

 **proposalcentral**

FAQ

Awardees

PREPARED BY
PROPOSALCENTRAL SUPPORT



Contents

Contents	2
I need to upload a Progress Report to a PI's record but when I log in to ProposalCentral, I do not see the award. Why?	3
I have attached the deliverable to the record but there was no Save button. Has the document been uploaded?	4
I cannot complete the Publications (or Other Support) section for my Principal Investigator even though I have administrator access to the award. Why?	5
The original PI has left our institution, so we need to reflect this on the award. How do I update the record?.....	6
I'm a PI on a grant and have moved to a new institution. How do I make this change on my award? .	6
The PI gave me access to their award record so that I can upload a deliverable; however, I don't see an upload link. Why?	8
I am attempting to upload a deliverable but it says I don't have access to Post-Award. My PI says I should. How do I find the award?.....	9
I was notified that my proposal status is now pre-award. I am supposed to upload deliverables to my award record but don't see it under my awarded link. Where is it?	14
How will I know if the grant maker/foundation has reviewed the deliverable?	15
I am the Signing Official/Financial Officer for my institution. Why don't I see all the award records for my institution?	15
I need to upload a document that is not listed in the table of the Award Deliverables. Can I do this?	20
I need to give (get) access to an award record but the "Contacts & User Access" link is grayed out. How can I add someone to the record?	21
I am assigned a deliverable that includes ORCID authorization? What is this? How do I complete this?	26

Post Award

I need to upload a Progress Report to a PI's record but when I log in to ProposalCentral, I do not see the award. Why?

To upload a report, you need to have "Edit" or "Administrator" permissions for the grant. The Principal Investigator (PI) can grant you access by following these steps:

1. Visit <https://proposalcentral.com/> and log in under the "Application Login" section.
2. Click on the "Awards" tab and select the Award Identifier or Title link for the appropriate grant.
3. Navigate to the "Contacts" tab and add the appropriate email address twice, then click the "Add Award Contact" button.

The screenshot shows the 'Contacts' tab for an award. The award details are as follows:

Grantee	Ferrone, Rachel	Award ID	96922
Institution	Pretend Harvard	Program	New Idea Award (w/LOI)
Award Amount	\$500,000.00	Project Title	Sample Award Record
Award Start - Award End	07/01/2018 - 07/01/2020		
Paid	\$62,500.00		
Spent	\$0.00		
Proposal ID	96922 (pC ID)		

Below the award details, there is a table of existing contacts:

Del	Auto Notify	Name	Contact Type	Role	E-Mail	Phone	Permissions
	<input checked="" type="checkbox"/>	Rachel E. Ferrone	PI	PI	rachel.ferrone@altum.com	555-555-5555	Administrator
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Robin Goodfellow	Institution Contact	administrator	rgoodfellow@example.com	777-777-7777	Administrator

At the bottom, there is a form to 'Add Award Contact' with two input fields for 'Enter E-Mail Address' and 'Confirm E-Mail Address', and an 'Add Award Contact' button. Red arrows point to the input fields and the button.

4. Select the contact type (e.g., Key Person), enter the role (e.g., Collaborator), and click the **Save & Close** button at the bottom.

Add 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 profile.

[← Back To Award Contacts](#)

Auto Notifications

Contact Type/ Role

Type

Role

- Select the appropriate access level from the drop-down in the “Permissions” column and click the **Save Changes** button. The possible access levels are:
 - View: View only. Cannot change any details and therefore will NOT be able to submit a report.
 - Edit: Can view and change information in the grant. However, they 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 Access Permissions: [?](#)

[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 entries Search:

Del	Auto Notify	Name	Contact Type	Role	E-Mail	Phone	Permissions
	<input type="checkbox"/>	Rachel E. Ferrone	PI	PI	rachel.ferrone@altum.com	555-555-5555	Administrator
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Robin Goodfellow	Institution Contact	administrator	rgoodfellow@example.com	777-777-7777	Administrator Administrator Edit No Access View

Showing 1 to 2 of 2 entries

[Save Changes](#)

After the PI has granted you access, you can access their award by:

- Visiting <https://proposalcentral.com/> and logging in under the “Application Login” section.
- Clicking on the red Awards tab and then clicking either the Identifier number or Title link next to the appropriate grant.
- Click the Deliverables Tab to submit a report.

I have attached the deliverable to the record but there was no Save button. Has the document been uploaded?

