifier \$	Title \$	Grant Maker 🔶	Program			¢	Investigator 💠	Status 💡	Due Date	
U	nsubmit	View	110822	n/a	1 Rockville Roadies	Sea Turtle Basic Rese	arch Program			Kroth, Brianna	Submitted	1/12/2021	1:44:21 PM

Once the PI has unsubmitted the application, access is granted by:

1. Clicking the "Enable Other Users to Access this Proposal" link in the gray menu on the left.

2. Adding your e-mail address at the bottom and clicking the **Find User** button.

3. Once added, they should select "Administrator" from the drop down in the "Permissions" column (3a) and click the **Save** button (3b). Only a user with Administrator permission will be allowed to submit the application.

Proposal Sections Click name below to go to that section.		Prov	and To: Your Log			
1 Title Page	63	Prog Title	gram: Clinic Ce (Applicant): Greater I	o nter Support Grant Boster Clinical Center (Jodl, Alfred)		
2 Download Templates & Instructions		Dea	dine: 9/8/201	5 11:59:59 PM (U.S. Eastern Time)		
3 Enable Other Users to Access this Proposal	1 Enable Ot	her Users to Access t	his Proposal			
Program Director		Number County Tata				
S Leadership & Officials	< <pre><<pre>vious</pre></pre>	Next>> Cancel Exit				
6 Care Team						
Quality Improvement	Access Per	rmissions				
8 Narrative	This screen all	ows you to give other users access to	your grant application. Click h	elp icon for more information. 🗿		
Attachments	Auto Notify: To e	nable your co-investigators, departm	ent or grants administrators to	receive system notifications, add them with at least "	View" access below and check the b	Jox "Auto Notify".
10 Validate	Proposal A	Access Rights				
Signature Page(s)	Auto Notify	Role	Name	E-Mail	Permissions	Delete
		Principal Investigator	Jodl, Alfred	ajodl@example.com	Administrator	~ 🔟
Support Links			Montgomery,	Bernard bmontgomery@example.com	Administrator	- D
Grantmaker Website	Save	- 3b				
Program Guidelines	Give User	Proposal Access				34
Kenail to Program Admin	C	2 Enter the E-Mail add	dress or User ID of a registered	proposalCENTRAL User and press the button to select		
		Find User				

Please note that the application must be submitted again for the Grant Maker to have it. Any user with Administrator permissions for the application can submit by going to the Submit section found in the gray menu on the left and clicking the Submit button.

A PI on an awarded grant can provide access by:

1. Going to <u>https://proposalcentral.com/</u> and logging in under the "Application Login" section.

2. Clicking on the Awards tab and clicking either Identifier number or the Title link for the appropriate grant.

- 3. Clicking Contacts tab.
- 4. Adding your e-mail address twice and clicking the **Add Award Contact** button.

wards		Award Details	Deliverables	Budget Cont	acts Payment	s Correspondence	Abstracts - Keywords	Research Subjects	Outco	
antee	Ferrone, Rachel		Av	ward ID		96922				
stitution	Pretend Harvard		Pr	ogram		New Idea Award (w/LC	01)			
vard Amount	\$500,000.00		Pr	Project Title Sample Award Record						
vard Start - Award End	07/01/2018 - 07/01/2020				48%					
id	\$62,500.00			12%						
ent	\$0.00		0%	6						
oposal ID	96922 (pC ID)									
nts & Tips for Access Permission	is: 🖸									
ow 50 v entries	s) to the auto notified e-mail list, the Auto Notify						Sea	rch:		
ow 50 v entries	s) to the auto notified e-mail list, the Auto Notify Name	Contact Type	¢	Role	÷	E-Mail 🗍	Sea	rch: 🔶 Permiss	sions	
now 50 v entries	s) to the auto notified e-mail list, the Auto Notify Name Rachel E. Ferrone	¢ Contact Type Pl	÷	Role Pl	¢ rachel.	E-Mail ¢	Sea Phone 555-555-5555	rch:	sions ator v	
And Changes To add context how 50 -> entries Del Auto Notify	s) to the auto notified e-mail list, the Auto Notify Name Rachel E. Ferrone Robin Goodfellow	¢ Contact Type Pl Institution Cont	¢	Role Pl administrator	¢ rachel. rgoodfe	E-Mail 4 errone@altum.com	Sea Phone 555-555-5555 777-777-7777	rch: Permiss Administra Administra	sions ator v ator v	
save Changes To add contact now 50 v entries Del Auto Notify ×	s) to the auto notified e-mail list, the Auto Notify Name Rachel E. Ferrone Robin Goodfellow	Contact Type PI Institution Cont	¢ act	Role Pl administrator	¢ rachel. rgoodfe	E-Mail 4 errone@altum.com llow@example.com	Sea Phone 555-555-5555 777-777-7777	rch: Permiss Administra Administra Previous 1	sions ator ~ ator ~	
save Changes No add contact now 50 -> entries Del Auto Notify ×	s) to the auto notified e-mail list, the Auto Notify Name Rachel E. Ferrone Robin Goodfellow	Contact Type Pi Institution Cont	¢ act	Role Pl administrator	¢ rachel. rgoodfe	E-Mail ¢ errone@altum.com llow@example.com	Sea Phone 555-555-5555 777-777-7777	Permiss	sions ator v ator v Next	
Save Changes No add context how (50 -> entries) Auto Notify X	s) to the auto notified e-mail list, the Auto Notify Name Rachel E. Ferrone Robin Goodfellow	Contact Type Pl Institution Cont	¢ act	Role PI administrator	¢ rachel. rgoodfe	E-Mail 4 errone@altum.com	Sea Phone 555-555-5555 777-777-7777	rch: Permis Administra Administra Previous 1	sions ator ~ ator ~ Next	
Save Changes To add contact tow 50 -> entries Del Auto Notify ×	s) to the auto notified e-mail list, the Auto Notify Name Rachel E. Ferrone Robin Goodfellow	Contact Type Pi Institution Cont	¢ act_	Role Pl administrator	¢ rachel. rgoodfe	E-Mail 4 errone@altum.com llow@example.com	Sea Phone 555-555-5555 777-777-7777	Administra Administra Administra Previous 1	sions ator ~ ator ~	
Save Changes To add contact how 50 ~ entries Del Auto Notify × _ howing 1 to 2 of 2 entries Save Changes d Award Contact er E-Mail Address	s) to the auto notified e-mail list, the Auto Notify Name Rachel E. Ferrone Robin Goodfellow	Contact Type PI Institution Cont	¢ act	Role Pl administrator	¢ rachel. rgoodfe	E-Mail (errone@altum.com	Sea	rch: Permis Administri Administri Previous 1	sions ator ~ ator ~	

5. Entering your role at the top (e.g. Signing Official, Financial Officer) and clicking the **Save & Close** button at the bottom.

d Contact	
A user with this e-	mail address is already registered with proposalCENTRAL. The information displayed below is from the user's profile. If any of the information below is missing or incorrect, please contact the user and have them update their profil
H Back To Award Cont	
uto Notifications	
Contact Type/ Role	
ype	Institution Contact
Pole	

6. Selecting the appropriate access level from the drop down in the "Permissions" column and clicking the **Save Changes** button. The possible access levels are:

- View: View only. Cannot change any details.
- Edit: Can view and change information in the grant. However, cannot make changes to the "Contacts & Users Access" screen.
- Administrator: Can view, edit, and give access rights to others on the "Contacts & Users Access" section.

Hints & Tips for	r Access Permissions: 오											
Save Change	Save Changes To add contact(s) to the auto notified e-mail list, the Auto Notify check-box should be selected and Permissions should be set as Administrator											
Show 50 ~	ihow 50 v entries											
Del *	Auto Notify	Name		Contact Type		Role		E-Mail		Phone		Permissions 💠
		Rachel E. Ferrone		PI		PI		rachel.ferrone@altum.com		555-555-5555		Administrator ~
×		Robin Goodfellow		Institution Contact		administrator		rgoodfellow@example.com		777-777-7777	-	Administrator V Administrator
Showing 1 to 2	2 of 2 entries										Previ	Edit No Access
Save Change												VIEW

Application Process (PI)

How do I access the application templates/instructions for an application?

Before logging in or starting an application, you can access the Policies and Guidelines by:

1. Search for the opportunity and click either the link or document icon in the "Program" column to see the Policies & Guidelines. Most often the Grant Maker includes information about the purpose of the grant, who is eligible, and what is expected in the application. Based on this information, if you decide to apply you can access more information/templates by following the next set of instructions.

Aduati 348 Opportunities Films by Grand Malan a						Deadlines of U.S. E	Explayed astern Tim
Show 25 V entries	tearth:						
Grant Muller	B Program (Sin to Subdiver)	0 LOX Deadline	8 Properal Deadline	Contact information		Augusta	840
1 Packelle Acades	Mithili Damo Application III. 👔		12/11/2009 1.42.00 PM	Kathy Notice 👔		AppyNew	-00
). Fockseller Roadlan	Application using all Pages 👔 🛶		12/31/2019-4.00-00 PM	Monka Last (2)		Apply New	8

To see detailed instructions and download templates, you must login and start an application. To do this:

1. Click the "Login" link in the upper right to return to the homepage. From there, login under the "Application Login" section.

