

# Instructions for Navigating Your Awarded Grant

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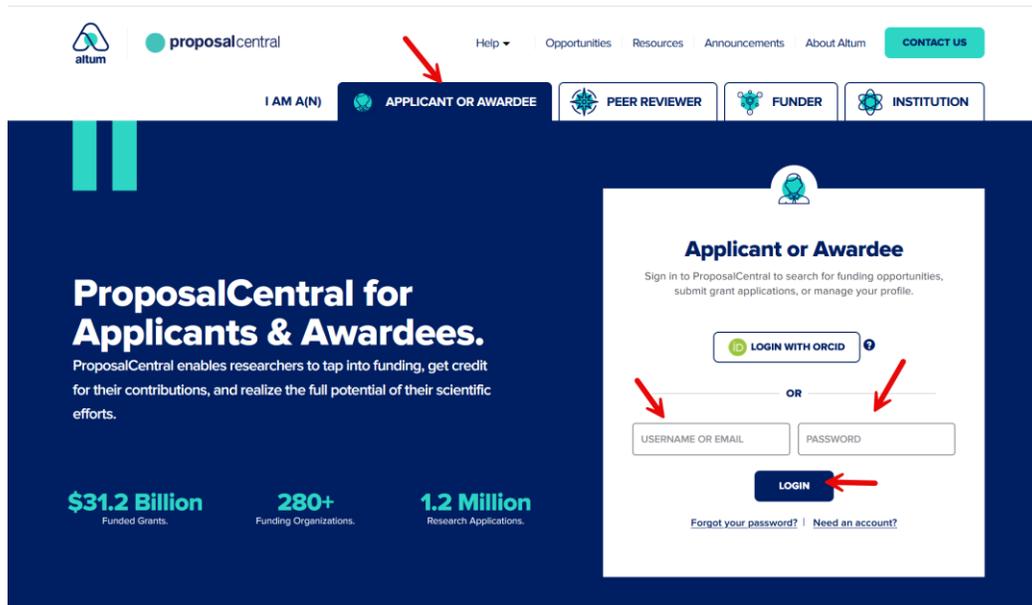
ProposalCentral’s Post-Award module allows grantees to submit progress reports, project documents, financial/budget information, communicate with the funding organization, review payments, etc. The instructions below are intended to provide grantees with a basic orientation to the ProposalCentral post-award functions. Please note that not all grant makers use all the sections of post-award.

This tutorial includes the following information:

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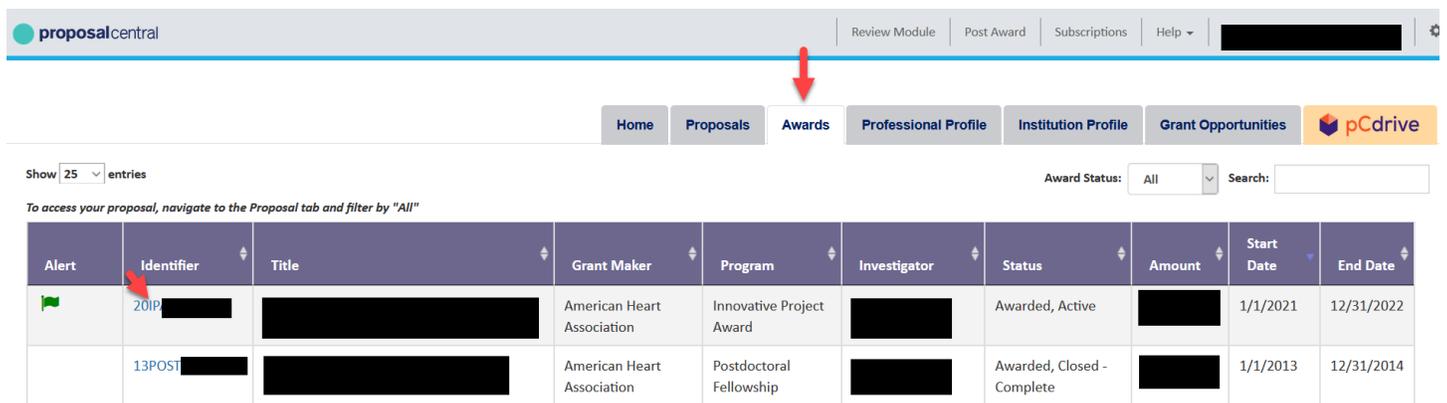
## Login & Access

For grantees, post-award information is accessed from the same place that the application was prepared and submitted. Use your web browser to login to the ProposalCentral Application System: <https://proposalcentral.com>



Use the same e-mail address (or Username) and password used to submit your proposal. If you forget your password, click the [Forgot Your Password?](#) link and enter your email address. An e-mail is sent with a link to reset your password.

