

December 2020

How to Add Other Support

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 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.

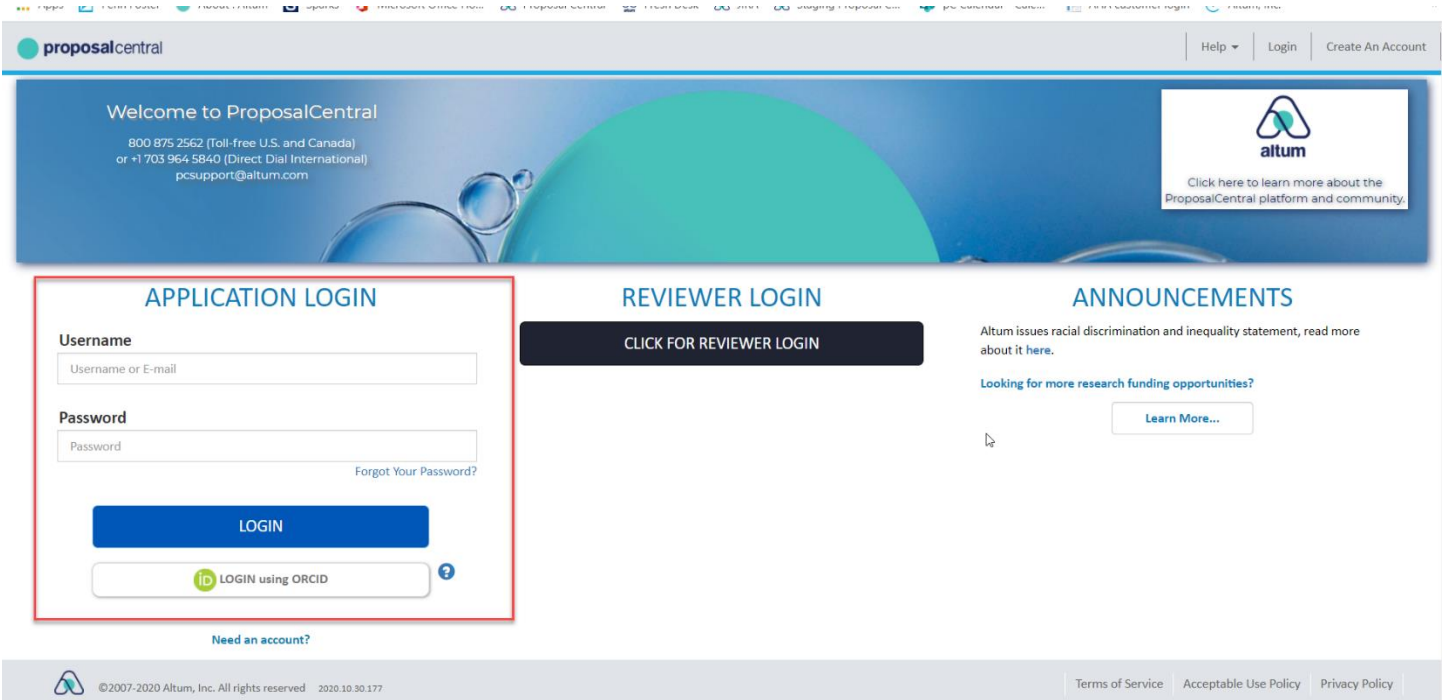
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Adding Other Support to Your Professional Profile

To add other support to your Professional Profile:

1. Go to ProposalCentral (<https://proposalcentral.com>) and login under Applicant Login.




Welcome to ProposalCentral
800 875 2562 (Toll-free U.S. and Canada)
or +1 703 964 5840 (Direct Dial International)
pcsupport@altum.com

APPLICATION LOGIN

Username
Username or E-mail

Password
Password
[Forgot Your Password?](#)