2. Click the Grant Opportunities tab, filter the list by the Grant Maker and click the **Apply Now** button for the appropriate program.

3. Once in the application, add a title and click the **Save** button. The Grant Maker posts instructions throughout the application in addition to templates and information provided in the "Download Templates & Instructions" section found in the menu on the left. If you do NOT see this section, the Grant Maker has opted to NOT include any templates or instructions beyond what you see in the other sections.

Proposal Sections 30 www.beautogo.br/beautone			Proposal To: Program: 1936 (Applicant) Deadline:	Rachal Solt Pilot Annel Soltog (13) Parvins, Rachal) 9/14/2019 5:00:00 PM (U.S. Eastern Time)		
O the Page						
Dyunkaal Despides & Instructions	Downloa	id Templates & Inst	ructions			
Enuble Other Users to Access the Proposal						
O Applicant/In	otherious	Next-> Canor Est				
O Organization/Institution	Download	Template Type	Description		File Type	The Size
O MADATA	*	Signed Face Page	nave this form signe	d by the appropriate efficials and opticed the signed copy	101	57,564
Troposal Attachments	*	Proposal Namstve	Proposal Recruitive T	ongilete	.000	238,089
O 10000	Many of the gr	entimakers in proposalCINTIAL	equent or require that applica	ets submit their attachments as portable document format (.pdf), in order to save	eour documents as PDFs, you will need to-	use PDF generato
O sporture Page()	software. Cl	ck here for a list of PDI generato			8999	
C Lident						

I answered "yes" on the assurances page for either human (or animal) testing, but I get a validation error and I can't enter my OHRP (OLAW) number. How do I correct this error?

To correct this error, the institution profile must be updated to include this information. Only users with access to the lead institution's profile can update it. To find out who this person is, go to the section of your application that collected the name of the lead institution. The name of this section could be anything but is typically referred to as something along the lines of

"Organization/Institution" and is often found in the menu on the left after the page that collected the name of the PI/applicant. Below the information about the institution is the name, e-mail, and phone number of the person at the institution who created the profile and should have access to update it.

If that person is no longer at the institution, contact Customer Support (<u>pcsupport@altum.com</u>) to find out if there are other individuals at the institution who can update the institution profile.

2 Download Templates & Instructions	Organization/Inst	itution	
3 Applicant/PI	< <previous next="">></previous>	Save Print Cancel Exit	
Organization/Institution			
S Abstracts	Pl's institution is pre-loaded	as Lead Institution. To change, select from list below or Sea	arch all revistered institutions. Press button to confirm selection. Click Edit Profile button to change
6 Proposal Attachments	institution information.		
Validate	Change Lead Institution	Altum Inc.	
Signature Page(s)	Click this button to Change the Lead Institution	Change Institution Note: Changing institution will o	delete currently displayed contacts.
	Address		
Support Links	* Street	6707 Democracy Blvd. Suite 104	
Program Guidelines	* City	Bethesda	
Email to Program Admin	State/Province	MD	
	* Zip/Postal Code	20817	
Application FAQs	* Phone	703-964-5840	
	If required institution information	on is missing or appears to be incorrect, please contact the	following individual(s). They have access to the institution profile and can make the necessary updates.
Proposal Identifiers	Contact	Email	Phone
	Miller, Brad	bradmiller123@example.com	703-964-5863
Proposal ID: 102057		Save	

I have already added information to the application, or my Professional Profile, and the information shows on the tab, but I am still receiving a validation error.

To resolve this error please hit the Save button on the Application tab where the validation error is occurring. You may go to the tab in the application quickly by clicking on the blue headers for the validation error.



I am required to upload a Signature Page with my attachments. Where is the Signature Page?

There are two ways the Grant Maker collects a signature page:

1. **Using ProposalCentral's Signature Page**: The application includes a section that looks like the following screenshot. The name of the section could be anything but is typically referred to as "Signature Page(s)" or something similar. It is typically at the end of the application, often between the "Validate" and "Submit" sections in the gray menu on the left. To access the Signature Page, click the **Print Signature Pages** button on the left. This generates a PDF that includes several templates, the first of which is the Signature Page.

Proposal Sections Click name below to go to that section.	Proposal To: Rachel Test Pogram: Pilot Nward Title (Applicant): Texting 132 (Ferrorie, Rachel) Deadline: 9/14/2019 5:00:00 PM (U.S. Eastern Time)
1 Title Page	
2 Download Templates & Instructions	Signature Page(s)
Enable Other Users to Access this Proposal	<cprevious next=""> Cancel Fuit</cprevious>
Applicant/Pi	
3 Organization/Institution	After you complete all the proposal sections, click one of the Print buttons below to open and print the cover/signature pages and application files.
6 Abstracts	Before printing, please use the "Validate" option (in the navigation menu to the left) to verify that you have entered all the required information.
Proposal Attachments	
8 Validate	Print Signature Pages 7 Print Signature Pages 7
9 Signature Page(s)	You must have the FREE Adobe Acrobat Reader installed to view either of the above options.
10 Submit	Attention Apple/Mex users: The default Apple PDF viewere will not work properly. Download the latest version of the Acrobat Reader from Adobe at http://www.adobe.com/products/acrobat/readermain.html
Support Links	<-Previous Next>> Cancel Est

2. **Using their own Signature Page**: Some Grant Makers provide their own signature page. If so, their form is found in the section titled "Download Templates & Instructions" in the menu on the left.

Proposal Sections Click name below to go to that section.			Proposal To: Program: Title (Applicant): Deadline:	Rachel Test Pilot Award Testing 123 (Ferrone, Rachel) 9/14/2019 5:00:00 PM (U.S. Eastern Time)		
3 Title Page						
2 Download Templates & Instructions	Downloa	d Templates & Ins	structions			
Enable Other Users to Access this Proposal	e «Demilaus	Neutra Canada Data				
Applicant/Pl	correvious	Cancer Exit				
S Organization/Institution	Download	Template Type	Description		File Type	File Size
6 Abstracts	*	Signed Face Page	Have this form signed	d by the appropriate officials and upload the signed copy	.PDF	97,584
Proposal Attachments	*	Proposal Narrative	Proposal Narrative Te	mplate	.DOC	238,080
Validate	Many of the gr	antmakers in proposalCENTRA	L request or require that	applicants submit their attachments as portable document format (.pdf). In orc	der to save your documents a	s PDFs, you will
Signature Page(s)	need to use PD	F generator software. Click h	ere for a list of PDF gene	rators.		
10 Submit						

How do I know if I need to upload the Signature Page into the application?

There are a few ways to determine if this is required:

- 1. In the section of the application that allows you to upload files:
 - a. Check the "Attachment Type" drop down menu to see if the Grant Maker has provided an option for a signature page.

b. Check the section with the instructions in the blue bar that state, "<u>Required</u> attachments that have <u>not</u> been uploaded..." The table below those instructions lists all attachments that are required to upload that are NOT uploaded yet. If a signature page is required and not yet uploaded, it will be listed.

2. Review the Program Guidelines that the Grant Maker has supplied by clicking the link or document icon for "Program Guidelines" in the Support Links section #2.

3. If it's still not clear, contact the Grant Maker by clicking the "Email to Program Admin" link in the Support Links section #3.

Proposal Sections Click name below to go to that section.		Proposal To: Program: Title (Applicant): Deadline:	Rachel Test Pilot Award Testing 123 (Ferrone, Rachel) 9/14/2019 5:00:00 PM (U.S. Eastern T	īme)		
Title Page Download Templates & Instructions	Proposal Attachments	Back	ints			
8 Enable Other Users to Access this Proposal	< <previous next="">> Print</previous>	Please select the Mode you wa	nt to add files to this application. Your Attac	hment Type selection will specify file types you are allowed to up	pload. The '*' indicates that At	tachment Type is required for submission.
Applicant/PI		Mode:	🔾 pC drive 😏 💿	Browse Computer 🛛		
Organization/Institution	Download all templates and instructions the file to attach.	Attachment Type:	(Please Select) (Please Select)			✓ ← 1a
Abstracts		Describe Attachment:	Budget Justification Current & Pending Si	upport		
Validate	Attach Files	pC drive Folder:	Key Personnel Bioske Progress Report Proposal Narrative	tch		
Signature Page(s)	Current list of uploaded attachments are Files that cannot be assembled for printi		Resources & Researc * Signed Signature P	h Environment age		
10 Submit	File Name	Attachment Type	Description	Date	Delete	
Support Links			No attachments currently uploade	ed.		
Program Guidelines 2	Required attachments that have not been	uploaded are listed in the table	below. Optional attachments that have n	not been uploaded are not shown.		
🐱 Ernail to Program Admin 3	Allowable File Types	Attachn	nent Type	Max File Size (in KB)		
Application FAQs	.PDF	Signed	Jgnature Page 🗲 1b	10,000		

How do I navigate a Proposal that requires electronic signature(s)?

