

Adding Other Support

The Other Support section of the Professional Profile allows you to store information about your other support. Many of the grant makers using proposalCENTRAL may collect information about your other support in their applications and post-award reports. If they use the specially designated Other Support feature, the information you enter in the Other Support section of the Professional Profile can easily be added to any applications and post-award reports.

This tutorial includes the following information:

- Adding Other Support to Your Professional Profile 1
- Adding Other Support From Your Professional Profile to an Application 3
- Adding Other Support From Your Professional Profile to a Web Form Deliverable..... 8

Adding Other Support to Your Professional Profile

To add other support to your Professional Profile:

- Go to proposalCENTRAL (<https://proposalcentral.altum.com>) and login under Applicant Login.

The screenshot shows the proposalCENTRAL website interface. At the top, there is the Altum logo on the left, the proposalCENTRAL Application System logo in the center, and navigation links (FAQ, Customer Service, Help, Login) on the right. Below the header, a welcome message is displayed. The main content area features three primary sections: 'First Time Users' with a 'REGISTER' button, 'Applicant Login' (highlighted with a red box) containing fields for Username and Password, and 'Peer Reviewer Login' with a 'Click here' link. A 'Question of the Day' section is also visible on the right. Below these sections, there is a 'Grant Opportunities' section with a 'Show All' dropdown and a 'Filter List by GrantMaker' button. A table of grant opportunities is displayed at the bottom, with columns for Grant Maker, Programs, LOI Deadline, Proposal Deadline, Contact Information, and FAQ.

Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	FAQ
A Collaborative Pediatric Cancer Research Awards Program	Fellowship in Pediatric Cancer Research: Bear Necessities and Rally Foundation	10/9/2014 5:00:00 PM	1/8/2015 5:00:00 PM	Carlene Wadsworth	

- Click the green Professional Profile link and then the [Other Support](#) link in the gray menu on the left. The first time you access the Other Support section, it will be blank as you have not added any entries yet. (See the following page for graphic.)

proposalCENTRAL Application System

Manage Proposals Professional Profile Institution Profile Grant Opportunities

My Profile Other Profiles Add Profile Combine Profiles

Profile Hints & Tips: Click to Show/Hide

Name: McCoy, Jack Email: jmccoy@example.com [Edit Account Information](#)

<<Previous Next>> [Cancel](#)

Some grant makers in proposalCENTRAL request other support information in their applications and progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

To add other support, click the Add button. To edit an entry, click the Edit link. To delete an entry click the Del link.

Action	Status	Award Number	Funding Source	Title
Add				
<<Previous Next>> Cancel				

Contents of Professional Profile

1) Contact Information [Add](#)

1. [Harvard Medical School](#)

2) Degrees

3) Research Interests

1. [General Interests](#)

4) Personal Data for Applications

5) [Biosketch](#)

6) [Other Support](#)

7) [Publications](#)

8) [Enable other users to access your profile](#)

9) [Account Information](#)

- To add an Other Support entry, click the **Add** button at the top of the table. Clicking the **Add** button will show the other support fields for you to complete. Enter the information for the entry and click the **Save** button. This will retain your changes. When you are done with the entry you can click the **Save and Close** button.

[Add](#)

Action	Status	Award Number	Funding Source	Title
INSTRUCTIONS: Enter the requested information below for each pending or current source of support. Click 'Save' to save your changes. When you are done, click 'Save and Close'.				
<<Previous Next>> Save Save and Close				
Project Status: Active <input type="text"/>				
Award Number: <input type="text"/>				
Source of Funding: <input type="text"/>				
Title of Project (or sub-project): <input type="text"/>				
Start Date (mm/dd/yyyy): <input type="text"/>				
End Date (mm/dd/yyyy): <input type="text"/>				
Annual Direct Costs (in \$): <input type="text"/>				
Person Months: <input type="text"/>				
The major goals of this project are: <input type="text"/>				
Abstract: <input type="text"/>				

- The other support you entered will now appear in the table. If you have additional other support to include, click the **Add** button again. Repeat the steps until you've included all of your other support. If you need to edit an entry, click the corresponding [Edit](#) link for the other support. This will show the fields below the table (as in the step above). You can make changes and click the **Save and Close** button. To delete an entry from your profile, click the corresponding [Del](#) link for the support and confirm the deletion when prompted.