LOGIN

 LOGIN using ORCID

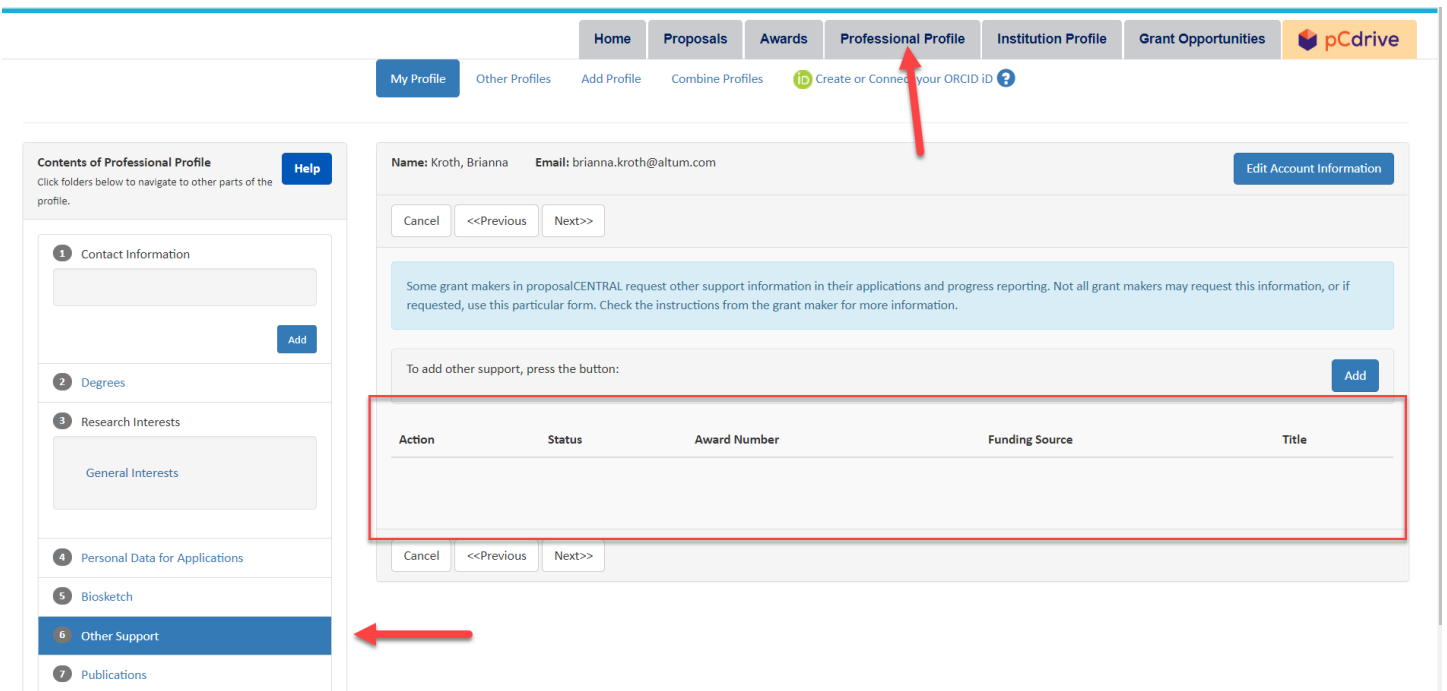
[Need an account?](#)

REVIEWER LOGIN
CLICK FOR REVIEWER LOGIN


ANNOUNCEMENTS
Altum issues racial discrimination and inequality statement, read more about it [here](#).
Looking for more research funding opportunities?
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- Click the Professional Profile link and then the Other Support link in the menu on the left. The first time you access the Other Support section, it is blank as you have not added any entries yet. (See the following page for graphic.)



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

My Profile Other Profiles Add Profile Combine Profiles  Create or Connect your ORCID ID

Contents of Professional Profile [Help](#)
Click folders below to navigate to other parts of the profile.

- 1 Contact Information [Add](#)
- 2 Degrees
- 3 Research Interests
General Interests
- 4 Personal Data for Applications
- 5 Biosketch
- 6 Other Support**
- 7 Publications

Name: Kroth, Brianna Email: brianna.kroth@altum.com [Edit Account Information](#)

Cancel <<Previous Next>>

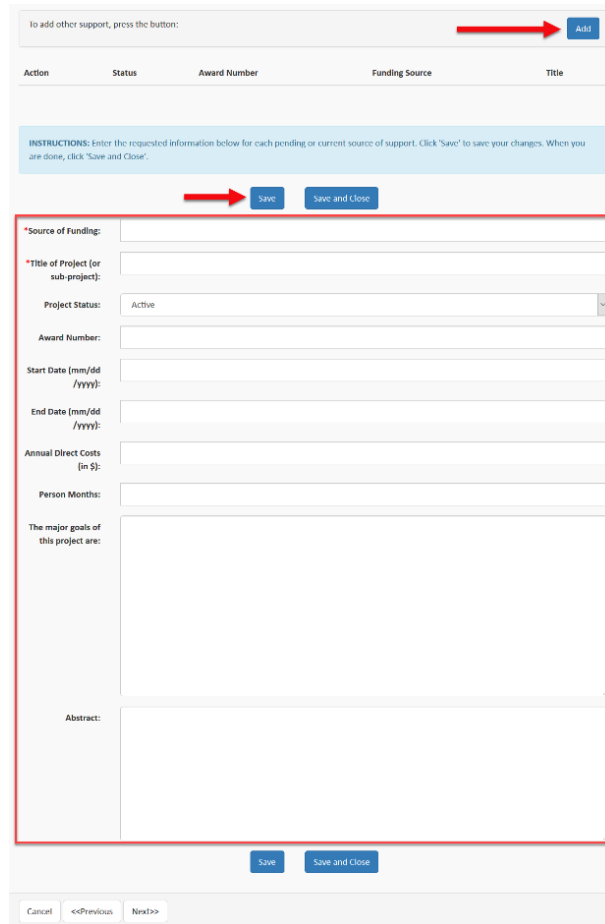
Some grant makers in proposalCENTRAL request other support information in their applications and progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