Please navigate to the tab "Enable Other Users to Access this Proposal" and add the Signing Official by entering their email address associated with their profile in the Institution Profile (see below Tab "Institution & Contacts" to ensure that you have the correct email address). You will enter the email in the User ID/Email field, click on Find User, and when the entry for the Signing Official appears, you will need to update their Access to Edit or Administrator Access. (Edit Access will allow them to view and sign only, Administrator Access will allow them to view, sign and submit).

Proposal Sections Std: name below to go to that section.	NATE National Ataxia Foundation	Proposal to: Program: Title (Applicant): Deadline:	National Ataxia Found Diverse Scientists in A Enter a title here, ther IV15/2021 11:59:59 P	ation axia Pre-doctoral Research Fellowship I press Save. (Tewalt, Jane) M (U.S. Eastern Time)			
Title Page							
Download instructions	Enable Other Users to Acce	ess this Proposal					
3 Enable Other Users to Access this Proposal	<pre></pre>						
Applicant/PI							
Institution & Contacts	Assass Parmissions						
S Key Personnel	Access Fermissions						
Personal Statement	This screen allows you to give other users ac the Signature Page to confirm the signature	cess to your grant application roles required and add as app	ropriate on this page. Click	e required for submission, you must provide t help icon for more information.	nat individualijsjat least tidlt access on th	is screeo. P	sease revie
Lay Summary & Scientific Abstract	Auto Notify: To enable your co-investigators, di	epartment or grants administ	rators to receive system no	tifications, add them with at least "View" acce	iss below and check the box "Auto Notify	r.	
Budget Period Detail	Proposal Access Rights						
Budget Summary & Justification	Auto Notify Itole		Name	t-Mail	Permissions		Delete
Organization Assurances			Tewalt, Jane	jane.tewalt@altum.com	Administrator	~	ŵ
Attachments			Kroth, Brianna	brianna.kroth@altum.com	Administrator	~	Ŵ
PI Data Sheet	Save de				- T		
1 Validate	Give User Proposal Access						
Signature Pages	User ID/E-Mail	1					
Submit	Enter the Find Us	E Mail address or User 1D of a	registered proposalCENTF	AL User and press the button to select.			
upport Links							
Grantmaker Website	Enable Other Users to Acce	ss this Proposal					
	< <previous next="">> Cancel Exit</previous>						

To add the names of the Institutional Officials you will need to navigate to "Institution & Contacts" select the Institution that you are with and either select the name from the drop downs for the Institutional Officials or enter their email address in the Enter Email Address fields and click Add.

Proposal Sections Click name below to go to that sector.	Notice National Attack Foundation Program Inter Journal Attack Production Program Inter Journal Attack Productional Research (Hotorethy Program Inter Journal Attack Productional Research (Hotorethy Productional Research (Hotor
1 Title Page	choices and the community
Download instructions	Institution & Contacts
Enable Other Users to Access this Proposal	othereous Next> See Pret Cancel Let
Applicant/91	
Institution & Contacts	Applicant's lustimation is are loaded as lead institution. To change, select from list below or Search all registered institutions. Proc button to confirm selection. Click Edit Profile button to change institution information.
Key Personnel	
Fersonal Statement	Lead Institution Pretent Harvard
Lay Summary & Scientific Abstract	Load Institution Charge Institution Note: Char
Budget Period Detail	Address
Budget Sammary & Jastification	- "Street 123 hany potterst
Orgenization Assurances	State/Province N/A
Attachments	* Zip/Prostal Code 399999
PI Data Sheet	* Country United States
(1) Validate	Phone 1112223933
Signature Pages	fax
(16) Submit	Lidit Hosticium Profile
	Saw
Support Links	Note: Click Save before completing the sections below.
\varTheta Grantmaker Website	The table below Isk requested contacts of indicates required contact). Select from the list of officials supplied with the institution's profile and click the "Adi" button. If the contact is not in the kit, error the contact remain address and click the "Adi" button.
Program Guidelines	*Signing Official Select from list of matrice of matrices V Officials
Email to Program Admin	Enter ennell eddress branna kroth galtum.com
	Confirm envil eddress branna.kroth@atum.com
	AN
Proposal Identifiers	Rinandial Officer (solicit from list of institution Officials v) OR
Proposal ID: 110898	Enter email address
Tracking Number: Unassigned	Confirm enall address
Granter ID: Unassigned	and the second se

Below is what it looks like when all fields have been filled with Institution Contacts.

Proposal Sections Citch name below for go to that section	NAF Nationa Founda	al Ataxia tion	Proposal Ta: National Ataxia Program: Diverse Scients Title (Applicant): Enter a title Iver Deadline: 3/35/2021 11.5	Poundation 25 in Ataxia Pre-doctoral P 9, then press Save. (Tevra 2058 PM (U.S. Castern Th	lesearch Fellowship R, Jane) Ma)			
Title Page Described Instructions	Institution & Con	tacts						
Enable Other Users to Access this Proposal	convious Nextoo	Seve Print 1	Cancel Exit					
Applicant/H								
🕓 Institution & Contacta	Applicant's Historius pre	e leaded as Lead Init	Button. To charge, select from list below or Se	arch all registered institu	tions. Press button to confirm selection. C	lick Edit Profile button to cha	ngi isstitutio	n.
Key Personnel	anormos. U							
Personal Statement	Lead Institutio	in Pretend Harv	ed					
O Lay Summary & Scientific Abstract	Click this button to Change II Lead Institutio	Change Ins	Note: Changing Institution will dele	ite currently displayed co	etacts.			
Budget Period Detail	Addre	58						
D Budget Summary & Austrification	* Stree	et 123 harry pot	ther st					
Organization Assurances	State/Provin	ty cambridge						
2 Attachments	* Zip/Postal Cod	le 99999						
Pr Data Sheet	* Count	vinited States						
O voldaze	the	1112223333						
C Spranure Project								
G salent		Edit Invitta	Stan Profile					
Support Links @ Greatmaker Website	Note: Click Save before comple The table balow lists request contact 5 email address and	Save ating the sections be steel contacts (* axis click the "hds" but	deve. ration responsed coretact). Select from the list of cn.	efficials applied with the	institution's profile and clock the 'Held' is	utton. If the contact is not in t	ha lat, antar t	the
Program Guidelines	Role	Name	Title	Institution	Email	Phone		
Email to Program Admin	*Signing Official	Kroth, Brianna	Junier Client Support Analyst	Altum Inc.	brianna.kroth@altum.com	703-863-1499	Ø	ŵ
	Financial Office	er Select from I	ist of institution Officials Y					_
Proposal Identifiers	Enter email addres							
Proposal ID: 110898	Coafirm email addre	Ast						
Tracking Number: Unassigned								
Grantor ID: Unassigned	Institution & Con	tacts						

After you have selected the Institutional Officials, the profiles that are required to sign will be displayed in the "Signature Page" Tab. The Institutional Officials will need to login using their credentials for ProposalCentral and navigate to this tab, type their name in the white box, and click on the green sign button. If all signatures are present the application can be submitted if all other information has been entered into the proposal correctly.

Proposal Sections Click name below to go to that section.	Proposal To: National Ataxia Foundation Program: Diverse Sidentitis in Ataxia Fredoutral Research Fellowship Title (Applicant): Enter at the here, then press Size, (Tewart, Jane) addime: 3/15/2021 11:59:59 PM (U.S. Eastern Time)
Title Page	Gritons and the community
2 Download Instructions	Signature Pages
Enable Other Users to Access this Proposal	<previous next=""> Cancel Exit</previous>
Applicant/PI	
Institution & Contacts	Before stering, please use the 'Validate' option (in the navigation menu to the left) to verify that you have entered all the required information.
6 Key Personnel	You must give your Signing Official access to your application in Section 3 (Enable Other Users to Access this Proposal) so that they can log in to sign your application.
Personal Statement	* Analizani (fil (san Tanah)
Lay Summary & Scientific Abstract	The Anglicant/Pl must enter their name as a signature
Budget Period Detail	* Signing Official(Brianna Kroth)
Budget Summary & Justification	The Signing Official listed in the Institution & Contacts section must sign this application for submission.
Organization Assurances	
12 Attachments	After you complete all the proposal sections, click one of the download buttons to open and review the cover/signature pages and application files.
PI Data Sheet	
13 Validate	Download Application Pages 3 Download Application Pages with Attachments
15 Signature Pages	
3 Submit	You must have the FREE Adobe Acrobat Reader installed to view either of the above options. Attention Apple/Max users: The default Apple PDF viewer will not work properly. Download the latest version of the Acrobat Header from Adobe at http://www.adobe.com/products/acrobat/readermain.html
Support Links	
Grantmaker Website	
Program Guidelines	

If I am the Institutional Official and need to sign off on a Proposal, I will take the following steps to sign the Proposal:

1. Login to ProposalCentral with my own credentials

2. Navigate to the Home tab and click on the Identifier Number for the Proposal that I need to sign in order to open the Proposal.