Name: McCoy, Jack Email: jmccoy@example.com [Edit Account Information](#)

<<Previous Next>> [Cancel](#)

Some grant makers in proposalCENTRAL request other support information in their applications and progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

To add other support, click the Add button. To edit an entry, click the Edit link. To delete an entry click the Del link.

[Add](#)

Action	Status	Award Number	Funding Source	Title
Del Edit	Active	MCCOY14-1	The Charity Foundation	Finding a cure for the common cold.

<<Previous Next>> [Cancel](#)

Adding Other Support From Your Professional Profile to an Application

Grant makers require different information in their applications. Therefore, your application may not collect information on other support. Additionally, even if the grant maker you are applying to is collecting other support, they are a variety of methods they may use to collect the information. The following section ONLY refers to the collection of other support information using the special Other Support feature in the application.

The Other Support feature is a section accessed in the menu and the page includes an [Add New Entry](#) link that opens a window with a drop-down menu displaying the other support entries from the applicant's Professional Profile.

The image shows two screenshots from the Altum proposalCENTRAL Application System. The top screenshot is the 'Other Support' page. On the left is a navigation menu with sections: 'Proposal Sections' (General Information, Enable Other Support, Other Support, Publications, Validate, Proposal Summary, Submit), 'Support Links' (Grantmaker Website, Program Guidelines, Email to Program Admin, Application FAQs), and 'Proposal Identifiers' (Proposal ID: 299428, Tracking Number: Unassigned, Grantor ID: Unassigned). The main content area has a title 'Other Support', navigation buttons ('Previous', 'Next>>', 'Exit'), and a table with columns 'Action', 'Status', 'Award Number', 'Funding Source', and 'Title'. An 'Add New Entry' link is visible in the table. A red callout box points to the 'Other Support' menu item with the text: 'The name of the page may be different.' Another red callout box points to the 'Add New Entry' link with the text: 'Clicking the "Add New Entry" link will open a window where you can select other support entries from the applicant's profile.'

The bottom screenshot is a pop-up window titled 'Altum proposalCENTRAL Application System - Google Chrome'. It contains a 'Close Window' link at the top. Below is the heading 'Other Support' and a block of instructions: 'INSTRUCTIONS: Select the appropriate Other Support and enter a description of the overlap with this project. Click 'Save' to save your changes. When you are done, click 'Save' and then 'Close Window'.' A red arrow points to a dropdown menu labeled 'Select Other Support:' with the text 'Select Other Support from the Applicant's Professional Profile' selected. Below the dropdown is a paragraph of text: 'The Other Support information showing below as read-only is for the above selected Other Support as entered in the applicant's Professional Profile. To update the information, click the Close Window link without saving. This will return you to the main application page where you can click the Edit Professional Profile button allowing you to edit the Other Support in the applicant's Professional Profile. When you return to the application you can then add the updated Other Support entry.'

If the other support that your application is collecting does not have the functionality described above, then the following steps do not apply to your application.

Use the following steps to add other support entries using the Other Support functionality.

Step 1

Click the [Add New Entry](#) link (shown above).

Step 2

A pop-up window or new browser tab will show with instructions and a drop-down menu. The drop-down menu will include all of the other support entries included in the applicant’s Professional Profile, along with an option of “N/A”.

[Close Window](#)

Other Support

INSTRUCTIONS: Select the appropriate Other Support and enter a description of the overlap with this project. Click 'Save' to save your changes. When you are done, click 'Save' and then 'Close Window'.

Select Other Support: Select Other Support from the Applicant's Professional Profile ▼

Select Other Support from the Applicant's Professional Profile

N/A

Association of Foundations (The medicinal impact of kissing a boo-boo.)