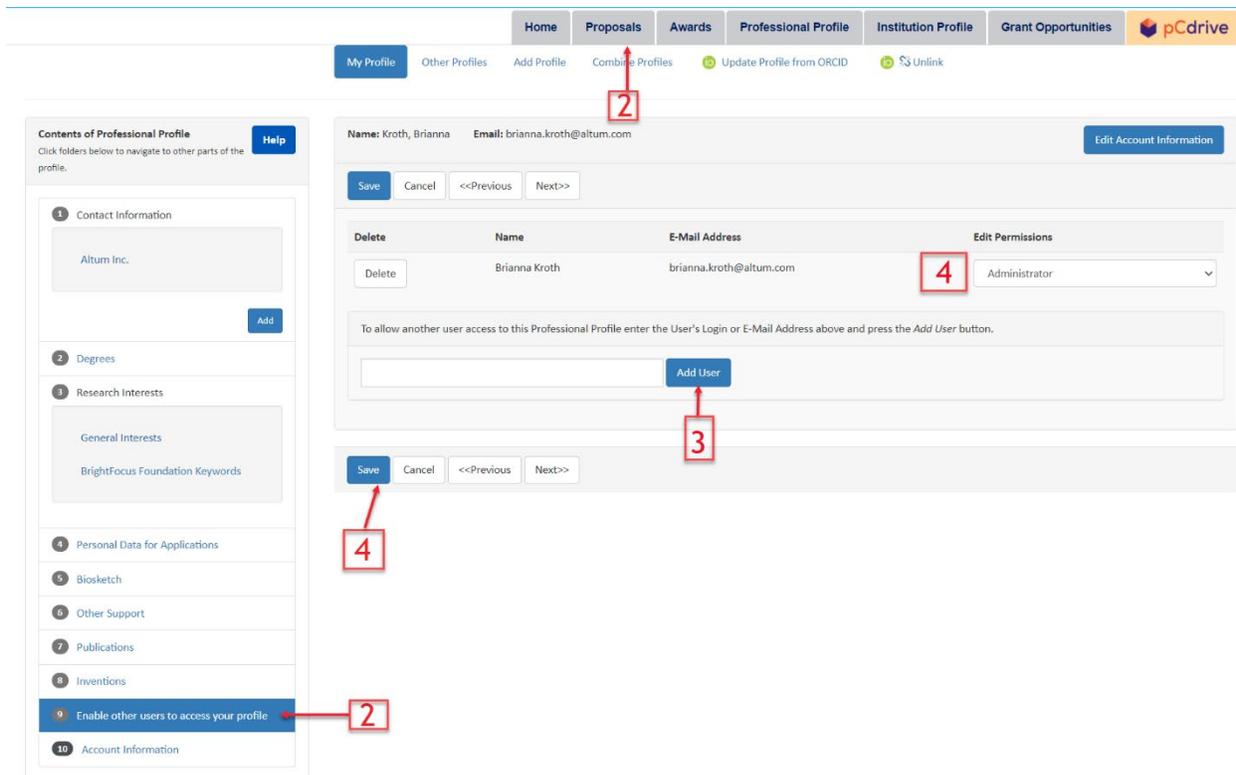
If you have successfully uploaded a file, you will see Replace () ([Replace](#)), View () ([View](#)), and Delete () icons for the item. Please note that the “Edit Status” column refers to the grant maker marking a deliverable as “Final.” In some cases you will only see the View button listed above if the Deliverable is submitted as the Grant Maker has elected to not allow deletion or replacements, after the Deliverable is submitted.

Due Date	Deliverable Type	Type Description	Deliverable Description	Date Submitted/User	Add	View	Delete	Edit Status
07/01/2018	Awardee Photograph	Please upload a recent photograph						
01/01/2019	Annual Financial Status Report	Please download the associated template and upload it back into your schedule.						
07/01/2019	Progress Report	Progress Report						
07/01/2019	Annual Financial Status Report	Please download the associated template and upload it back into your schedule.						
08/01/2019	Progress Report	Progress Report						
01/01/2020	Annual Financial Status Report	Please download the associated template and upload it back into your schedule.	Please download the associated template and upload it back into your schedule.	06/20/2019 (Ferrone, Rachel)	 Replace			
07/01/2020	Progress Report	Progress Report						
07/01/2020	Annual Financial Status Report	Please download the associated template and upload it back into your schedule.						
07/01/2020	Final Progress Report	please upload a final report						

I cannot complete the Publications (or Other Support) section for my Principal Investigator even though I have administrator access to the award. 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 the 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 <https://proposalcentral.com/> 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.



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

The original PI has left our institution, so we need to reflect this on the award. How do I update the record?

To change the Principal Investigator on a grant, you must contact the Grant Maker. They can provide information about their process for handling PI change requests.

I’m a PI on a grant and have moved to a new institution. How do I make this change on my award?

To change the lead institution on a grant, you must contact the grant maker. They can provide information about how they handle change of institution requests.

You can send correspondence to the grant maker by:

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

2. Clicking on the Awards tab and clicking either the Identifier number or Award Title link for the appropriate grant.
3. Clicking the Correspondence tab.
4. Clicking the Send Correspondence to Admin button.