	Home	Proposals	Awards	Professional Profile	Institution Prof	ile Gr	ant Opportunit	ies	🗳 pCdri	ve
Create New Proposal	T								Deadlines d U.S. Ea	isplayed in stern Time
Proposals Due										~
Show 10 v entries							1	Search:		
Identifier II Title Grant Maker	łt	Program			11	Туре ↓↑	Investigator	11	Due Date	- 11
110898 Enter a title here, then press National Ataxia Foun Save.	dation	Diverse Scientists i	n Ataxia Pre-do	octoral Research Fellowship		Proposal	Tewalt, Jane		03/15/2021 11:	59 PM

3. Click on each tab to review the information that is being submitted. When you need to go to the next tab you may hit save and next or simply click on the next tab on the left of the screen.

Proposal Sections Circle news below to go to that section	Shriners Hospitals for Children ^a	Proposal To: Program: Title (Applicant): Deadline:	Sinines Houpitals for Children Developmental Garant (HC Steiners, NVzdcal Staff Only) - copy for budget testing Tell (Chinynia): Schlani 12/1/2021 11:50-59 PM (Vzd. Santen Time)	
Title Page Oreenteed Templates & Instructions	Title Page			
Could other likers to forest this Proposal				
Environmental	Next22 Save Print Car	EXIT.		
Inserial & Contacts	Enter a title for your application, t	nen press Save		
	Press Next to save any changes on	d go to the next proposal section.		
Senior variobiang versonine officer very versors	* Project Title	lest		
Health Statement/Abstract		Do not exceed 85 characters.		
Rudget Period Detail	king you rebuilted this papersi	for funding consideration induce?		
Budget Summary	Love for second on both the	on randing constantiation decises		
Other Support	Revision?			
Organization Assurances		No		~
(1) Kesearch Plan		Have you submitted this proposal for f	unding consideration before?	
(1) Validate	If yes, date of previous			
Signature Page(s)	warmester.	(mm/dd/yyyy)		
submit	If a revision, please select the appr	opriate application from the list of you	r pror submissions, submitted through proposiCENTRAL.	
Support Links		Prior Proposal Not in ProposalCentr	u .	۷
Grantmaker Website	⁴ Grant Type	Single Site		*
Program Guidelines	Application Type			
🖉 Email to Program Admin	*	New		*
Application FAOs	* Primary Focus	Clinical - Burns		~
		(Chaose ane)		
Proposal Identifiers	* Is this application being submitted to other agencies?	No		~
Proposal ID: 110825	* If yes, what other agencies? Enter N/A if not applicable.			
Tracking Number: Unassigned	* Is Capital Equipment requested on this application?	No		*
Granter ID: Unassigned	* Are contractual or consortium costs involved?	No		*
	° is this a database/registry grant?	No		*
	Title Page			
	Next>> Save Print Car	Incel Doit		

4. Once I have reviewed the proposal, I will go to the Signature Page tab and click inside of the white box. When my cursor is inside of the white box, I will need to type my name there and click on the green "Sign" button. After this a notation will be placed to indicate the time/date of your Signature.

Proposal Sections Click name below to go to that section.	National Ataxia Concert and Information Concert and Information	Proposal To: Program: Title (Applicant): Deadline:	National Ataxia Foundation Diverse Scientists in Ataxia Pre-doctoral Research Fellowship Enter a title here, then press Save. (Tewalt, Jane) 3/15/2021 11:59:59 PM (U.S. Eastern Time)
1 Title Page	Signature Pages		
2 Download Instructions			
3 Enable Other Users to Access this Proposal	< <previous next="">> Cancel</previous>	Exit	
Applicant/PI			
Institution & Contacts	Before signing, please use the 'Valida' You must give your Signing Official ac	te' option (in the navigatio	in menu to the left) to verify that you have entered all the required information. Section 3 (Enable Other Users to Access this Proposal) so that they can log in to sign your application.
6 Key Personnel		+	
Personal Statement	* Applicant/PI(Jane Tewalt)	Jane Tewalt	Sign Signed: Jane Tewalt 01/12/2021 2:42:29 PM
Lay Summary & Scientific Abstract		The Applicant/PI must signature.	st enter their name as a
9 Budget Period Detail	* Signing Official (Brianna Kroth)		Sign
10 Budget Summary & Justification		The Signing Official li Contacts section mus	sted in the Institution & t sign this application for
11 Organization Assurances		submission.	
12 Attachments			
13 PI Data Sheet	After you complete all the proposal so	ections, click one of the do	winload buttons to open and review the cover/signature pages and application files.
Validate	Download	Application Pages	Download Application Pages with Attachments
15 Signature Pages			
16 Submit	You must have the FREE Adobe Acrobat	Reader installed to view e	ither of the above options.

The contact information for my institution is incorrect. How is this updated?

Only people with access to the institution's profile can update it. To find out who this person is, go to the section of your application that collected the name of the lead institution. The name of this section could be anything but is typically referred to as something along the lines of "Organization/Institution". It is typically found in the menu on the left after the page that collected the name of the PI/applicant. Below the information about the institution will be the name, e-mail, and phone number of the person at the institution who created the profile and should have access to update it.

If that person is no longer at the institution contact Customer Support (<u>pcsupport@altum.com</u>) to find out if there are other individuals at the institution who can update the institution profile.

2 Download Templates & Instructions	Organization/Inst	itution	
Applicant/PI	< <previous next="">></previous>	ave Print Cancel Fxit	
Organization/Institution			
G Abstracts	DPs institution is not loaded	as Land busilentian. To change collect from list below or Search all contain	and betti store. Draw botton to confirm eduction. Click Edit Brofile botton to shares
Proposal Attachments	institution information.	is ceau institution. To change, select norn list below of search all registe	ered institutions. Press bottom to commini selection. Click cuit Prome outtom to change
Validate	Change Lead Institution	Altum Inc.	
8 Signature Page(s)	Click this button to Change the Lead Institution	Change institution Note: Changing institution will delete current	tly displayed contacts.
	Address		
Support Links	* Street	6707 Democracy Blvd. Suite 104	
Program Guidelines	* City	Bethesda	
Email to Program Admin	State/Province	MD	
	* Zip/Postal Code	20817	
Application FAQs	* Phone	703-964-5840	
	If required institution information	on is missing or appears to be incorrect, please contact the following inc	dividual(s). They have access to the institution profile and can make the necessary updates.
Proposal Identifiers	Contact	Email	Phone
	Miller, Brad	bradmiller123@example.com	703-964-5863
Proposal ID: 102057	-	Salve	

If I unsubmit my application, will I lose everything that I have already completed?

No, you will not lose any information. However, if you want the Grant Maker to have your application, you must repeat the submission process.

I completed and validated my application, but I do not have the submit link. Where is it?

There are two possible reasons you may not have the ability to submit:

1. **The deadline has passed**. At the top of the page the deadline appears in red. If it's in the past there is also a note indicating that the deadline has passed and you cannot submit.

LOI Sections	The submission deadline for this program has passed and you cannot submit the application.					
Complete each section of the LOI below. Glick the Next button to save and go to the next section or click directly on the sections listed below.		LOI To: Program:	Zee Test Grant Maker Basic App			
3 Title Page		Title (Applicant): Deadline:	applicant email tost (McMiller, Da'Ron) 3/15/2019 11:59:59 PM (U.S. Eastern Time)			
Ownload Templates & Instructions						
Enable Other Users to Access this Proposal	Title Page					
Applicant	Next>> Save Print Cancel Exit					

If that is the case, users are not able to submit unless the Grant Maker provides an extension. To contact the Grant Maker, click the "Email to Program Admin" link in the Support Links section of the menu on the left.

Proposal Sections	Negara (No Ku
1 Toringe	
O Douristed Templatus & Instructions	
Applicant/A	Title Page
Organization feralitation	Nantoo Soot West Canad Dat
O Kry Ferranati	
O thereas	Enter a Hile for your application, then priors Same.
Current and Pendleg Support	
O Organization Assessments	* Project Title Institu (22) Donal waved (20)-charactery.
O Imposi Macharoth	
D value	Title Dama
D Separate Pageld	The Fage
	Mater See Wet Gend Dit
Support Links	
🖬 Program Guidelines	
🖉 Inalis Negar Janis 🔶 🗕	
Papelination/Alls	

NOTE – Altum ProposalCentral staff CANNOT provide an extension; applicants must contact the Grant Maker for this action.

2. You do not have permission. If your access level on the application is either "View" or "Edit" you are not able to submit the application; only "Administrator" level can submit. To determine your access level, look in the menu on the left that lists the sections of the application. If you do NOT see a section titled "Enable Other Users to Access this Proposal" it means you do NOT have "Administrator" permissions. To submit you need to contact a user with "Administrator" permission.

I submitted my application, but I need to change one of the uploaded attachments. How can I do this?

If it's before the deadline and the Grant Maker has not added your application to a review committee, you can unsubmit the application by clicking the <u>Unsubmit</u> button next to the application in the Submitted section of Proposals tab. You are prompted to confirm that you want to unsubmit it. If you want to proceed, click the **Ok** button. You then see the application in the "In Progress" section and you can click the **Edit** button next to it, make the appropriate changes, and then re-submit the application. You MUST re-submit the application in order for the Grant Maker to review it.