The Charity Foundation (Finding a cure for the common cold.)

The Giving Foundation (Curing all types of the flu with a single shot.)

The Other Support information showing below as read- N/A

Profile. To update the information, click the Close Win

click the Edit Professional Profile button allowing you

application you can then add the updated Other Supp

professional

re you can

urn to the

If all necessary entries are showing and/or you don’t have any other support to report, [click here to skip to step #3.](#)

If you need to add any other support entries, you need to do this in the applicant’s Professional Profile. To update the other support in the applicant’s profile:

1. Click the [Close Window](#) link at the top without saving anything.
2. If you are the applicant, you’ll see an **Edit Professional Profile** button. If you are NOT the applicant, but you have access to the applicant’s Professional Profile, you’ll also see the **Edit Professional Profile** button. If you don’t have access to the **Edit Professional Profile** button, you will need to contact the applicant and ask them to provide you access to their Professional Profile (“Enable other users to access your profile” section of profile).

If you have access to the **Edit Professional Profile** button, click it.

Other Support

Print
<<Previous
Next>>
Exit

Please add all of your existing Other Support. For each Other Support entry, select if there is overlap with this application and if so provide a description of the overlap.

Edit Professional Profile
←

Action	Status	Award Number	Funding Source	Title
Add New Entry				

Print
<<Previous
Next>>
Exit

3. This will direct you to the applicant’s Professional Profile. [Click here](#) to follow the steps in the “Adding Other Support to Your Professional Profile” section. When you have completed adding/updating the other support entries, click the **Return to LOI/Proposal** button.

[Manage Proposals](#) [Professional Profile](#) [Institution Profile](#) [Grant Opportunities](#)

[My Profile](#) [Other Profiles](#) [Add Profile](#) [Combine Profiles](#)

[Profile Hints & Tips:](#) Click to Show/Hide

Return to LOI / Proposal
 Be sure to save changes to the profile before returning.

Contents of Professional Profile
 Click folders below to navigate to other parts of the profile

- 1) Contact Information [Add](#)
 - 1. [Harvard Medical School](#)
- 2) [Degrees](#)
- 3) Research Interests
 - 1. [General Interests](#)
- 4) [Personal Data for Applications](#)
- 5) [Biosketch](#)
- 6) [Other Support](#)
- 7) [Publications](#)
- 8) [Enable other users to access your profile](#)
- 9) [Account Information](#)

Name: McCoy, Jack **Email:** jmccoy@example.com [Edit Account Information](#)

<<Previous Next>> Cancel

Some grant makers in proposalCENTRAL request other support information in their applications and progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

To add other support, click the Add button. To edit an entry, click the Edit link. To delete an entry click the Del link.

[Add](#)

Action	Status	Award Number	Funding Source	Title
Del Edit	Active	MCCOY14-1	The Charity Foundation	Finding a cure for the common cold.
Del Edit	Pending	Unknown	The Giving Foundation	Curing all types of the flu with a single shot.
Del Edit	Active	190MCCOY90	Association of Foundations	The medicinal impact of kissing a boo-boo.

<<Previous Next>> Cancel

- Now that the applicant's Professional Profile includes the necessary other support information, [click here](#) to proceed to the section of Step 3 regarding adding other support.

Step 3

If you have other support to enter, [click here](#) to be directed to the appropriate instruction setting.

If you have NO other support to enter:

- Select "N/A" from the drop-down menu.
- After selecting "N/A", a **Save** button will appear. Click the **Save** button and then click the [Close Window](#) link. You are then done with other support and can work on the remainder of your application.

Save [Close Window](#)

Other Support

INSTRUCTIONS: Select the appropriate Other Support and enter a description of the overlap with this project. Click 'Save' to save your changes. When you are done, click 'Save' and then 'Close Window'.

Select Other Support: N/A

The Other Support information showing below as read-only is for the above selected Other Support as entered in the applicant's Professional Profile. To update the information, click the Close Window link without saving. This will return you to the main application page where you can click the Edit Professional Profile button allowing you to edit the Other Support in the applicant's Professional Profile. When you return to the application you can then add the updated Other Support entry.