The screenshot shows the 'Awards' system interface. At the top, there are several tabs: Awards, Award Details, Deliverables, Budget, Contacts, Payments, Correspondence (highlighted with a red arrow), Abstracts - Keywords, Research Subjects, and Outcomes. Below the tabs is a summary table for an award:

Grantee	Ferrone, Rachel	Award ID	96922
Institution	Pretend Harvard	Program	New Idea Award (w/LOI)
Award Amount	\$500,000.00	Project Title	Sample Award Record
Award Start - Award End	07/01/2018 - 07/01/2020		48%
Paid	\$62,500.00		12%
Spent	\$0.00		0%

Below the summary table is a blue button labeled 'Send Correspondence to Admin' with a red arrow pointing to it. Underneath the button is a search bar and a table header for correspondence entries:

Date	From	To	Message	Status
No correspondence available				

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

5. On the next page, select the recipients and compose your message. Select recipients by checking the box next to their name. It is recommended that you only select the relevant individual(s).

The screenshot shows the 'Send Message' interface. It has a 'To:' field with a list of recipients:

- Select All
- Administrator
- Binny Rogers
- Robin Goodfellow
- Aswathy test1 Tester

6. If your grant has been assigned to a particular administrator(s), you'll be able to identify that individual(s). Most grant makers recommend that if your grant has been assigned to a specific administrator that you only select them. Here's an example of how it may appear if your grant is assigned to specific administrators:

The screenshot shows the 'Send Message' interface with a filter applied. At the top, there are checkboxes for 'Assigned Administrator(s)' (checked) and 'Show additional Administrator(s)' (unchecked), followed by a blue 'Go' button. Below this is the 'To:' field with a list of recipients:

- Select All
- Administrator
- Robin Goodfellow

After selecting the recipients, the other fields available include a CC (e.g. an administrative assistant or collaborator), subject and body of the e-mail. There is also an option to attach a file. When ready to send the e-mail, click the **Send E-Mail** button.

From Display Name: Rachel Ferrone

From Email: rachel.ferrone@altum.com

All e-mails will be from the pcsupport@altum.com but will have your name, e.g. 'John Smith <pcsupport@altum.com>'.
The e-mail address entered above will be used when the recipient replies to your e-mail.

CC:

High Priority:

Subject:

Message:

✕ 📎 📎 📎 ↻ ↺ B I U 🗑️ ☰ ⌨️ Format Line Hei... ▲ 🌈

Attachment: 

📎 Drag & drop your file to upload, or [click here to browse](#).
You can upload up to 5 file(s) at a time, and a total of 8MB.

Clear

The PI gave me access to their award record so that I can upload a deliverable; however, I don't see an upload link. Why?

It's possible that the PI gave you "View" level access instead of either "Edit" or "Administrator" permissions. Only users with "Edit" or "Administrator" permissions can upload a report. The PI can change your access level by:

1. Going to <https://proposalcentral.com/> and logging in under the "Application Login" section.
2. Clicking the awards tab.
3. Clicking either the Identifier number or Award Title links next to the appropriate grant.
4. Clicking the Contacts Tab.
5. Selecting either "Edit" or "Administrator" from the drop down in the "Permissions" column and clicking the **Save Changes** button. Here is the difference between the permissions:
 - Edit: Can view and change information in the grant. However, cannot make changes on the "Contacts & Users Access" screen.
 - Administrator: Can view, edit, and give access rights to others on the "Contacts & Users Access" section.

I am attempting to upload a deliverable but it says I don't have access to Post-Award. My PI says I should. How do I find the award?

If the PI granted you access to the award, you can access it by:

1. Going to <https://proposalcentral.com/> and logging in under the "Application Login" section.
2. Clicking the Awards tab and clicking either the Identifier number or Award Title link for the appropriate grant.
3. Clicking the Deliverables tab.

If neither the Identifier Number nor Award Title are an active link, then either the PI did not grant you access, granted the wrong access level or granted access under a different account. Contact the PI to have the access level corrected and/or tell you which account they provided it under (they could have used a different e-mail address for you).

Here is how the PI corrects/confirms:

1. Go to <https://proposalcentral.com/> and login under the "Application Login" section.
2. Click the Awards tab.
3. Click either the Identifier number or Award Title links next to the appropriate grant.
4. Click the Contacts & Users Access link.
5. Review the table showing the users who have access. IF your name IS included, see **a** and **b** below. IF your name IS NOT included, proceed to #6 instead.
 - a. Check if the Permission Level is "Administrator" or "Edit". If it is already one of those, proceed to **b** below. If the access is "No Access", change it by selecting either "Administrator" or "Edit" from the menu and clicking the **Save Changes** button. With this change you are now able to access the grant.