To add other support, press the button: [Add](#)

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

- To add another Support entry, click the Add button at the top of the table. Clicking the 'Add' button displays the other support fields to complete. Enter the information for the entry and click the 'Save' button. This retains your changes. done with the entry click the 'Save and Close' button.



- The other support entered now appears in the table. To include additional 'Other Support', click the 'Add' button again. Repeat the steps until all other support is added. To edit an entry, click the corresponding 'Edit' button for the other support. This displays 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 'Delete' button for the support and confirm the deletion when prompted.

Name: Goodfellow, Robin Email: rgoodfellow@example.com [Edit Account Information](#)

Cancel <<Previous Next>>

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.

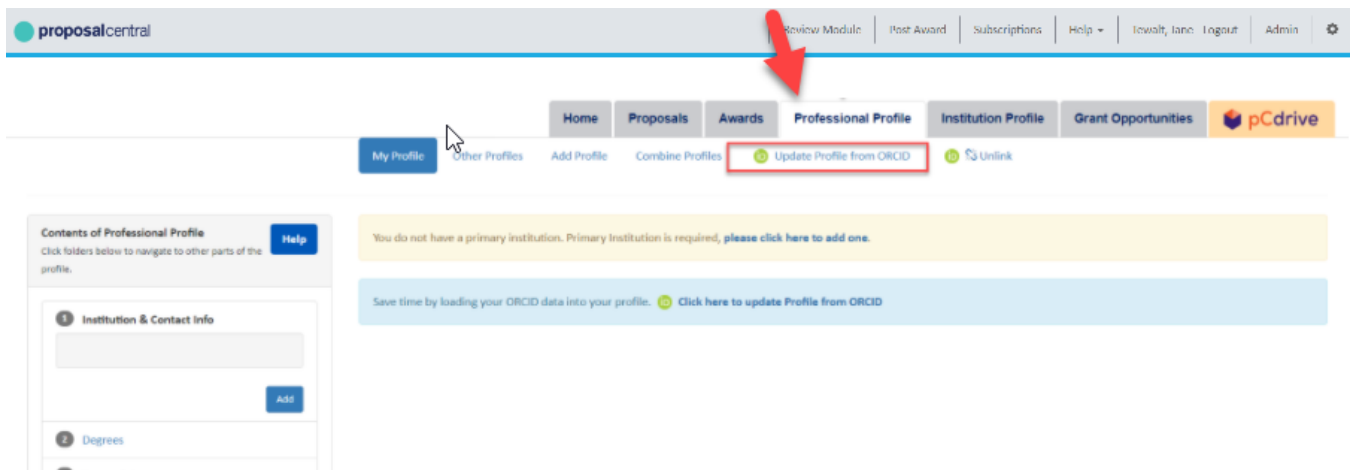
To add other support, press the button: [Add](#)

Act	Status	Award Number	Funding Source	Title
Delete Edit	Active	88888	The Charity Foundation	Finding a Cure for the Common Cold

Adding Other Support Using ORCID

ORCID is a service that allows users to easily track their publications, institutional associations, and other support. Once you create your ProposalCentral account you have the option to link it to your ORCID account. If you don't have an ORCID account and are interested in registering, please read our "[How to Register as a ProposalCentral User](#)" tutorial. For additional information about ORCID, please visit their site directly at <https://orcid.org>.

To login to your ORCID account from ProposalCentral go to the 'Professional Profile' tab and click the 'Update Profile from ORCID' link.