		Home Propos	als Awards	Professional Profile	Institution Prof	le Grant Oppo	rtunities 🔮 pCdrive
Create New Proposal		+					Deadlines displayed in U.S. Eastern Time
Show 25 v entries					Proposal Status:	All ~	Search: 110822
Delete	Grant Maker 🗍	Program		\$	Investigator 👙	Status 🔻	Due Date
Unsubmit View 110822 n/a	1 Rockville Roadies	Sea Turtle Basic Research Progra	m		Kroth, Brianna	Submitted	1/12/2021 1:44:21 PM

If it is after the deadline and/or the Grant Maker has added your application to a review

committee, you will not be able make any changes. However, the Grant Maker can either update the file for you or unsubmit the application to allow you to make changes and resubmit. Contact the Grant Maker to see if they are willing to allow changes to the application. You can e-mail the Grant Maker by clicking the **View** button next to the application in the Submitted section of Manage Proposals and then clicking the "Email to Program Admin" link found in the menu on the left.

5	ihow 25 v entries Proposal Status: All v Search:										
	Delete Edit		ldentifier 🔷	Title	Grant Maker 🛛 🌲	Program 🔶	Investigator 🔶	Status 🔻	Due Date		
		View	846670	Test	Zee Test Grant Maker	College Schlorship Program	Kroth, Brianna	Submitted	12/18/2020 10:25:42 AM		
	howing 1 to 1 of 1	ontrioc									

I submitted my LOI, but it is still "In Progress." Has it been submitted?

No. A status of "In Progress" is not equivalent to submitted. You can verify the submission status by looking in the "Status" column. If it states "*LOI*: Submitted" then it was successfully submitted.

					Home	Proposals	Awards	Professional Profile	Institution	Profile Grant C	pportunities	🗳 pCdriv
Create New	Proposal											Deadlines display U.S. Eastern
how 25 💙	entries							_	Proposal St	atus: All	✓ Search: 1	05873
Delete	Edit	Identifier \$	Title \$	Grant Maker 🗍	Program			\$ Investi	gator \$	Status	- Due Dat	te
	View	105873	LOI: test for approval	International Anesthesia Research Society	AUA Impact Award			LOI: Che Stefanie	rnyakov,	LOI: Submitted	11:59:59	16/2019 PM

How can I print a copy of my application?

The application includes a section that looks like the following screenshot. The name of the section could be anything but is typically referred to as "Signature Page(s)" or something similar and located between the Validate and Submit sections in the menu on the left. Click the **Print Signature Pages with Attachments** button on the right. This generates a PDF that includes several standard templates (e.g. signature page, contacts, abstracts), followed by the Word and PDF documents that you uploaded.

Proposal Sections Click name below to go to that section.	Proposal To: Rachel Test Program: Pilot Award Title (Applicant): Testing 123 (Ferrone, Rachel) Deadline: 9/14/2019 5:00:00 PM (U.S. Eastern Time)
Title Page	
2 Download Templates & Instructions	Signature Page(s)
Enable Other Users to Access this Proposal	<pre><cprevious next="">> Cancel Exit</cprevious></pre>
Applicant/PI	
Organization/Institution	After you complete all the proposal sections, click one of the Print buttons below to open and print the cover/signature pages and application files.
Abstracts	Before printing, please use the "Validate" option (in the navigation menu to the left) to verify that you have entered all the required information.
Proposal Attachments	
3 Validate	Print Signature Pages Print Signature Pages V
9 Signature Page(s)	You must have the FREE Adobe Acrobat Reader installed to view either of the above options.
30 Submit	Attention Apple/Mac users: The default Apple PDF viewer will not work properly. Download the latest version of the Acrobat Reader from Adobe at http://www.adobe.com/products/acrobat/readermain.html
Support Links	ordinations Netty Cannel But

I printed my application, but it does not include a copy of the detailed budget. Why?

The budget summary will print if the Grant Maker has elected it to be included in the single print. If the Grant Maker has not elected to have it printed with the single print it will not be included. If you wish to have a printed copy, you can use the **Print** button on the Budget Period Detail page.

Proposal Sections Citck name below to go to that section.	<u> </u>	Program: Title (Applicant): Deadline:	Sea Turtle Basic Research Program n/a (Kroth, Brianna) 10/7/2022 11:59:59 PM (U.S. Eastern Time)	
Title and General Information	Budget Period Detail			
2 Download Templates & Instructions				
3 Enable Other Users to Access this Proposal	< <pre><<previous next="">> Save Print</previous></pre>	Cancel Exit		
Principal Investigator				
3 Institution Information & Contacts	Enter information for each year of the award	age I below. Click on Period 1 for the J	irst year of funding, and Period 2 for the second year of funding.	Include estimated start and end date for each period.
Other Key Personnel	This is a two-year award for a total of \$800,0	00 (\$400,000 per year).		
Letters of Support /Reference Letters				
8 Project Summaries and Keywords	Total Costs: \$0.0	00	Total Direct Costs: \$0.00	Total Indirect Costs: \$0.00
9 Budget Period Detail			Period 1 Period 2 Copy Period 1 Forward	1
10 Budget Summary	* St	art Date 3/22/2021	=	* End Date 3/22/2022
Alternative or Overlapping Funding	Period Total Costs: \$0.0	00	Period Direct Costs: \$0.00(0.00%)	Period Indirect Costs: \$0.00 (0.00%)
	Provide State			

When I press submit, does the application/LOI get submitted to the foundation or routed to my Grants & Contract office to approve?

Clicking the Submit button sends the application directly to the Grant Maker. If a signature is required you will not be able to submit until the signature is completed.

I uploaded files in the Attachment section of my application, but they are not printing when I click on the Signature Pages. Why?

There are a few reasons why a file may not show/print when the **Print Signature Pages and Attached PDF Files** button is clicked:

1. Only Word and PDF files are included in this function. If the excluded file is NOT a Word or PDF file (e.g. excel, jpegs, etc.), that is the reason. There's nothing more you need to do; the Grant Maker is aware that only Word and PDF files are included. (Note – The Grant Makers have access to the other files after you submit.) If it is a Word or PDF file, proceed to #2.

2. The Grant Maker may intentionally exclude certain attachment types from this function. To see if your Grant Maker has chosen to do this, refer to the policies and

guidelines they supplied (Program Guidelines link or attachment found in the Support Links section of the gray menu on the right). If the Grant Maker has not mentioned this in their policies and guidelines, proceed to #3.

3. There may be an error with the file uploaded. The two most common errors are corrupted or password protected files. The way to correct this is to remove the file that has errors, regenerate the PDF, and then upload again. To do this:

a. Go to the application section where you uploaded the files. ProposalCentral may have been able to identify the file with the error. If so, the file is highlighted in red. Please note that not all files with errors are shown in red.

Budget Period Detail Budget Summary	Current list of uploaded attachments are listed in the table below: Files that cannot be assembled for printing will be highlighted Θ below.								
Active and Pending Research Support	File Name	Attachment Type	Description	Date	Delete				
11 Publications	placeholder doc.pdf	Project Description		6/20/2019 9:44:34 AM	圃				
12 Application Attachments	placeholder doc.pdf	Principal Investigator's Biosketch		6/20/2019 9:44:24 AM	圃				
(13) Validate	placeholder doc.pdf	Signature Page(s)		6/20/2019 9:44:46 AM	圃				
Signature Page(s)	Good clinical practice(1).pdf	Signature Page(s)		6/20/2019 1:44:56 PM	圃				
5 Submit	Laceholder doc.pdf	Tenure Letter		6/20/2019 9:44:54 AM	Ŵ				

b. Click the "Delete link" next to the file that was NOT included when you clicked the **Print Signature Pages and Attached PDF Files** button. (Reminder, you may be deleting a file that is not highlighted in red.)

8 Budget Period Detail	Current list of uploaded attachments are listed in the table below: Files that cannot be assembled for printing will be highlighted I below.									
Budget Summary	File Name	Date	Delete							
Active and Pending Research Support	placeholder doc.pdf	Project Description		6/20/2019 9:44:34 AM	圃					
Publications Annifection Attachments	Jaceholder doc.pdf	Principal Investigator's Biosketch		6/20/2019 9:44:24 AM	圃					
Apprication Actacimients Validate	Jaceholder doc.pdf	Signature Page(s)		6/20/2019 9:44:46 AM	圃					
33 Signature Page(s)	Good clinical practice(1).pdf	Signature Page(s)		6/20/2013 1:44:56 PM	<u>ش</u>					
35 Submit	placeholder doc.pdf	Tenure Letter		6/20/2019 9:44:54 AM	圃					

c. You are prompted to confirm you want to proceed with deleting that file, click the **Yes** button.

