

 **proposalcentral**

FAQ

Institutions

PREPARED BY
PROPOSALCENTRAL SUPPORT



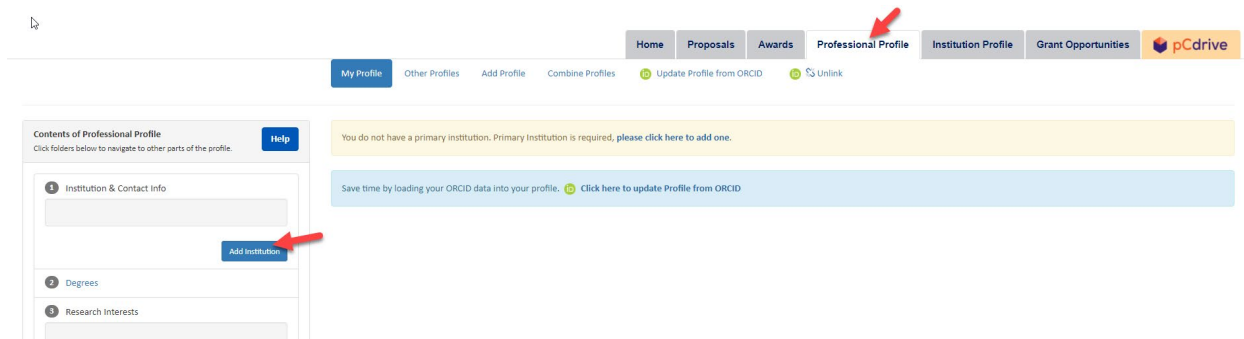
Institutional Profile FAQ

Contents

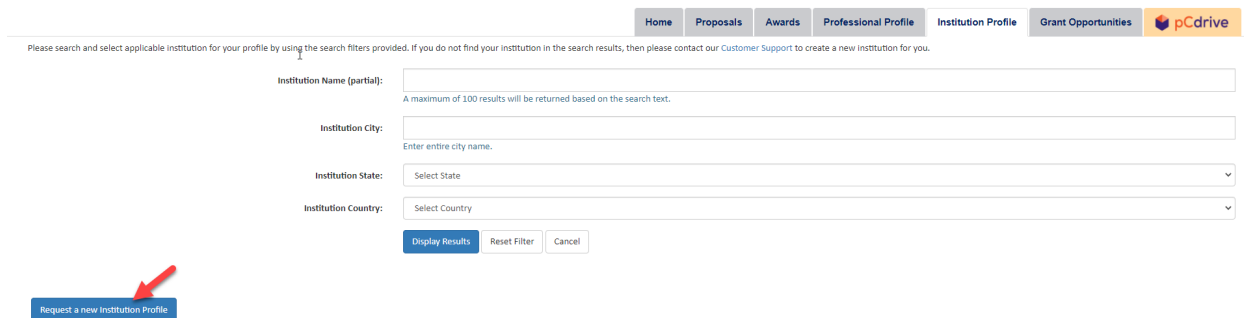
How do I create a profile for my institution?	3
What is the process for approval/disapproval of my Institution after I submit a request to have it created in ProposalCentral?	3
How do I find my Institution?	4
I don't see an institution profile for my department. Do I request a new profile, or should I use an existing profile?.....	4

How do I create a profile for my institution?

Please go to your Professional Profile and click on Add Institution - shown below.



Next, please click on the button below and submit your request to create an institution.



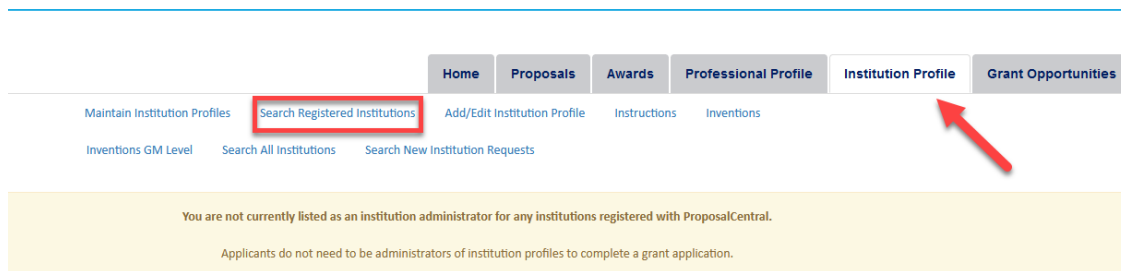
Once the ProposalCentral support team receives your request, they will review the request and get back to you shortly thereafter.

What is the process for approval/disapproval of my Institution after submitting a request to have it created in ProposalCentral?

When an Institution is created in ProposalCentral an email is generated to our Help Desk. First, the Help Desk will ensure that the Institution created is not a duplicate. After confirming that the institution is not a duplicate, the institution is approved, and an email is sent to the person who requested the creation of the institution to let them know of the approval. If it is determined that the institution is duplicate, an email will be sent to the person who requested the creation of the institution to let them know that the request is denied. If the request is denied, an alternate institution will be suggested. ProposalCentral does not typically create institutions for different departments within a university or other type of institution. You may use the parent institution.

How do I find my Institution?

After you log in, you will need to navigate to the Institution Profile tab and click on “Search Registered Institutions.”



You will then type in the name of your Institution and click “Display Results.” It is better to simply search for the name of the institution rather than enter information into all search fields.

Institution Name (partial):
A maximum of 100 results will be returned based on the search text.

Institution City:
Enter entire city name.

Institution State:

Institution Country:

I don't see an institution profile for my department. Do I request a new profile, or should I use an existing profile?

While applicants can request the creation of a new institution profile by clicking the “Institution Profile” tab found in ProposalCentral’s Application Module, ProposalCentral strongly suggests contacting your Grants & Contracts Office (or the equivalent at your institution) before doing so. We no longer approve Departmental profiles, or the like, and ask that you use the main institution profile.