Hints & Tips for Access Permissions: ⓘ

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 entries Search:

Del	Auto Notify	Name	Contact Type	Role	E-Mail	Phone	Permissions
		Rachel E. Ferrone	PI	PI	rachel.ferrone@altum.com	555-555-5555	Administrator
×	<input type="checkbox"/>	Robin Goodfellow	Institution Contact	administrator	rgoodfellow@example.com	777-777-7777	Administrator Edit No Access View

Showing 1 to 2 of 2 entries

Save Changes

- b. If the access was already at either "Administrator" or "Edit", they should provide the e-mail address showing in the "E-Mail" column. If it's a different e-mail address than the one associated with the account you were using, you have two options:

- i. Combine the two accounts. Go to the “I think I have multiple accounts on ProposalCentral. Can they be combined” section for more information on how to do that.
 - ii. Login using the account they used. If you don’t remember your username, you can login using your e-mail address instead. Your username and e-mail address can be used interchangeably. If you don’t remember the password for the account and you:
 1. **Have access to the e-mail**, go to <https://proposalcentral.com> and click the “Forgot Your Username/Password?” link. This sends an e-mail to that address with a link to set your password.
 2. **Do NOT have access to that e-mail**, proceed with Option 1, merging accounts, by contacting Customer Support.
6. If your name is not showing on the table, they can provide access by:
- a. Adding your e-mail address twice and clicking the **Add Award Contact** button.

The screenshot displays the 'Contacts' tab for an award with ID 96922. The award details include Grantee (Ferrone, Rachel), Institution (Pretend Harvard), Award Amount (\$500,000.00), and Program (New Idea Award (w/LOI)). A progress bar shows 44% completion. Below the details is a table of existing contacts:

Del	Auto Notify	Name	Contact Type	Role	E-Mail	Phone	Permissions
	<input type="checkbox"/>	Rachel E. Ferrone	PI	PI	rachel.ferrone@altum.com	555-555-5555	Administrator
X	<input type="checkbox"/>	Robin Goodfellow	Institution Contact	administrator	rgoodfellow@example.com	777-777-7777	Administrator

Below the table is a form to 'Add Award Contact' with two input fields for 'Enter E-Mail Address' and 'Confirm E-Mail Address', and a 'Save Changes' button. A red arrow points to the 'Add Award Contact' button.

- b. Selecting contact type (e.g. Key Person) and entering your role at the top (e.g. Collaborator) and clicking the **Save & Close** button at the bottom.

Add 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 profile.

[← Back To Award Contacts](#)

Auto Notifications

Contact Type/ Role

Type

Role

- c. 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 and therefore will NOT be able to submit a report.
 - 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 Access Permissions:

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 entries Search:

Del	Auto Notify	Name	Contact Type	Role	E-Mail	Phone	Permissions
	<input type="checkbox"/>	Rachel E. Ferrone	PI	PI	rachel.ferrone@altum.com	555-555-5555	Administrator
	<input type="checkbox"/>	Robin Goodfellow	Institution Contact	administrator	rgoodfellow@example.com	777-777-7777	<input type="text" value="Administrator"/> <ul style="list-style-type: none"> Administrator Edit No Access View

Showing 1 to 2 of 2 entries

Save Changes

If you have an AHA Award the instructions are below:

Below are the instructions for submitting the "Request Personnel Change" deliverable.

- Log into your ProposalCentral account at <https://proposalcentral.com/>
- From the Awards tab, click on the Award Identifier number to access the award record

Home Proposals **Awards** Professional Profile Institution Profile Grant Opportunities pCdrive

Show entries Award Status: All Search:

To access your proposal, navigate to the Proposal tab and filter by "All"

Alert	Identifier	Title	Grant Maker	Program	Investigator	Status	Amount	Start Date	End Date
	149387		American Heart Association			Awarded, Active			

Showing 1 to 1 of 1 entries

- Click on the Deliverables tab, then click "Add Deliverable"

The screenshot shows a navigation bar with tabs: Awards, Award Details, Deliverables (highlighted), Budget, Contacts, Payments, Correspondence, and Abstracts - Keyword. Below the navigation bar, there are several summary cards for award metrics: Grantee, Institution, Award Amount, Award Start - Award End, Expenditures, Paid (Less Refunds), and Expenditures Less Paid. To the right of these cards are fields for Award ID, Program, and Project Title, along with progress bars for Award Start - Award End (17%), Expenditures (0%), Paid (Less Refunds) (0%), and Expenditures Less Paid (0%). At the bottom, there is a section for 'Award Deliverables' with a red arrow pointing to a '+ Add Deliverable' button and a 'Show 50 entries' dropdown.

- Select "Request Personnel Change" from the Deliverable Type drop-down, then enter an optional short description (e.g. Change Financial Officer), then click "Save"

The screenshot shows the 'Add & Upload Deliverable' form. It has three main sections: 'Deliverable Type' with a dropdown menu set to 'Request Personnel Change' (highlighted with a red box), 'Deliverable Type Description' with the text 'Request Personnel Change', and 'Deliverable Description' with an empty text input field (highlighted with a red box) and a placeholder text 'Please provide a meaningful description for this deliverable'. At the bottom, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

- From the list of deliverables, click the start button next to the "Request Personnel Change" deliverable

The screenshot shows a list of deliverables. The first entry is 'Request Personnel Change' with a date of '01/13/2022 11:59 PM'. To the right of this entry, there is a blue square button with a white plus sign, which is highlighted with a red arrow. Other entries in the list are partially visible but blurred.