The screenshot shows the ProposalCentral Professional Profile page. At the top, there is a navigation bar with the ProposalCentral logo and user information. Below this is a secondary navigation bar with tabs for Home, Proposals, Awards, Professional Profile (selected), Institution Profile, and Grant Opportunities. Under the Professional Profile tab, there are several options: My Profile, Other Profiles, Add Profile, Combine Profiles, Update Profile from ORCID (highlighted with a red box and a red arrow), and Unlink. Below the navigation bar, there is a section titled 'Contents of Professional Profile' with a 'Help' button. This section contains two main areas: 'Institution & Contact Info' and 'Degrees'. A yellow warning message states: 'You do not have a primary institution. Primary Institution is required, please click here to add one.' Below this, a blue message says: 'Save time by loading your ORCID data into your profile. Click here to update Profile from ORCID'.

This returns 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.

Update Professional Profile from ORCID

ORCID ID: <https://sandbox.orcid.org/0000-0002-1937-1851>

Name:

Email:

A summary of your profile data in ORCID and proposalCENTRAL is listed below. Select the items you want to add or update in proposalCENTRAL and click on Save button.
IMPORTANT: Only ORCID information marked as public will be displayed below. If you would like to see more data, you will need to change the visibility settings in your ORCID profile.
[Click here for more information about ORCID visibility settings](#)

Select All Sections

[Save All Sections](#) [Cancel](#)

Education/Degrees

No education data found.

IMPORTANT: Only ORCID information marked as public will be displayed below. If you would like to see more data, you will need to change the visibility settings in your ORCID profile.

Employment/Institutions

Is Primary?	Institution	Source	Employer	Department	Title
Yes	Altum Inc.	proposalCENTRAL	Altum Inc.		

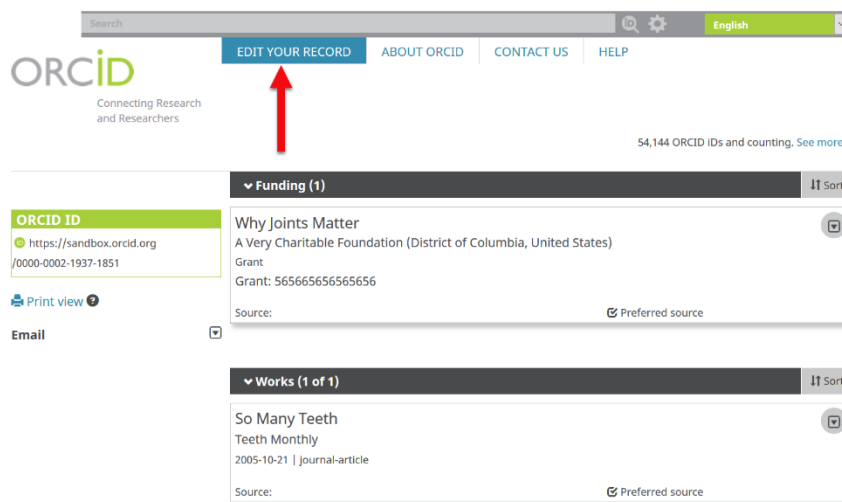
Works/Publications

Publication Status	Source	Title	Journal Title	Pub Year	PMID	PMCID
Published in journal	proposalCENTRAL	The Evolution of Teeth	Dental Journal		123456	123456

Funding/Other Support

Project Status	Annual Direct Costs	Source	Project Title	Start Date	End Date	Grant Number/Aw Number
Active	\$33,333.00	proposalCENTRAL	Finding a Cure for the Common Cold	07/14/2018	07/14/2019	123456

This directs you to your ORCID home page where any entries you add to your account are listed. Click the 'Edit Your Record' button to add or make changes to your ORCID account.



ORCID
Connecting Research and Researchers

54,144 ORCID IDs and counting. [See more...](#)

EDIT YOUR RECORD ABOUT ORCID CONTACT US HELP

Funding (1) [Sort](#)