The default screen displayed upon login is the ProposalCentral Home page. The middle section of this page displays any upcoming deliverables or overdue deliverable tasks. To find a specific award, navigate to the Awards tab.



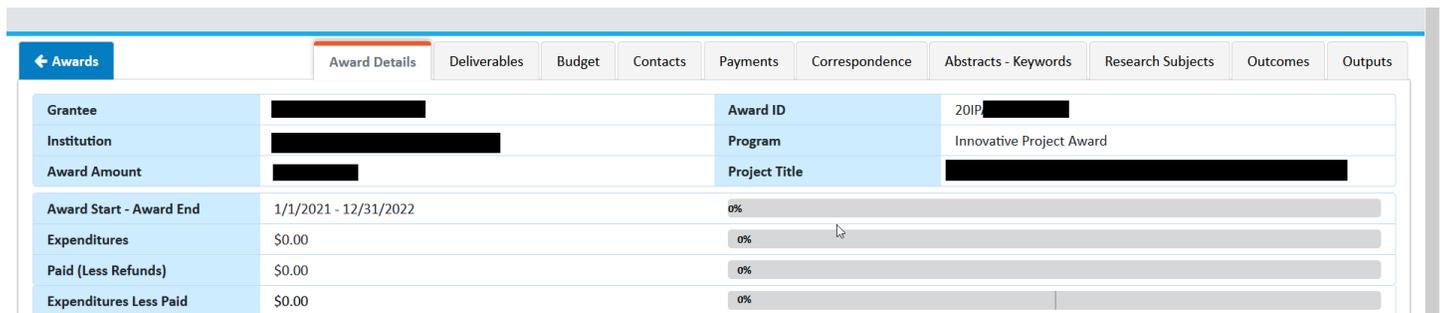
All awards associated with the logged in user display in table format. Clicking the award ID in the Identifier column, returns the corresponding award details record.



**TIP:** If the award is not listed in the award list table, it may be in Pre-Award status. If attempting to add a deliverable to a pre-award record, it is found under the Proposals tab.

## Award Information

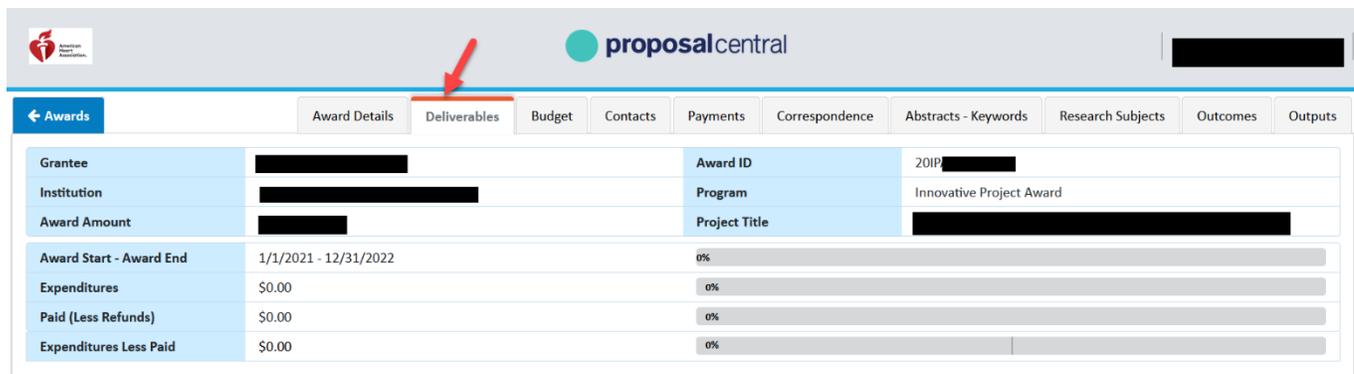
Upon clicking the Award identifier from the Awards tab, users are directed to the *Award Details* page. This is the “hub” of the award records – it provides a summary of the award and access to all other sections of the award (e.g. correspondence, deliverables, contacts and access).