- Provide a justification/explanation for the request

*** Please provide justification/explanation for your request.**

- Provide information for the new Award Contact

First Name:

(Max 250 characters)

Last Name:

(Max 250 characters)

Academic Title/Position:

(Max 250 characters)

Role on the Project:

(Max 250 characters)

Effective Date:



- Click the "Save" button, then "Submit to Grant Maker As Final"



Your request will then be processed by the American Heart Association in the order that it was received, and ProposalCentral staff will not be able to provide status updates regarding your request. Please await a direct reply from the AHA team.

I was notified that my proposal status is now pre-award. I am supposed to upload deliverables to my award record but don't see it under my awarded link. Where is it?

Because your grant has now been marked as "Pre-Award", it will be found under your All or Awarded Proposal Status filter in the Proposals tab.

Home Proposals **Awards** Professional Profile Institution Profile Grant Opportunities More Opportunities

Show 25 entries Award Status: All Search:

To access your proposal, navigate to the Proposal tab and filter by "All"

Alert	Identifier	Title	Grant Maker	Program	Investigator	Status	Amount	Start Date	End Date
	117953	Test Application	Additional Ventures	Catalyst to Independence Award	Nzabanita, Davis	Awarded, Active	\$20,000.00	6/5/2023	6/3/2024

If you have been asked to upload deliverables to your record, you can do so by clicking on the Awards tab, then clicking on the Identifier.

Home Proposals **Awards** Professional Profile Institution Profile Grant Opportunities More Opportunities

Show 25 entries Award Status: All Search:

To access your proposal, navigate to the Proposal tab and filter by "All"

Alert	Identifier	Title	Grant Maker	Program	Investigator	Status	Amount	Start Date	End Date
	117953	Test Application	Additional Ventures	Catalyst to Independence Award	Nzabanita, Davis	Awarded, Active	\$20,000.00	6/5/2023	6/3/2024

This opens the award record where you will see a link for [Deliverables](#).

← Awards		Award Details	Deliverables	Budget	Contacts	Payments	Correspondence	Abstracts - Keywords	Research Subjects	Outcomes
Grantee	Ferrone, Rachel	Award ID	97166							
Institution	Altum Inc.	Program								
Award Amount	\$0.00	Project Title	Testing 123							
Award Start - Award End	06/30/2019 - 06/29/2020									
Paid	\$0.00		0%							
Spent	\$0.00		0%							
Award Information										
Grant Maker	Rachel Test									
Cycle	2018									
Proposal Status	Pre Award									
Award Status	Active									
Total Awarded	\$0.00									
Total Expenditures	\$0.00									
Prior Project Title	Testing 123									

How will I know if the grant maker/foundation has reviewed the deliverable?

To see this:

1. Go to <https://proposalcentral.com> and login under the “Applicant Login” section.
2. Click the awards tab and click either the Identifier number or Award Title for the appropriate grant and then click the Deliverables tab.
3. If there is a “Final” in the “Edit Status” column then the grant maker has reviewed it.

Due Date	Deliverable Type	Type Description	Deliverable Description	Date Submitted/User	Add	View	Delete	Edit Status
12/01/2018	Financial Report (Period 1)	Financial Report		12/18/2018 (Ferrone, Rachel)				Final
12/01/2018	Publications and Other Support							
12/18/2018	Progress Report			02/04/2019 (Ferrone, Rachel)				

Please note that it is possible that the grant maker may have reviewed it but not marked it as final. To determine if this is the case, click the Correspondence tab at the top of the page. From the Correspondence page you can send the grant maker an e-mail by clicking the Send Correspondence To Admin button and following the instructions on sending an e-mail.

I am the Signing Official/Financial Officer for my institution. Why don't I see all the award records for my intuition?

The Principal Investigators (PIs) on the grants must provide access. PIs grant access by:

1. Going to <https://proposalcentral.com/> and logging in under the “Application Login” section.
2. Clicking on the Awards tab and clicking either the Identifier number or Award Title links next to the appropriate grant.
3. Clicking the Contacts Tab and Adding your e-mail address twice and clicking the **Add Award Contact** button.

The screenshot displays the 'Awards' page with the 'Contacts' tab selected. The top navigation bar includes tabs for Awards, Award Details, Deliverables, Budget, Contacts, Payments, Correspondence, Abstracts - Keywords, Research Subjects, and Outcomes. The main content area shows award details for Rachel Ferrone at Pretend Harvard, including the award amount (\$500,000.00) and start/end dates (07/01/2018 - 07/01/2020). Below this, a table lists existing contacts with columns for Name, Contact Type, Role, E-Mail, Phone, and Permissions. The 'Add Award Contact' form at the bottom has two input fields for email addresses and an 'Add Award Contact' button, with red arrows highlighting these elements.