- * ProjectStatus:
- * Award Number:
- * Source of Funding:
- * Title of Project (or sub-project):
 - * StartDate:
 - * EndDate:
- * Annual Direct Costs:
- * Person Months:
- * Major Goals:
- * Abstract:

If you have other support to enter:

- Select the appropriate other support entry from the drop down menu.

2. The details for the selected other support entry, as saved in the applicant's Professional Profile, will be displayed below. If the information showing is:
 - a. Incorrect or missing: You will need to update the information in the applicant's Professional Profile. [Click here](#) to be directed to the section on adding other support entries. That section will include information on editing the entries in the applicant's Professional Profile.
 - b. Correct and complete: There may be additional fields at the bottom asking for information about overlap. If so, enter the requested information. When done, click the **Save** button and then click the [Close Window](#) link. If you have additional other support to report, repeat the steps (i.e. click the [Add New Entry](#) link, select other support, add information, save, and close). Once all of your other support is entered, you can work on the remainder of your application. ([See the following page for graphic.](#))

Adding Other Support From Your Professional Profile to a Web Form Deliverable

If an application is funded, the grant maker may choose to manage the life of the grant in proposalCENTRAL (i.e. post-award management). Part of post-award management is the collection of materials known as “Deliverables”. A grant maker can collect deliverables from you as either a file or text in the interface. Your funder may use only one or both methods. If they want the material as a file, you’ll see an [Upload](#) link listed for the deliverable (1). If they want you to complete an on-line form (aka web form), you’ll see either a: 2a) [Start](#) link, for a web form you haven’t started yet; or 2b) [Edit](#) link, for a web form you already started.

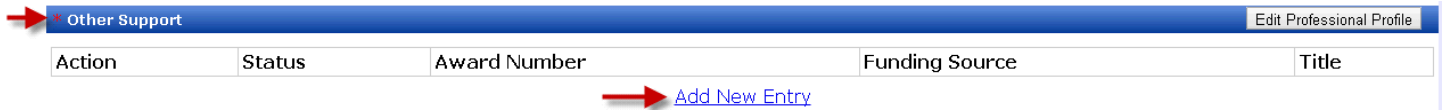
Award Deliverables								
Back to Award Details								
PI Name	Briscoe, Lenny		Award ID	299431				
Award Start	1/1/2012 12:00:00 AM		Award End	12/31/2016 12:00:00 AM				
Add Deliverable								
Award Deliverables (Upload Instructions)								
Due Date	Deliverable Type	Date Submitted/ User	Type Description	Deliverable Description	Add	View	Delete	Edit Status
12/02/2011	Signed Grant Agreement	09/26/2014(Briscoe, Lenny)	Please sign the agreement that was e-mailed to you and upload here.	Fully executed agreement		View		Final
02/01/2013	Progress Report	09/28/2014(Briscoe, Lenny)	Please provide the requested information.			View		Final
04/01/2013	Annual Financial Report	09/28/2014(Briscoe, Lenny)	Please use the template provided below to complete your annual financial report.	Year 1 Expenditures		View		Final
02/01/2014	Progress Report	09/28/2014(Briscoe, Lenny)	Please provide the requested information.			View		
04/01/2014	Annual Financial Report	09/28/2014(Briscoe, Lenny)	Please use the template provided below to complete your annual financial report.	Year 2 Expenditures	Replace	View	Delete	
02/01/2015	Progress Report		Please provide the requested information.		Edit			2b
04/01/2015	Annual Financial Report		Please use the template provided below to complete your annual financial report.		Upload			1
02/01/2016	Progress Report		Please provide the requested information.		Start			2a
04/01/2016	Annual Financial Report		Please use the template provided below to complete your annual financial report.		Upload			
03/31/2017	Final Financial Report		Please use the template provided below to complete your final financial report.		Upload			
03/31/2017	Final Project Report		Please provide the requested information.		Start			

To submit a deliverable that is being collected as a web form (e.g. Progress Report), click either the [Start](#) or [Edit](#) link in the Add column for the appropriate deliverable.