| Award Details           |                       | Deliverables  | Budget                   | Contacts | Payments | Correspondence | Abstracts - Keywords | Research Subjects | Outcomes | Outputs |
|-------------------------|-----------------------|---------------|--------------------------|----------|----------|----------------|----------------------|-------------------|----------|---------|
| Grantee                 | [REDACTED]            | Award ID      | 201P [REDACTED]          |          |          |                |                      |                   |          |         |
| Institution             | [REDACTED]            | Program       | Innovative Project Award |          |          |                |                      |                   |          |         |
| Award Amount            | [REDACTED]            | Project Title | [REDACTED]               |          |          |                |                      |                   |          |         |
| Award Start - Award End | 1/1/2021 - 12/31/2022 |               | 0%                       |          |          |                |                      |                   |          |         |
| Expenditures            | \$0.00                |               | 0%                       |          |          |                |                      |                   |          |         |
| Paid (Less Refunds)     | \$0.00                |               | 0%                       |          |          |                |                      |                   |          |         |
| Expenditures Less Paid  | \$0.00                |               | 0%                       |          |          |                |                      |                   |          |         |

## Review Deliverable Schedule and Submit Project Deliverables

The *Deliverables* tab enables you to submit information requested by the grant maker and additional relevant documents. Grant makers typically use deliverables to collect required and scheduled progress and financial reports, as well as “unscheduled” materials like publications, presentations, and change requests. To access the schedule of deliverables, click the [Deliverables](#) tab from the top of the page.



| Award Details           |                       | Deliverables  | Budget                   | Contacts | Payments | Correspondence | Abstracts - Keywords | Research Subjects | Outcomes | Outputs |
|-------------------------|-----------------------|---------------|--------------------------|----------|----------|----------------|----------------------|-------------------|----------|---------|
| Grantee                 | [REDACTED]            | Award ID      | 201P [REDACTED]          |          |          |                |                      |                   |          |         |
| Institution             | [REDACTED]            | Program       | Innovative Project Award |          |          |                |                      |                   |          |         |
| Award Amount            | [REDACTED]            | Project Title | [REDACTED]               |          |          |                |                      |                   |          |         |
| Award Start - Award End | 1/1/2021 - 12/31/2022 |               | 0%                       |          |          |                |                      |                   |          |         |
| Expenditures            | \$0.00                |               | 0%                       |          |          |                |                      |                   |          |         |
| Paid (Less Refunds)     | \$0.00                |               | 0%                       |          |          |                |                      |                   |          |         |
| Expenditures Less Paid  | \$0.00                |               | 0%                       |          |          |                |                      |                   |          |         |

The schedule of deliverables due for the award is shown chronologically. A grant maker can collect information as either a file or data added in the interface via a web form. Your funder may use only one method or both. If they want the material as a file, an [Upload](#) icon is listed for the deliverable (1). If grant makers want grantees to complete a web form, either a [Start](#) or [Edit](#) icon (2) is displayed depending on the type of web form and the status of your work. How to upload a file or complete a web form is described in the [Submit Deliverables](#) section. However, the next section provides information on how to download any templates and instructions that may have been provided by the grant maker.

| Due Date            | Deliverable Type | Assigned        | Type Description | Deliverable Description | Date Submitted/User       | Add   | View  | Delete  | Status            | Feedback |
|---------------------|------------------|-----------------|------------------|-------------------------|---------------------------|---|---|---|-------------------|----------|
| 03/18/2019 12:00 AM | Other            | Kathy McKee(PI) | Upload CDF       |                         |                           |  |  |  | Due               |          |
| 03/03/2020 12:00 AM | Other            | Kathy McKee(PI) | progress report  | progress report         | 03/03/2020 (Kumeh, Amasi) |  |  |  | Submitted - Final |          |

|                     |  |   |      |                            |  |   |   |  |           |  |
|---------------------|--|---|------|----------------------------|--|---|---|--|-----------|--|
| 12/15/2020 12:00 AM | Scientific Progress Report (In Progress) | M | (PI) | Scientific Progress Report |  |  |  |  | Due       |  |
| 12/15/2021 12:00 AM | Scientific Progress Report               | M | (PI) | Scientific Progress Report |  |  |  |  | Scheduled |  |

## Download Templates, Forms and Instructions

Many grant makers provide templates, forms and/or instructions. To download these templates, scroll to the bottom of the *Deliverables* tab and locate the *Deliverables Templates* section. To download a template, click the [Download icon](#) next to the appropriate template and save it locally.

| Show  | Type            | Description                | File Type | File Size |
|---|-----------------|----------------------------|-----------|-----------|
|  | Award Agreement | AHA Award Agreement 2020.6 | .pdf      | 93368     |

## Submit Deliverables

The following section discusses how to submit deliverables to the grant maker.