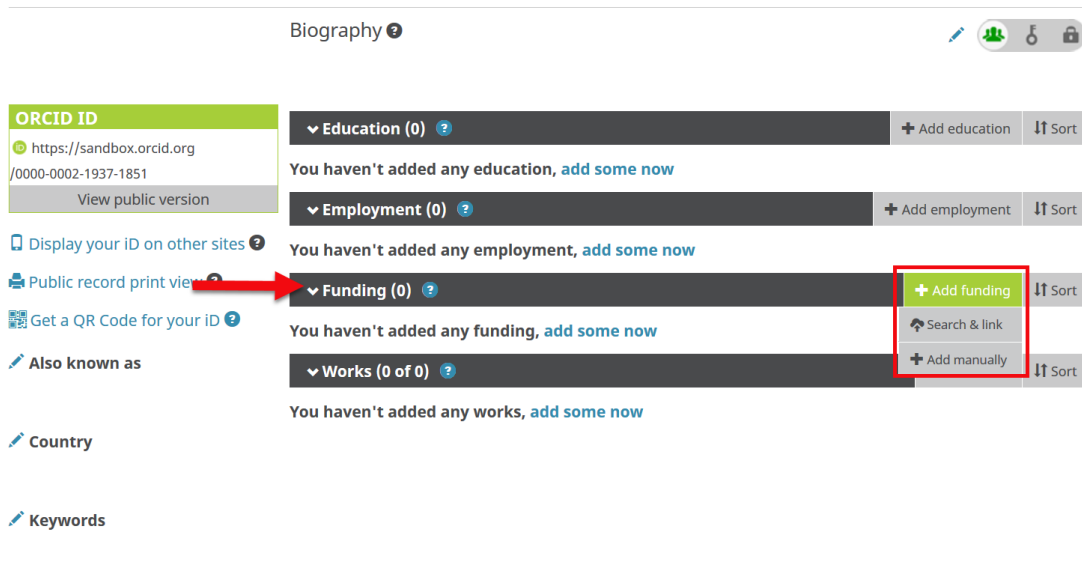
ORCID ID
<https://sandbox.orcid.org/0000-0002-1937-1851>
[Print view](#)
[Email](#)

Why Joints Matter
 A Very Charitable Foundation (District of Columbia, United States)
 Grant: 565665656565656
 Source: Preferred source

Works (1 of 1) [Sort](#)

So Many Teeth
 Teeth Monthly
 2005-10-21 | journal-article
 Source: Preferred source

To add or link your 'Other Support' to your ORCID go to the 'Funding' section and click the 'Add Funding' button. Two options are provided to enter your information.



The screenshot shows the 'Biography' section of an ORCID profile. On the left, there is a sidebar with 'ORCID ID' (https://sandbox.orcid.org/0000-0002-1937-1851), 'Display your iD on other sites', 'Public record print view', 'Get a QR Code for your iD', 'Also known as', 'Country', and 'Keywords'. The main content area has sections for 'Education (0)', 'Employment (0)', 'Funding (0)', and 'Works (0 of 0)'. Each section has a '+ Add' button and a 'Sort' button. The 'Funding (0)' section is highlighted with a red box, and its dropdown menu is open, showing three options: '+ Add funding', 'Search & link', and '+ Add manually'. A red arrow points from the 'Public record print view' link in the sidebar to the 'Funding (0)' section header. A green question mark icon is located in the bottom right corner of the screenshot area.

The 'Search and Link' option allows users to search through the listed organizations and link to the information in their records. There is also an option to enter your information manually. Clicking on the 'Add Manually' option opens a pop-up window to enter the information about your Other Support.

ADD FUNDING

Funding type *
Pick a funding type

Funding subtype
Funding subtype

Title of funded project *
Add title

Description [+ add translated title](#)
Add description

Total funding amount
Add an amount

Start date
Year Month

End date (enter projected end date if current)
Year Month

Role
What was your role?

FUNDING AGENCY
Funding agency name *
Type name. Select from the list to fill other fields