Budget Period Detail	Current list of uploaded attachments are liste Files that cannot be assembled for printing w	Current list of uploaded attachments are listed in the table below: Files that cannot be assembled for printing will be highlighted Q below.								
Budget Summary Active and Pending Research Support	File Name	Attachment Type	Description	Date	Delete					
Publications	placeholder doc.pdf	Project Description		6/20/2019 9:44:34 AM	匬					
12 Application Attachments	placeholder doc.pdf	Principal Investigator's Biosket	ch	6/20/2019 F Are you sure yo attachment?	ou want to Delete the					
13 Validate	placeholder doc.pdf	Signature Page(s)		6/20/2019	Yes X No					
Signature Page(s)	Good clinical practice(1).pdf	Signature Page(s)		6/20/2019 1:44:56 PM	M					
15 Submit	placeholder doc.pdf	Tenure Letter		6/20/2019 9:44:54 AM	圃					

d. Open the original file using either Adobe Professional or Adobe Reader. When you print the file, select the respective .pdf converter tool from the printer dialog box "Name" drop-down menu and click the **Print** button. Save the new file that is created.

Print		×
Printer		
Name:	Adobe PDF 🗸 🗸	Properties
Status:	Adobe PDF	Comments and Forms:
Туре:	Snagit 2018	Document and Markups 🗸
Print Range	OneNote	Preview: Composite
All	printer-bw (HP LaserJet MFP M426fdn) Microsoft XPS Document Writer	Units: Inches Zoom: 100%
OCurrent	Microsoft Print to PDF	
O Current	Fax	1/1
O Pages	Brother MFC-J485DW Printer	K

e. Return to the application section where you previously uploaded the files. Select the appropriate Attachment Type, provide a description (optional), browse to locate the file on your computer and then click the **Upload Attachment** button.

Please select Attachment Type to s	ecify file types you are allowed to upload. The ** indicates that Attachment Type is required for submission.	
* Attachment Type:	(Blown Salart)	
	Allowable File Type:	
Describe Attachment:		
Dece 6 december 66 in her keine	(Please provide a meaningful description no longer than 250 characters)	
Drag & drop your file in box below	(Please provide a meaningful description no longer than 250 characters) o upload, or click in box to browse. You can upload up to 1 file(s) at a time.	
Drag & drop your file in box below	(Please provide a meaningful description no longer than 250 characters)	
Drag & drop your file in box below	(Please provide a meaningful description no longer than 250 characters) o upload, or click in box to browse. You can upload up to 1 file(s) at a time. The provide a meaningful description no longer than 250 characters) Drag & drop your file to upload, or click here to browse.	

f. After the file is uploaded, return to the section of the application to generate the PDF and click the **Print Signature Pages and Attached PDF Files** button. The file you replaced should now appear.

Proposal Sections Click name below to go to that section.	Proposal To: Rachel Test Program: Piot Award Title (Applicat): Testing 123 (Formone, Rachel) Deadline: 9/14/2019 5:00:00 PM (U.S. Eastern Time)
Title Page	
2 Download Templates & Instructions	Signature Page(s)
Enable Other Users to Access this Proposal	colleging Netto Canal Fill
Applicant/Pl	
Organization/institution	After you complete all the proposal sections, click one of the Print buttons below to open and print the cover/signature pages and application files.
Abstracts	Before printing, please use the "Validate" option (in the navigation menu to the left) to verify that you have entered all the required information.
Proposal Attachments	
O Validate	Print Signature Pages 3 Print Signature Pages 3
🥑 Signature Page(s) 🚽	You must have the FREE Adobe Acrobat Reader installed to view either of the above options.
30 Submit	Attention Apple/Max users: The default Apple PDF viewer will not work properly. Devenload the latest version of the Acrobat Reader from Adobe at http://www.adobe.com/products/acrobat/readermain.html
Support Links	< <previous next=""> Cancel Exit</previous>

4. If # 1 and 2 don't apply to your situation and #3 does not resolve the issue, contact pcsupport@altum.com for assistance.

I submitted an application and was notified that I was not funded. Can I find out why?

If the Grant Maker has made the review/critique information available, access it by:

- 1. Going to https://proposalcentral.com/ and login under the "Application Login" section.
- 2. Clicking on the "Proposals" tab and then selecting "All" from the "Proposal Status" dropdown menu.
- 3. Clicking the **"View Review Info"** button next to the appropriate application.

	Create New I	Proposal				Home	Proposals	Awards	Professional Pro	file Institution Profi	le Grant Opportunit	ies PCdrive Deadlines displayed in
s	how 25 🗸	entries					T			Proposal Status:	All v Search	U.S. Eastern Time
	Delete	Edit	Identifier \$	Title 🔶	Grant Maker 🔶	Program			¢	Investigator 🗍	Status 🗸	Due Date
		View	90003	title	Cystic Fibrosis Foundation	Impact Grants				Chernyakov, Stefanie	Submitted	3/31/2017 2:24:07 PM
		View	69937	This is a second test	International Anesthesia Research Society	2014 IARS Annual Meet	ting White Pape	r		Chernyakov, Stefanie	Submitted	7/17/2013 9:59:52 AM
		View	97900	Proposal: test application LOI: LOI Bypass	Crohn's & Colitis Foundation	Clinical Research Netwo	ork			Proposal: Chernyakov, Stefanie LOI: Chernyakov, Stefanie	Proposal: Submitted LOI: Approved	Proposal: 8/28/2018 10:35:45 AM LOI: 8/28/2018 10:25:41 AM
		View	71951	Application 1 to be submitted	SPC Foundation	SPC Test Proposal 2014				Chernyakov, Stefanie	Submitted View Review Info	4/8/2014 12:12:45 PM

If the page you are directed to states there are no reviews available or Summary Statements entered, then the Grant Maker has not supplied the information yet. Contact them to find out more information.

You can e-mail the Grant Maker by clicking the **View** button next to the application and then clicking the "Email to Program Admin" link found in the gray menu on the left.

	Applicant: Title: Program: Institution: App #:	Goodfellow, Robin Institution archived fest Rachef LGT Well Research Grants Institute Italiarchive 102023
View Review Information		
Committee: Second Committee Test		
Summary Statement No Admin Summary has been entered.		

Application Process (Non-PI)

The PI gave me access to an application but when I log in, I do not see it. Why?

First, make sure you are logging in to the right place:

1. Go to https://proposalcentral.com and log in under the "Application Login" section.

2. Click on the Proposals tab and then the default **ALL** status in the Proposal Status drop-down menu.

					Home	Proposals	Awards	Professional Profile	Insti	titution Profile	Grant Opportunities	🗳 pCdrive
Create New Proposal												Deadlines displayed in U.S. Eastern Time
Show 25 👻 entries	Proposal Status All v Search:											
Delete	Edit	Identifier 🗧	Title \$	Grant Maker	Program		\$ Invest	igator	¢	Status	v Due Date	
	No data available in table											

If you do NOT see the application listed, there are two possibilities:

• Option 1: You have multiple accounts in ProposalCentral and the PI gave you access under a different account. To determine if this is the case, click the Professional Profile tab and then Section 11 "Account Information" in the menu on the left. On that screen are the e-mail address(es) affiliated with this account. Contact the PI to see if the e-mail address used matches one that you see. If it does, proceed to Option 2. If it does NOT match any of the address(es), there are two options:

 \circ $\;$ Ask the PI add access to the application using one of the e-mail addresses indicated. Or,

• Click the "Logout" link in the upper right and then click "Forgot Your Username/Password?" under the "Application Login". Enter the e-mail address that the PI used. This sends an e-mail to that address with a link to set your password. Please note that this only works if you have access to e-mail messages sent to that e-mail address. If you don't but it was a valid e-mail for you (e.g. it's an e-mail from your last position), contact Customer Support for assistance.

Note – If you have multiple accounts, Altum recommends consolidating them. This preserves all information under a single account and prevents confusion when accessing. For more information on how to merge accounts please see the "I think I have multiple accounts on ProposalCentral. Can they be combined?" question above.

• Option 2: If the e-mail address the PI used matches one of the e-mail addresses in your account, it is possible that the PI included your account information as a listed contact for key persons or organizational officials but did NOT specifically provide you access. In ProposalCentral it is possible for a PI to indicate someone is part of an application without giving access to the application.

The PI can provide you access by:

1. Going to <u>https://proposalcentral.com/</u> and logging in under the "Application Login" section.

2. Clicking the Proposals tab and the **Edit** button next to the appropriate application.

3. Clicking the "Enable Other Users to Access this Proposal" section in the menu on the left.

4. Adding your e-mail address at the bottom and clicking the **Find User** button.

5. Selecting the appropriate access level from the drop down in the "Permissions" column and clicking the **Accept Changes** button. The possible access levels are:

• View: View only. Cannot change any details.

• Edit: Can view and change information in the application. Cannot submit the application or view the "Enable Other Users to Access this Proposal" screen.

• Administrator: Can view, edit and submit the application. Can give access rights to others on the "Enable Other Users to Access this Proposal" section.