Award Deliverables (Upload Instructions)								
Due Date	Deliverable Type	Date Submitted/ User	Type Description	Deliverable Description	Add	View	Delete	Edit Status
12/02/2011	Signed Grant Agreement		Please sign the agreement that was e-mailed to you and upload here.		Upload			
02/01/2013	Progress Report		Please provide the requested information.		Start			

Clicking the [Start/Edit](#) link will direct you to a page where you will complete the web form. Please note that different grant makers may request different information in their reports. One of the optional sections they can include is “Other Support”. **The following section ONLY refers to the collection of other support information using the special Other Support feature in the Web Form.** For information on other post-award features, including how to complete other sections of the web form, please see the “Instructions for Navigating Your Awarded Grant” tutorial ([click here to access the tutorial](#)).

The aforementioned Other Support feature is shown in its own section within the web form and you can add relevant other support entries from the grantee’s Professional Profile by clicking the [Add New Entry](#) link. If other support is required, there will be a red asterisk (*) in the blue bar.



Use the following steps to report other support or the lack thereof.

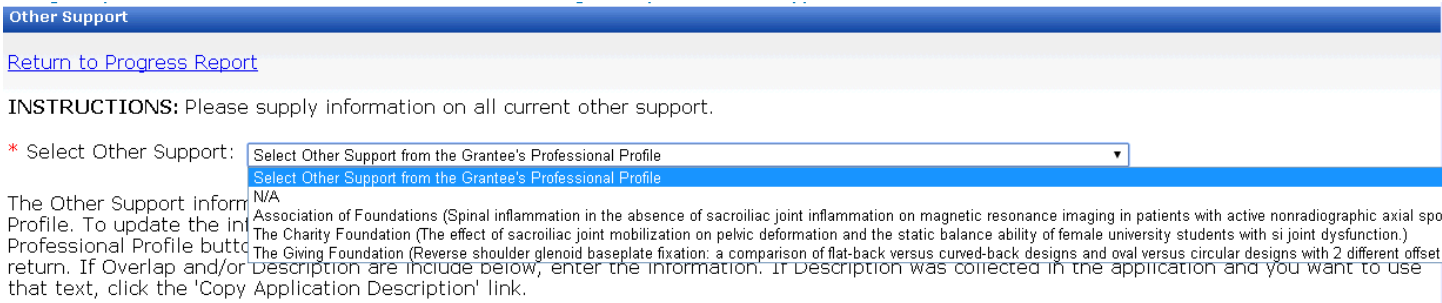
Step 1

Click the [Add New Entry](#) link.



Step 2

You will be directed to a page with instructions and a drop-down menu. The drop-down menu will include all of the other support entries included in the grantee’s Professional Profile, along with an option of “N/A”.



If all necessary entries are showing and/or you don’t have any other support to report, [click here to skip to step #3.](#)

If you need to add any other support entries, you need to do this in the grantee’s Professional Profile. To update the other support in the applicant’s profile:

1. Click the [Return to](#) link at the top without saving anything.
2. If you are the grantee, you’ll see an **Edit Professional Profile** button. If you are NOT the grantee, but you have access to the grantee’s Professional Profile, you’ll also see the **Edit Professional Profile** button. If you don’t have access to the **Edit Professional Profile** button, you will need to contact the grantee and ask them to provide you access to their Professional Profile (“Enable other users to access your profile” section of profile).

If you have access to the **Edit Professional Profile** button, click it.



- This will direct you to the grantee’s Professional Profile. [Click here](#) to follow the steps in the “Adding Other Support to Your Professional Profile” section. When you have completed adding/updating the other support entries, click the **Return to Deliverable Web Form** button.

Return to Deliverable Web Form
 Be sure to save changes to the profile before returning.