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

The 'Add Contact' form shows a message indicating that the user is already registered. The form includes a 'Back To Award Contacts' button, an 'Auto Notifications' checkbox, a 'Contact Type/ Role' dropdown menu set to 'Institution Contact', and a 'Role' input field with a red arrow pointing to it.

5. 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 Access Permissions: ⓘ

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 entries Search:

Del	Auto Notify	Name	Contact Type	Role	E-Mail	Phone	Permissions
	<input type="checkbox"/>	Rachel E. Ferrone	PI	PI	rachel.ferrone@altum.com	555-555-5555	Administrator
×	<input type="checkbox"/>	Robin Goodfellow	Institution Contact	administrator	rgoodfellow@example.com	777-777-7777	Administrator Administrator Edit No Access View

Showing 1 to 2 of 2 entries

Save Changes

If you have an AHA Award the instructions are below:

Below are the instructions for submitting the "Request Personnel Change" deliverable.

- Log into your ProposalCentral account at <https://proposalcentral.com/>
- From the Awards tab, click on the Award Identifier number to access the award record

Home Proposals **Awards** Professional Profile Institution Profile Grant Opportunities pCdrive

Show entries Award Status: Search:

To access your proposal, navigate to the Proposal tab and filter by "All"

Alert	Identifier	Title	Grant Maker	Program	Investigator	Status	Amount	Start Date	End Date
		[blurred]	American Heart Association	[blurred]	[blurred]	Awarded, Active	[blurred]	[blurred]	[blurred]

Showing 1 to 1 of 1 entries

Previous **1** Next

- Click on the Deliverables tab, then click "Add Deliverable"

The screenshot shows the 'Deliverables' tab selected. The interface includes a navigation bar with tabs: Awards, Award Details, Deliverables (highlighted), Budget, Contacts, Payments, Correspondence, and Abstracts - Keyword. Below the navigation bar, there are several rows of data with progress bars, including 'Award Start - Award End' (17%), 'Expenditures' (0%), 'Paid (Less Refunds)' (0%), and 'Expenditures Less Paid' (0%). At the bottom, the 'Award Deliverables' section features a '+ Add Deliverable' button with a red arrow pointing to it.

- Select "Request Personnel Change" from the Deliverable Type drop-down, then enter an optional short description (e.g. Change Financial Officer), then click "Save"

The screenshot shows the 'Add & Upload Deliverable' form. The 'Deliverable Type' dropdown menu is set to 'Request Personnel Change' and is highlighted with a red box. Below it, the 'Deliverable Type Description' field contains the text 'Request Personnel Change'. The 'Deliverable Description' field is empty and is also highlighted with a red box. At the bottom, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

- From the list of deliverables, click the start button next to the "Request Personnel Change" deliverable

The screenshot shows a list of deliverables. The entry 'Request Personnel Change' is highlighted. A red arrow points to the start button (a blue square with a white plus sign) next to the entry.

- Provide a justification/explanation for the request

*** Please provide justification/explanation for your request.**

- Provide information for the new Award Contact

First Name:

(Max 250 characters)

Last Name:

(Max 250 characters)

Academic Title/Position:

(Max 250 characters)

Role on the Project:

(Max 250 characters)

Effective Date:



- Click the "Save" button, then "Submit to Grant Maker As Final"



Your request will then be processed by the American Heart Association in the order that it was received, and ProposalCentral staff will not be able to provide status updates regarding your request. Please await a direct reply from the AHA team.

I need to upload a document that is not listed in the table of the Award Deliverables. Can I do this?

Yes, this can be done by:

1. Going to <https://proposalcentral.com> and logging in under the "Applicant Login" section.
2. Clicking the Awards tab and selecting the Active status under the "Award Status" drop-down menu.
3. Clicking the Identifier or Title link for the appropriate grant and then clicking the "Deliverables" tab.
4. Clicking the **Add Deliverable** button. If you do NOT see a pop-up, or another tab in your browser, please turn off your pop-up blocker.
5. Selecting the deliverable type, clicking the **Browse** button to select the file from your computer, providing a description, and clicking the **Save** button.

The screenshot shows the 'Award Deliverables' section of the ProposalCentral interface. The 'Add & Upload Deliverable' modal is open, allowing a user to add a new deliverable. The modal includes a dropdown for 'Deliverable Type', a text field for 'Deliverable Description', and a 'Browse...' button for 'Upload File'. In the background, a table lists existing deliverables with columns for 'Due Date' and 'Deliverable Type'. A red arrow points to the '+ Add Deliverable' button in the table's header.

Due Date	Deliverable Type
12/01/2018	Financial Report (Period 1)
12/01/2018	Publications and Other Support
12/18/2018	Progress Report
01/01/2019	Signed Grant Agreement
01/01/2019	Questions and Other Support

TIP: To access comprehensive instructions for grantees posted on ProposalCentral [here](#).

I need to give (get) access to an award record but the "Contacts & User Access" link is grayed out. How can I add someone to the record?