LOI Sections Complete each section of the LOI below. Click the Next button to save and go to the next section or click directly on the sections listed below.			LOI To: Program: Title (Applicant): Deadline:	Zee Test Grant Maker Basic App Test for Extension (McMiller, 10/16/2019 11:59:59 PM (U.	Da'Ron) S. Eastern Time)		
1 Title Page	Enable Othe	er Users to Acces	ss this Proposal				
Download Templates & Instructions	Contraction 1	and from the					
3 Enable Other Users to Access this Proposal	< <pre><<pre>Previous</pre></pre>	ext>> Cancel Exit					
Applicant							
S Organization	Access Perm	nissions					
Key Personnel	This screen allow:	s you to give other users aco	ess to your grant application. Click	k help icon for more information.	0		
2 Letters of Reference	Auto Notify: To enal	ole your co-investigators, dep	partment or grants administrators	to receive system notifications, ad	dd them with at least "View" access below and chec	k the box "Auto Notify".	
Misc for FFATA	Proposal Ac	cess Rights					
Abstract and keywords	Auto Notify	Role		Name	E-Mail	Permissions	Delete
10 New Other Support				McMiller, Da'Ron	daron.mcmiller@altum.com	Administrator	- D
Attach Letter of Intent here				vin, vanda	vvinay5@altum.com	View	D
12 Validate	Save						
Signature Page(s)	Give User Pr	roposal Access					
10 Submit		User ID/E-Mail					
Proposal Sections Of must be submitted and approved before Proposal can be completed.		Enter th	te E-Mail address or User ID of a r	registered proposalCENTRAL User a	and press the button to select.		

How do I update the PI's details? I have access to the application but don't see a way to update the PIs information in the applicant/PI section of the application.

The PI must explicitly provide some access to their profile for that person to be able to update it. If you do not have access to the PI's profile, use the following instructions to allow you access to their profile:

1. Go to <u>https://proposalcentral.com/</u> and login under the "Application Login" section.

2. Click the Professional Profile tab and then click the "Enable other users to access your profile" link in the gray menu on the left.

3. Add the e-mail address of the person who should have access to your profile and click the **Add User** button.

4. Once the person has access, select the appropriate access level in the "Edit Permissions" column and then **Save**. Here is a description of each access level:

- View: View only. Cannot change any details.
- Edit: Can view and change information in the profile. Cannot give other users access to the profile.
- Administrator: Can view and change information in the profile. Can give other users access to the profile.

		Home	Proposals	Awards	Professional Profile	Institution Profile	Grant Opportunities	🔮 pCdriv
	My Profile O	ther Profiles Add Profile	Combine Profi	les 🔞	Update Profile from ORCID	🔞 🖏 Unlink		
			2					
tents of Professional Profile folders below to navigate to other parts of the	Name: Kroth, Brid	anna Email: brianna.kroth	@altum.com				Edit A	ccount Informatio
ē.	Save Cance	el < <previous next="">></previous>						
Contact Information								
Altum Inc.	Delete	Name		E-Mail Add	ress	Edit Permissions		
	Delete	Brianna Kroth		brianna.kro	th@altum.com	4	Administrator	
Add	To allow anoth	or user accord to this Deefection	upal Orofila ontor ti	o Heor ⁱ e Logi	a ar E Mail Address about an	d proce the Add User butte		
Degrees	to allow allour	ier user access to this Professio	inal Frome enter ti	le oser s cogi	Tor Lewian Audress above an	a press the Add Oser build		
Research Interests				Add User				
				Ь				
General Interests				3				
BrightFocus Foundation Keywords	Save Cance	el < <previous next="">></previous>		_				
Personal Data for Applications	4							
Biosketch								
Other Support								
Publications								
Inventions								
Enable other users to access your profile 🛛 🛑	2							
Account Information								

Once the PI has provided access to their profile, update it using the following steps:

- 1. Go to <u>https://proposalcentral.com/</u> and login under the "Application Login" section.
- 2. Click the Professional Profile tab and then click on **Other Profiles**.
- 3. Click the **Edit** link next to the PI's name. That returns the PI's profile and you can update information. Remember to click the **Save** button to retain your changes.

			Home	Proposals	Awards	Professional Profile	Institution Profile	Grant Opportunities	pCdrive
	My Profil	e Other Profiles Add Profile Combine Profiles	Dupdate Profile from	ORCID (D)	S Unlink	1			
Show 25 V entries								Search:	
This screen displays other profiles you have	e access to								
Edit Ø	Show	Name	e E-Mail				Confirmed?		\$
Edit	Show	Kroth, Brianna	briannak@gmail.co	mc			NO		

Additionally, you can update the PI's profile from within the application by:

1. Going to https://proposalcentral.com/ and logging in under the "Application Login" section.

2. Clicking on the Proposals tab and the **Edit** button next to the appropriate application.

3. Going to the section of the application that is pulling information from the PI's profile and clicking the **Edit Professional Profile** button. This re-directs to the PI's profile. From there you can make changes. When done, click the **Return to LOI/Proposal** button at the top of the PI's profile. If you returned to the page showing the PI's contact information in the application, make sure to click **Save** on that page to refresh the page with the updates to the profile.

					1		1. Sec.
		Home	Proposals A	wards Professional Profile	Institution Profile	Grant Opportunities	pCdrive
	My Profile Other Profiles Add Profile Combine Profiles 🍈 Upd	ate Profile from	DRCID 🍪 😒 (Unlink			
Contents of Professional Profile Itelp Cick folders below to navigate to other parts of the profile.	Return to LOY / Proposal Be sure to save changes to the profile before return	ling.					
Institution & Contact Info Alturn Inc.	You can begin working on a proposal by clicking on the Create New Proposal link. We suggest that at a minimum you complete the contact information below. You do However, if a grantmaker requires additional information on a program for which yo	not need to com u are submitting	plete the other sect an application, you	ions of your profile. will have to return to your profile to c	omplete their required sect	c	reate New Proposal
Add	Name: Kroth, Brianna Email: brianna.kroth@altum.com					Edit A	account information
Degrees	Save Cancel Next>> Delete This Contact Item						
3 Research Interests							
General Interests	Institution: Altum Inc. Change Institution				Primary Institution		

I have access to the PI's application, but I am not able to make any changes. Why?

There are different levels of access to an application, including "View". If the PI provided "View" access, you are not be able to make any changes. If you would like to make changes, you must ask the PI to change your access level. The PI can do this by:

- 1. Going to <u>https://proposalcentral.com/</u> and login using the "Application Login".
- 2. Clicking the Proposals tab and clicking **Edit** next to the proposal.
- 3. Selecting either "Edit" or "Administrator" from the drop-down menu in the

"Permissions" column for your account and clicking the **Save** button.

Proposal Sections Click name below to go to that section.	SUR		Proposal To:	Your Logo			
Title Page			Program: Title (Applicant): Deadline:	Clinic Center Support	Grant I Center (Jodl, Alfred) 4 (U.S. Fastern Time)		
2 Download Templates & Instructions			Desember	5,0,2025 225555 1			
3 Enable Other Users to Access this Proposal	Enable Ot	her Users to Acc	ess this Propo	sal			
Program Director	e «Draudaus	Noutra Concol Full					
S Leadership & Officials	COPIEVIOUS	Cancer					
6 Care Team							
Quality Improvement	Access Per	missions			-		
8 Narrative	This screen all	ows you to give other users a	access to your grant appl	ication. Click help icon for m	ore information. 🔞		
3 Attachments	Auto Notify: To e	nable your co-investigators,	department or grants ad	ministrators to receive syste	m notifications, add them with at least "View	" access below and check the b	ox "Auto Notify".
10 Validate	Proposal A	ccess Rights					
Signature Page(s)	Auto Notify	Role		Name	E-Mail	Permissions	Delete
		Principal Investigator		Jodl, Alfred	ajodl@example.com	Administrator	<u>~</u> 🛍
Support Links				Montgomery, Bernard	bmontgomery@example.com	Administrator	- İ
Grantmaker Website	Save						1
Program Guidelines	Give User	Proposal Access					•
🐱 Email to Program Admin	Use	Enter the E-	Mail address or User ID	of a registered proposalCEN	TRAL User and press the button to select.		
Ducus col I double ou							

I cannot complete the Publications (or Other Support) section for my Principal Investigator even though I have "Administrator" access to the application. Why?

Only users that have access to the PI's Professional Profile can update the Publications and Other Support stored in the PI's profile. The PI must explicitly provide access to their profile for that person to update their profile. If you do not have access to the PI's profile, they can use the following instructions to allow you access to their profile:

1. Go to <u>https://proposalcentral.com/</u> and login under the "Application Login" section.

2. Click the Professional Profile tab and then the "Enable other users to access your profile" link in the gray menu on the left.

3. Add the e-mail address of the person who should have access to your profile and click the **Add User** button.

4. Once the person has access, select the appropriate access level in the "Edit Permissions" column and then click the **Save** button. Here is a description of each access level:

• View: View only. Cannot change any details and therefore cannot update Publications and Other Support.

• Edit: Can view and change information in the profile. Cannot give other users access to the profile and therefore can update Publications and Other Support.

• Administrator: Can view and change information in the profile and therefore can update Publications and Other Support. Can also give other users access to the profile.