Contents of Professional Profile Click folders below to navigate to other parts of the profile 1) Other Support 2) Publications	Name: McCoy, Jack Email: jmccoy@example.com <hr/> Some grant makers in proposalCENTRAL request other support information in their applications and progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information. To add other support, click the Add button. To edit an entry, click the Edit link. To delete an entry click the Del link. <div style="text-align: left; margin-left: 10px;"> Add </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #cccccc;"> <th>Action</th> <th>Status</th> <th>Award Number</th> <th>Funding Source</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Del Edit</td> <td>Active</td> <td>MCCOY14-1</td> <td>The Charity Foundation</td> <td>The effect of sacroiliac joint mobilization on pelvic deformation and the static balance ability of female university students with si joint dysfunction.</td> </tr> <tr> <td>Del Edit</td> <td>Pending</td> <td>Unknown</td> <td>The Giving Foundation</td> <td>Reverse shoulder glenoid baseplate fixation: a comparison of flat-back versus curved-back designs and oval versus circular designs with 2 different offset glenospheres.</td> </tr> <tr> <td>Del Edit</td> <td>Active</td> <td>190MCCOY90</td> <td>Association of Foundations</td> <td>Spinal inflammation in the absence of sacroiliac joint inflammation on magnetic resonance imaging in patients with active nonradiographic axial spondyloarthritis.</td> </tr> </tbody> </table>	Action	Status	Award Number	Funding Source	Title	Del Edit	Active	MCCOY14-1	The Charity Foundation	The effect of sacroiliac joint mobilization on pelvic deformation and the static balance ability of female university students with si joint dysfunction.	Del Edit	Pending	Unknown	The Giving Foundation	Reverse shoulder glenoid baseplate fixation: a comparison of flat-back versus curved-back designs and oval versus circular designs with 2 different offset glenospheres.	Del Edit	Active	190MCCOY90	Association of Foundations	Spinal inflammation in the absence of sacroiliac joint inflammation on magnetic resonance imaging in patients with active nonradiographic axial spondyloarthritis.
Action	Status	Award Number	Funding Source	Title																	
Del Edit	Active	MCCOY14-1	The Charity Foundation	The effect of sacroiliac joint mobilization on pelvic deformation and the static balance ability of female university students with si joint dysfunction.																	
Del Edit	Pending	Unknown	The Giving Foundation	Reverse shoulder glenoid baseplate fixation: a comparison of flat-back versus curved-back designs and oval versus circular designs with 2 different offset glenospheres.																	
Del Edit	Active	190MCCOY90	Association of Foundations	Spinal inflammation in the absence of sacroiliac joint inflammation on magnetic resonance imaging in patients with active nonradiographic axial spondyloarthritis.																	

- Now that the grantee’s Professional Profile includes the necessary other support information, [click here](#) to proceed to the section of Step 3 regarding adding other support.

Step 3

If you have other support to enter, [click here](#) to be directed to the appropriate instruction setting.

If you have NO other support to enter:

- Select “N/A” from the drop-down menu.
- After selecting “N/A”, a **Save** button will appear. Click the **Save** button and then click the [Return to](#) link. At this point you are now done with other support and can work on the remainder of your web form deliverable.

Other Support

[Return to Progress Report](#) ←
→ Save

INSTRUCTIONS: Select the appropriate Other Support. If you don't have any Other Support to report, select "NA". Click 'Save' to save your changes. When you are done, click the return link.

* Select Other Support: N/A ↓ ←

The Other Support information showing below as read-only is for the above selected Other Support as entered in the grantee’s Professional Profile. To update the information, click the return link without saving. This will return you to the main page where you can click the Edit Professional Profile button allowing you to edit the Other Support in the grantee’s Professional Profile. Changes made there will appear when you return and re-select the other support entry. Once the other support information is correct and complete, enter Overlap and/or Description if they are requested. If Description was collected in the application and you want to use that text, click the 'Copy Application Description' link.

* **Project Status:**

* **Award Number:**

* **Source of Funding:**

* **Title of Project (or sub-project):**

* **Dates:**

* **Annual Direct Costs:**

* **Person Months:**

* **The major goals of this project are:**

* **Abstract:**