Only users with "Administrator" access can add/remove other users' access to the grant. It is possible that the PI provided "Edit" level access instead of "Administrator". The PI can change your access level by:

1. Going to <https://proposalcentral.com/> and logging in under the "Application Login" section.
2. Clicking on the Awards tab and then selecting the Active status under the "Award Status" drop-down menu.
3. Click the Identifier or Title link for the appropriate grant.
4. Clicking the "Contacts & Users Access" link. (Note – If the "Contacts & User Access" link is unavailable to the PI, contact the grant maker to have the person added. You can contact the grant maker by clicking the "Correspondence" tab and then click the "Send Correspondence to Admin" button.)
5. Selecting "Administrator" from the drop down in the "Permissions" column and clicking the **Save Changes** button.

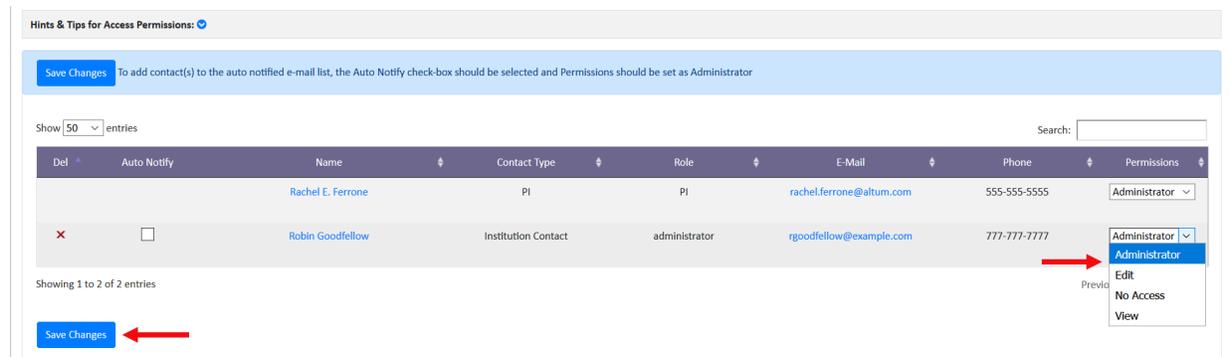
Users are then able to add access for someone else by:

1. Clicking the Contacts Tab.
2. Adding the person's e-mail address twice and clicking the **Add Award Contact** button.

3. Selecting the contact’s type (e.g. Key Person) and entering their role at the top (e.g. Collaborator) and clicking the **Save & Close** button at the bottom.

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

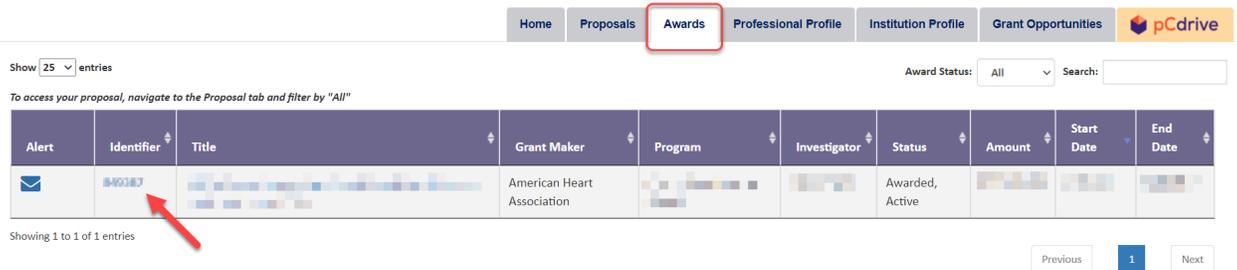
- View: View only. Cannot change any details and therefore will NOT be able to submit a report.
- Edit: Can view and change information in the grant. However, cannot make changes to the “Contacts & Users Access” screen.
- Administrator: Can view, edit, and give access rights to others on the “Contacts & Users Access” section.