Funding agency city *
Add funding agency city

Funding agency region
Add funding agency region

Funding agency country *
Select a country

GRANT NUMBER
Grant number
Enter grant number

Grant URL
Enter grant URL

Relationship
 Self Part of

Alternate URL [+ Add another grant number](#)
Add URL

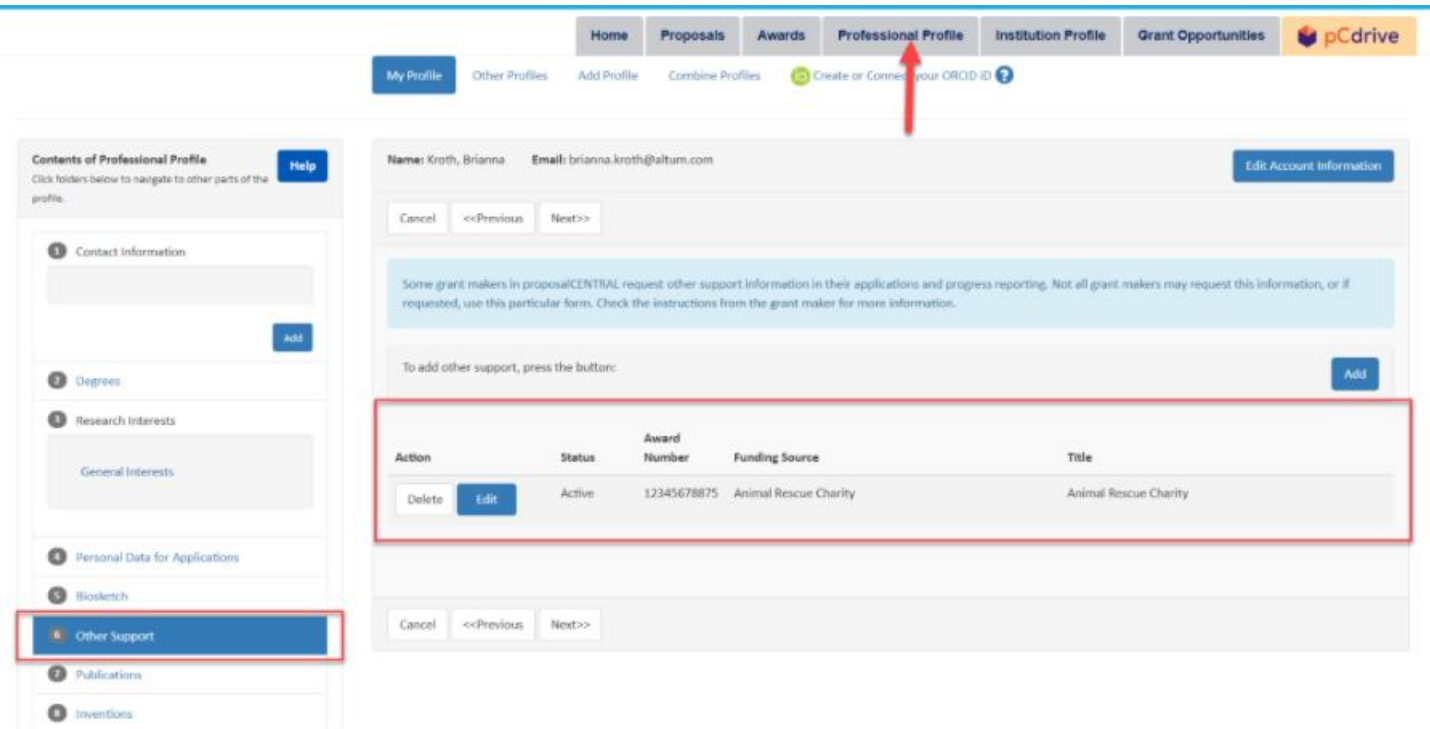
Once you've added the entry to your ORCID list you can view it in the 'Funding/Other Support' section of the ORCID and ProposalCentral summary page. To add your ORCID entries to your Professional Profile check the 'Add' box and then click the 'Save Other Support' button.

Funding/Other Support ?

	Project Status	Annual Direct Costs	Source	Project Title	Start Date	End Date	Grant Number
<input type="checkbox"/> Add	(Please Select)		ORCID	Why Joints Matter			5656656
	Active	\$33,333.00	proposalCENTRAL	Finding a Cure for the Common Cold	07/14/2018	07/14/2019	123456

Select All

Once you've selected and saved Other Support, you are able to view it in your Professional Profile and add it to any of your proposals or deliverables.



Action	Status	Award Number	Funding Source	Title
Delete Edit	Active	12345678875	Animal Rescue Charity	Animal Rescue Charity

Adding Other Support From Your Professional Profile to an Application

Different grant makers may require different information in their applications. Sometimes including other support is not required to submit an application. Additionally, there are a variety of methods grant makers may use to collect the information, and they may provide their own instructions. 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 accessed in the menu and the page allows users to either add other support that is already listed in the Professional Profile or manually add one or more other support entries to the application.

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

Step 1

Click the + button (shown below).

The name of the page may be different

Clicking the '+' button will open a new window where you can select other support entries from the applicant's profile

Step 2

A pop-up window or new browser tab opens with instructions and a drop-down menu. The drop-down menu includes profiles of the PI and Key Personnel added to the proposal. All Other Support from the selected individual is listed in the 'Other Support' table. To select which other support to use simply check the box by the title.

To add any other support entries, click the 'Create New Other Support' button in the bottom right-hand corner.

Other Support

INSTRUCTIONS: Select the appropriate Other Support for this proposal. The drop down below allows you to select the profile that should be accessed for the Other Support entries. It will include the PI and any Key Personnel added to this proposal. [?](#)

Select Other Support for:

Other Support	<input type="checkbox"/> Select All
<input type="checkbox"/> The Charity Foundation - Finding a Cure for the Common Cold	

This opens a new Other Support table. Enter the information, everything marked with a red asterisk is required. When done with the entry click the 'Save and Close' button.