		Home	Proposals	Awards	Professional Profile	Institution Profile	Grant Opportunities	pCdrive
	My Profile O	ther Profiles Add Profil	e Combine Pro	ofiles 🔞	Update Profile from ORCID	🔞 🖏 Unlink		
			2					
Contents of Professional Profile	Name: Kroth, Bria	nna Email: brianna.kro	th@altum.com				Edit A	ccount Information
Click folders below to navigate to other parts of the profile.								
Contact Information	Save Cance	el < <previous next:<="" td=""><td>~</td><td></td><td></td><td></td><td></td><td></td></previous>	~					
Contact mornation	Delete	Name		E-Mail Add	ress	Ed	it Permissions	
Altum Inc.	Delete	Brianna Kroth		brianna.kro	th@altum.com	4	Administrator	~
Add	To allow anoth	er user access to this Profes	sional Profile enter	the User's Logi	n or E-Mail Address above an	d press the <i>Add User</i> butto	n.	
2 Degrees				Add User	1			
Research Interests				1				
General Interests				3				
BrightFocus Foundation Keywords	Save Cance	el < <previous next?<="" td=""><td>~</td><td></td><td></td><td></td><td></td><td></td></previous>	~					
	1							
Personal Data for Applications								
3 Biosketch	-							
6 Other Support								
Publications								
Inventions								
9 Enable other users to access your profile	2							
10 Account Information								

For more information on adding Other Support please refer to the "How to Add Other Support" tutorial.

I started an application, but I am not the PI. How do I change the PI on the application?

First, the PI must have an account in ProposalCentral. If they have an account already, skip to the next section below. If they do not, send the PI to register by:

1. Go to https://proposalcentral.com/ and click the <a href="https://www.weighted-background-commutation-backgr

2. Provide the information requested. An e-mail will be sent with a confirmation number. Open the e-mail and copy the confirmation number.

3. Return to <u>https://proposalcentral.com/</u> and login under the "Application Login" section by providing the username and password you created in Step 2.

4. Paste the confirmation number and click the **Submit Confirmation Number** button.

5. Enter profile information (e.g. affiliated institution, address, phone number, etc.) Most Grant Makers require this information in an application and once saved in a professional profile, it carries over into any application started on ProposalCentral.

Second, once the PI has an account, you must give the PI "Administrator" access to the proposal in the "Enable Other Users to Access this Proposal" section. To do this:

1. In the application click the "Enable Other Users to Access this Proposal" section in the gray menu on the left.

2. Add the PI's e-mail address at the bottom and click the **Find User** button.

Once added, select the "Administrator" permission in the "Permissions" column (3a) and click the Save button(3b).

Proposal Sections Click name below to go to that section.		Prop	osal To:	Your Logo			
1 Title Page	E F	Progr Title	ram: (Applicant):	Clinic Center Support (Greater Boster Clinical	Grant Center (Jodl, Alfred)		
2 Download Templates & Instructions		Dead	lline:	9/8/2015 11:59:59 PN	I (U.S. Eastern Time)		
3 Enable Other Users to Access this Proposal	Enable Ot	her Users to Access th	nis Proposa	al			
Program Director							
S Leadership & Officials	<< Previous	Next>> Cancel Exit					
6 Care Team							
Quality Improvement	Access Per	rmissions					
8 Narrative	This screen all	ows you to give other users access to	your grant applica	tion. Click help icon for m	ore information.		
Attachments	Auto Notify: To e	nable your co-investigators, departme	ent or grants admi	nistrators to receive system	m notifications, add them with at least "View	" access below and check the bo	ox "Auto Notify".
10 Validate	Proposal A	Access Rights					
11 Signature Page(s)	Auto Notify	Role	Na	ime	E-Mail	Permissions	Delete
		Principal Investigator	ol	dl, Alfred	ajodl@example.com	Administrator	~ 🔟
Support Links			M	ontgomery, Bernard	bmontgomery@example.com	Administrator	Image: Contract of the second seco
Grantmaker Website	Save	- 3b					
Program Guidelines	Give User	Proposal Access					За
K Email to Program Admin		2 Enter the E-Mail add	ress or User ID of	a registered proposalCENT	RAL User and press the button to select.		
		Find User					

Finally, now that the PI has access, the PI must:

- 1. Go to https://proposalcentral.com/ and login below "Application Login".
- 2. Click on the Proposals tab.
- 3. Click the **Edit** button next to the proposal.

4. Within the application, the PI needs to go to the Applicant/PI section, select their name from the drop down, and click the **Save** button. Please note that the "Applicant/PI" section may be named something different depending on the Grant Maker.

Proposal Sections Click name below to go to that section.		Proposal To: Program: Title (Applicant): Deadline:	Rachel Test Piot Award Testing 123 (Ferrone, Rachel) 9/14/2015 5-00:00 PM (U.S. Eastern Time)	
Title Page				
2 Download Templates & Instructions	Applicant/PI			
3 Applicant/PI		Brint Cancel Evit		
Organization/Institution	SPIEVIOUS INCASE SAVE	Print Cancer Exit		
S Abstracts	Person who initially creates the LO	I or proposal is pre-loaded as the PI. Cont	act information from DY's profile shown below. To undate profile, click Edit Drofile	To change select from list and click button to confirm selection
6 Proposal Attachments	e	i or proposario pre tobaca ao me i n'eone	ee mornadon non riz prone znom zelom to godde pronej elek edit rizhe.	to sharge) select normal and energined output to commit selection.
7 Validate	Principal Investigator	Ferrone, Rachel - Altum Inc.		· · · · · · · · · · · · · · · · · · ·
Signature Page(s)		Goodfellow, Robin - No institution in	professional profile	
		Goodfelow, Robin - Altum Inc. Goodfelow, Robin - Pretend Harvar	a	
	Name:	Ferrone, Rachel - Alturn Inc.		
Support Links	* toutie the	Ferrone, Rachel - EC1		
Program Guidelines	Institution	Altum Inc.		
- rogan dadame	* Highest Degree	B.A.		
Kanal to Program Admin	Other Degree(s)	B.A.,		

I need to approve the application for a PI. They told me they submitted it, but I don't seem to have it. How can I approve it to submit to the foundation?

If the PI submitted the application, it has already been sent to the Grant Maker. If the PI should have had your approval before submitting, they can unsubmit the application i<u>f</u> it is before the deadline and the Grant Maker has not started the review process. The PI can un-submit by clicking the "Unsubmit" button as shown in the screenshot below and then click the **OK** button to proceed with un-submitting.

					Home	Proposals	Awards	Professional Profile	Institution Prof	ile Grant Op	portunities	🔮 pCdrive
Create New P	oposal					+				•		Deadlines displayed in U.S. Eastern Time
Show 25 🗸 e	ntries								Proposal Status:	All	Search: 1	10822
Delete	Edit	Identifier \$	Title \$	Grant Maker 🗍 🗍	Program			¢	Investigator 🔶	Status	Due Dat	te
Unsubmit	View	110822	n/a	1 Rockville Roadies	Sea Turtle Basic Resea	rch Program			Kroth, Brianna	Submitted	1/12/202	1 1:44:21 PM

Once the PI has unsubmitted the application, the PI may provide access by accessing the proposal and completing the following steps:

1. Clicking the "Enable Other Users to Access this Proposal" section in the gray menu on the left.

2. Adding your e-mail address at the bottom and clicking the **Find User** button.

3. Once you are added, selecting "Administrator" from the drop down in the

"Permissions" column and clicking the **Save** button. Only a user with Administrator permission is allowed to submit the application.

Proposal Sections Click name below to go to that section.		P	ronosal To:	Your Loro			
1 Title Page	69	P T	rogram: 'itle (Applicant):	Clinic Center Support C Greater Boster Clinical	Grant Center (Jodl, Alfred)		
2 Download Templates & Instructions		-		57072020 22105105 114			
3 Enable Other Users to Access this Proposal	Enable Ot	her Users to Access	this Propos	al			
Program Director							
S Leadership & Officials	<< Previous	Next>> Cancel Exit					
6 Care Team							
Quality Improvement	Access Per	rmissions					
Narrative	This screen all	ows you to give other users access	s to your grant appli	ation. Click help icon for m	ore information. 🔞		
Attachments	Auto Notify: To e	nable your co-investigators, depar	rtment or grants adr	ninistrators to receive system	m notifications, add them with at least "View	v" access below and check the b	ox "Auto Notify".
10 Validate	Proposal A	Access Rights					
Signature Page(s)	Auto Notify	Role		lame	E-Mail	Permissions	Delete
		Principal Investigator	1	odl, Alfred	ajodl@example.com	Administrator	~ 🛍
Support Links				Montgomery, Bernard	bmontgomery@example.com	Administrator	~ û
Grantmaker Website	Save 👍	- 3b					<u>_</u>
Program Guidelines	Give User	Proposal Access					За
💽 Email to Program Admin		2 Enter the E-Mail	address or User ID o	f a registered proposalCEN1	RAL User and press the button to select.		
Deserved I dentifiere							

After your review, if you would like to submit the application, you must proceed to the Submit section found in the menu on the left and then click the **Submit** button. You will ONLY be able to submit if it's before the deadline and all requirements have been met.