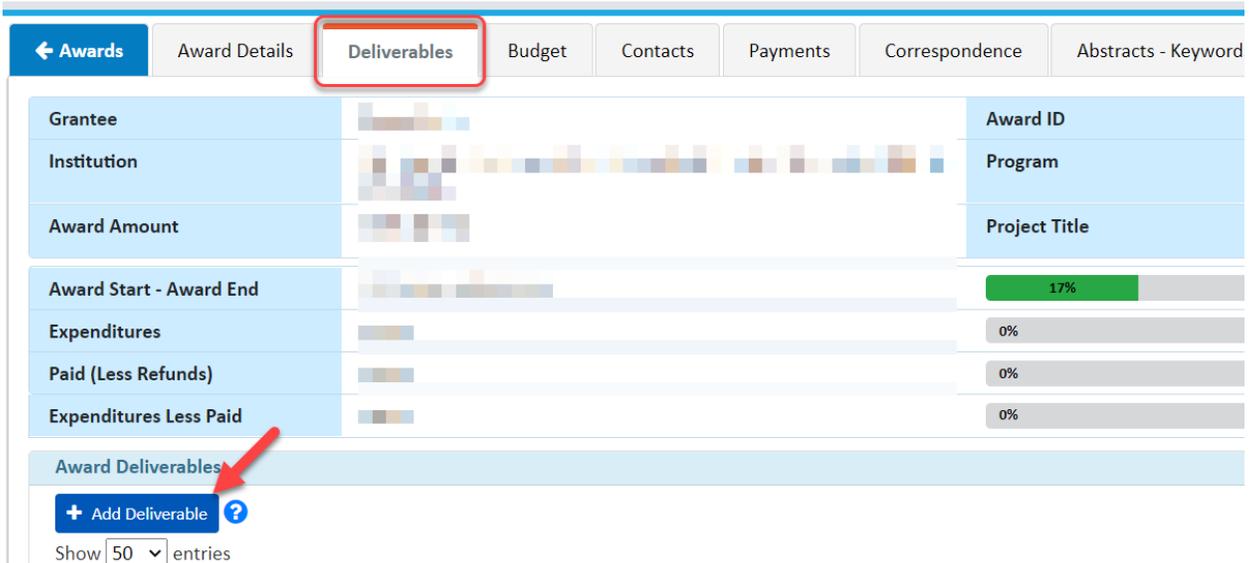
If you have an AHA Award the instructions are below:

Below are the instructions for submitting the "Request Personnel Change" deliverable.

- Log into your ProposalCentral account at <https://proposalcentral.com/>
- From the Awards tab, click on the Award Identifier number to access the award record



- Click on the Deliverables tab, then click "Add Deliverable"



- Select "Request Personnel Change" from the Deliverable Type drop-down, then enter an optional short description (e.g. Change Financial Officer), then click "Save"

Add & Upload Deliverable

Deliverable Type	Request Personnel Change
Deliverable Type Description	Request Personnel Change
Deliverable Description	<input type="text"/>

Please provide a meaningful description for this deliverable


Save Cancel

- From the list of deliverables, click the start button next to the "Request Personnel Change" deliverable

AWI							
01/13/2022 11:59 PM	Request Personnel Change			Request Personnel Change			Due

- Provide a justification/explanation for the request

*** Please provide justification/explanation for your request.**

- Provide information for the new Award Contact

First Name:
(Max 250 characters)

Last Name:
(Max 250 characters)

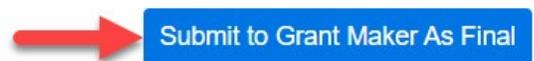
Academic Title/Position:
(Max 250 characters)

Role on the Project:
(Max 250 characters)

Effective Date:

- Click the "Save" button, then "Submit to Grant Maker As Final"



Your request will then be processed by the American Heart Association in the order that it was received, and ProposalCentral staff will not be able to provide status updates regarding your request. Please await a direct reply from the AHA team.

I am assigned a deliverable that includes ORCID authorization? What is this? How do I complete this?

This can be done by:

1. Going to <https://proposalcentral.com> 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.
4. After this you can complete the Deliverable by navigating to the “Awards” tab and then click on the Identifier number. This will bring up your Award and you will need to click on the “Deliverables” tab.
5. Then, click on the “+” icon for the ORCID Authorization deliverable to access the deliverable.
6. Then, click on “Click Here to Authorize” and then click “Submit to Grant Maker as Final”.



Grantee	Givens, Raylan	Award ID	107988
Institution	University of Alabama at Birmingham	Program	Young Investigator
Award Amount	\$10,000.00	Project Title	Test Application Awarded to Raylan
Award Start - Award End	5/1/2020 - 4/30/2021	<div style="width: 85%; background-color: green; height: 10px;"></div> 85%	
Expenditures	\$0.00	<div style="width: 0%; background-color: gray; height: 10px;"></div> 0%	
Paid (Less Refunds)	\$0.00	<div style="width: 0%; background-color: gray; height: 10px;"></div> 0%	
Expenditures Less Paid	\$0.00	<div style="width: 0%; background-color: gray; height: 10px;"></div> 0%	

Award Deliverables

[+ Add Deliverable](#) ?

Show entries Search:

Due Date	Deliverable Type	Assigned	Type Description	Deliverable Description	Date Submitted/User	Add	View	Delete	Status	Feedback
12/17/2020 12:00 AM	Progress Report Test	Raylan Givens(PI)	Progress Report test of		12/16/2020 (Nzabanita, Davis)				Submitted	
12/24/2020 12:00 PM	ORCID Authorization	Raylan Givens(PI)	Please Authorize the American Heart Association to add funding records to your ORCID profile						Due	

ORCID Authorization - Please Authorize the American Heart Association to add funding records to your ORCID profile

[Submit to Grant Maker As Final](#)

ORCID Authorization

proposalCENTRAL is not authorized to add funding records to the ORCID profile. [Click Here to Authorize](#)

[Submit to Grant Maker As Final](#)