NOTE: This new Other Support entry is automatically added to your professional profile. If you **do not** want this Other Support to be automatically added to your professional profile uncheck the 'Add to your Profile' box at the top of the table.

Add to your Profile

- Source of Funding:
- Title of Project (or sub-project):
- Project Status:
- Award Number:
- Start Date (mm/dd/yyyy):
- End Date (mm/dd/yyyy):
- Annual Direct Costs (in \$):
- Person Months:
- The major goals of this project are:
- Abstract:
- Is there overlap?
- If there's overlap, describe the overlap with this application.

The entry is automatically listed on your Other Support table. If any information is missing from a required field, other support will have a red 'X' next to the Status column.

Status	Award Number	Funding Source	Title	Source	Action
 Active	88888	The Charity Foundation	Finding a Cure for the Common Cold	Robin Goodfellow	 
 Active	123455	The Other Charity Foundation	Something Medical	Robin Goodfellow	 








If you hover the cursor over the 'x' details about what information is missing are provided.

No Other Support to report

Missed required fields

- Annual Direct Cost
- Person Month
- Major Goals
- Abstract
- Is Overlap
- Overlap Description

Title	Source	Action
Finding a Cure for the Common Cold	Robin Goodfellow	 
Something Medical	Robin Goodfellow	 



Click the edit button to make any changes to your Other Support entry. Please note that clicking the edit button opens a pop-up window. If you have a pop-up blocker on your browser it may prevent the edit window from opening.

Status	Award Number	Funding Source	Title	Source	Action
 Active	88888	The Charity Foundation	Finding a Cure for the Common Cold	Robin Goodfellow	 
 Active	123455	The Other Charity Foundation	Something Medical	Robin Goodfellow	 



Once any errors or missing information is corrected the red 'x' is replaced with a green check mark.

Status	Award Number	Funding Source	Title	Source	Action
 Active	88888	The Charity Foundation	Finding a Cure for the Common Cold	Robin Goodfellow	 
 Active	123455	The Other Charity Foundation	Something Medical	Robin Goodfellow	 



If you do not have Other Support to enter, check the 'No Other Support to report' box located under the instructions.

Other Support

<<Previous Next>> Print Exit


Please add all of your existing and pending Support. For each entry, an overlap with this application and some description of the overlap could be requested. If so, please save that data in order to complete the support entry for submission.

To add your entries, please click the "+" link and all entries previously saved in your Professional Profile will show. Please select the applicable support, and save. If the program allows for Key Personnel and they have granted you at least View access to their profile, you can select Other Support from their profile as well.

To add new Other Support entries, click the "Create New Other Support" button. By default, this entry will be added to your profile, unless the option "Add to Profile" is not selected. If you have Edit or Admin access to your Key Personnel's profile, you can add new Other Support entries on their behalf to this application and update their profile as well.

No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
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Other Support






<<Previous Next>> Print Exit

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 one or both methods. If they want the material as a file, an ‘Upload’ link is listed for the deliverable (1). If they want you to complete an on-line form (aka web form), 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 is displayed.

Edit	Due Date	Deliverable Type	Assigned	Date Submitted/User	Type Desc	Deliverable Desc	Add	Show	Unsubmit	Avg. Score	Status	Final
	07/12/2019 12:00 AM	Other	M rachel fitzroy(PI)		c						Delinquent	<input type="checkbox"/>
	07/15/2019 12:00 AM	Other	M rachel fitzroy(PI)		b						Delinquent	<input type="checkbox"/>
	07/16/2019 12:00 AM	Other	M rachel fitzroy(PI)		a						Delinquent	<input type="checkbox"/>
	02/06/2021 12:00 AM	Progress Report	M rachel fitzroy(PI)		Progress Report						Scheduled	<input type="checkbox"/>
	06/01/2021 12:00 AM	Progress Report (In Progress)	M rachel fitzroy(PI)		Progress Report						Scheduled	<input type="checkbox"/>

To submit a deliverable 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.

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						


Clicking the Start/Edit link directs you to a page to 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.

The 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 ‘+’ button. 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

In the Other Support section of your deliverable click the ‘+’ button.

Other Support 

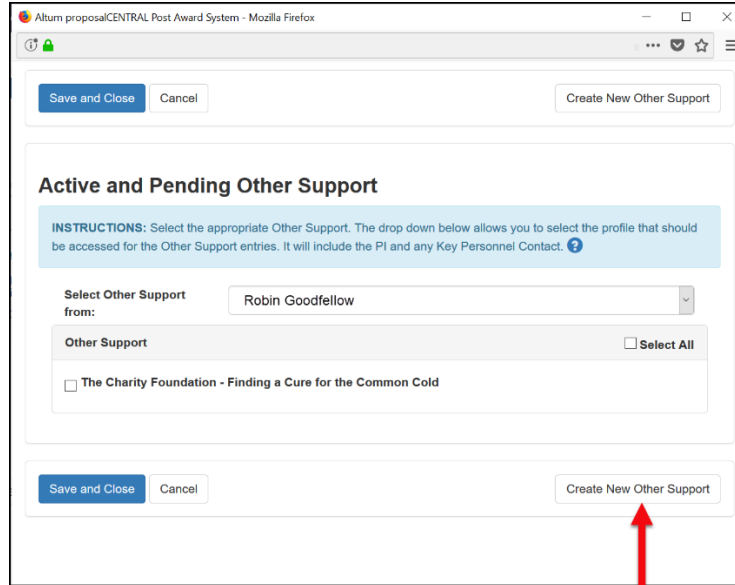
Please update the foundation on any additional current or pending support. Please only provide information on changes to your Other Support since your last Progress Report entry.

No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
 					

Step 2

A pop-up window or new browser tab displays with instructions and a drop-down menu. The drop-down menu includes profiles of the PI and Key Personnel added to the proposal. All Other Support from the selected individual is listed in the ‘Other Support’ table. To select which other support to use simply check the box by the title.



The screenshot shows a web browser window titled "Altum proposalCENTRAL Post Award System - Mozilla Firefox". The page has a header with "Save and Close" and "Cancel" buttons on the left, and a "Create New Other Support" button on the right. The main content area is titled "Active and Pending Other Support" and contains an instruction box: "INSTRUCTIONS: Select the appropriate Other Support. The drop down below allows you to select the profile that should be accessed for the Other Support entries. It will include the PI and any Key Personnel Contact." Below this, there is a "Select Other Support from:" dropdown menu with "Robin Goodfellow" selected. Underneath is a table with one row: "The Charity Foundation - Finding a Cure for the Common Cold" with an unchecked "Add to your Profile" checkbox. At the bottom of the form, there are "Save and Close", "Cancel", and "Create New Other Support" buttons. A red arrow points to the "Create New Other Support" button.

To add any other support entries, click the 'Create New Other Support' button. That opens a blank table. Click the 'Save and Close' button once you finish completing the table. This entry is automatically added to your Professional Profile once it is saved. If you do not want this entry added to your Professional Profile uncheck the 'Add to your Profile' box at the top of the table.

When all Other Support is selected, click the 'Save and Close' button to return to the deliverable page. The Other Support section now displays your selected Other Support entries. If any information is missing from a required field your support will show a red 'x' next to the status column.

Other Support

Please update the foundation on any additional current or pending support. Please only provide information on changes to your Other Support since your last Progress Report entry.

No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
Active		A Very Charitable Foundation	Why Joints Matter		

If you hover the cursor over the 'x' details about what information is missing are provided.

The screenshot shows a table with one entry. A tooltip is open over the red 'x' icon in the 'Action' column, listing missing required fields: 'Award Number is required', 'Start Date is required', and 'End Date is required'. A red arrow points from the tooltip to the 'x' icon.

Award Number	Funding Source	Title	Source	Action
	A Very Charitable Foundation	Why Joins Matter		

Click the edit button to make any changes to your Other Support entry. Please note that clicking the edit button opens a pop-up window. If you have a pop-up blocker on your browser it may prevent the edit window from opening.

The screenshot shows the same table as before, but the red 'x' icon has been replaced with a green check mark. The 'Status' column now shows 'Active'. The 'Award Number' field is now populated with '123456'. The 'Source' field is now populated with 'Rachel E. Ferrone'. The 'Action' column still contains the edit and delete icons.

Status	Award Number	Funding Source	Title	Source	Action
Active	123456	A Very Charitable Foundation	Why Joins Matter	Rachel E. Ferrone	

Once any errors and missing information in your entry are corrected the red 'x' is replaced with a green check mark.

This screenshot is identical to the previous one, showing the corrected entry with a green check mark and a populated 'Award Number'.

Status	Award Number	Funding Source	Title	Source	Action
Active	123456	A Very Charitable Foundation	Why Joins Matter	Rachel E. Ferrone	

If you have no Other Support to enter then simply check the 'No Other Support to report' box located under the instructions.

The screenshot shows the 'Other Support' section with the 'No Other Support to report' checkbox checked. The table below it is empty.

No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
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