### Submit a File Deliverable Listed In The Schedule

To submit a deliverable that is being collected as a file (e.g. report, document), click the [Upload](#) icon in the Add column for the appropriate deliverable.

| Due Date            | Deliverable Type     | Assigned        | Type Description   | Deliverable Description | Date Submitted/User | Add | View | Delete | Status     | Feedback |
|---------------------|----------------------|-----------------|--|-------------------------|---------------------|-----|------|--------|------------|----------|
| 10/01/2020 12:00 AM | Activation Report PF | Karen Smith(PI) | Activation Report PF   |                         |                     |     |      |        | Delinquent |          |
| 10/01/2020 12:00 AM | PF Annual Report     | Karen Smith(PI) | PF Annual Report   |                         |                     |     |      |        | Delinquent |          |
| 12/01/2020 12:00 AM | IP Reporting         | Karen Smith(PI) | Please complete the webform for IP reporting by the due date provided. |                         |                     |     |      |        | Delinquent |          |

Depending on the browser's settings this either opens a new tab in the browser or a pop-up window. Please remember to disable pop-up blockers for ProposalCentral. If the pop-up blocker is turned on, the browser will display a message towards the top or bottom of the page indicating that a pop-up was blocked. As every browser is different, this may not be the method to disable the pop-up blocker.

At the top of the new window is a notation indicating the allowed file types (e.g. pdf) (1). Browse to select a file (2). Additionally, there is an option to provide a description of the deliverable, if desired (3). When done, click the **Save** button (4).

### Upload Deliverable

|                                     |  |
|-------------------------------------|--|
| <b>Deliverable Type</b>             | PF Annual Report<br>Allowed File Type : .DOC, .PDF   |
| <b>Deliverable Type Description</b> | -  |
| <b>Deliverable Description</b>      | <input style="width: 100%;" type="text"/><br><small>Please provide a meaningful description for this deliverable</small> |
| <b>Upload File</b>                  | <input type="button" value="Choose File"/> No file chosen  |

When the document is successfully uploaded, the deliverable on the schedule shows the submitted date and the user that submitted the deliverable. Additionally, the Add column may have a [Replace](#) indication, if the Grant Maker has enabled it. Click the [View](#) icon in the View column to see the uploaded file. To update the file, click the [Replace](#) icon and repeat the steps above. To delete the file, click the [Delete](#) icon (trash can).

|                     |                        |                   |  |                        |                            |  |  |  |           |
|---------------------|------------------------|-------------------|--|------------------------|----------------------------|--|--|--|-----------|
| 01/01/2018 12:00 AM | Progress Report        | Raylan Givens(PI) | This template is to be used for the semi annual progress reports.            | progress report        | 08/22/2018<br>McKee, Jamie |  |  |  | Submitted |
| 09/28/2018 12:00 AM | Final Financial Report | Raylan Givens(PI) | This template is to be used for both the annual and final financial reports. | Final financial report | 08/22/2018<br>McKee, Jamie |  |  |  | Submitted |
| 09/28/2018 12:00 AM | Final Report           | Raylan Givens(PI) | This template is to be used for the final progress report.                   | Final report           | 08/22/2018<br>McKee, Jamie |  |  |  | Submitted |

Showing 1 to 10 of 10 entries Previous **1** Next

If the grant maker has marked the deliverable as “Final”, there is a “Final” indication in the Status column. Please note that it is not possible to replace or delete the file after it has been marked as Final by the grant maker. However, it is always possible to view the file by clicking the [View](#) icon.

|                     |                 |                   |   |                       |                           |   |                   |
|---------------------|-----------------|-------------------|---|-----------------------|---------------------------|---|-------------------|
| 01/01/2016 12:00 AM | Progress Report | Raylan Givens(PI) | This template is to be used for the semi-annual progress reports. | first progress report | 04/26/2018 (McKee, Jamie) |  | Submitted - Final |
|---------------------|-----------------|-------------------|---|-----------------------|---------------------------|---|-------------------|

### Submit a Web Form Deliverable Listed In The Schedule

To submit a deliverable that is being collected as a web form (e.g. progress report), click the [plus sign](#) in the Add column for the appropriate deliverable.

|                     |                                 |                 |  |   |           |
|---------------------|---------------------------------|-----------------|--|---|-----------|
| 12/01/2021 12:00 AM | Web Form Annual Progress Report | Karen Smith(PI) | Due no later than 60 days after anniversary date |  | Scheduled |
|---------------------|---------------------------------|-----------------|--|---|-----------|

Clicking the [plus sign](#) displays either:

1. A page to complete a web form that *may* include questions, an upload, other support, publications, inventions, demographic information, research subjects, data plan, payment information, ORCID authorization, custom questions and electronic signatures. If this is displayed, refer to the [Non-Budget Web Form](#) section below.
2. A Budget deliverable may ask for Awarded, Expenditure, Carry Forward and/or Note information. This deliverable is described in the [Budget Web Form](#) section below.

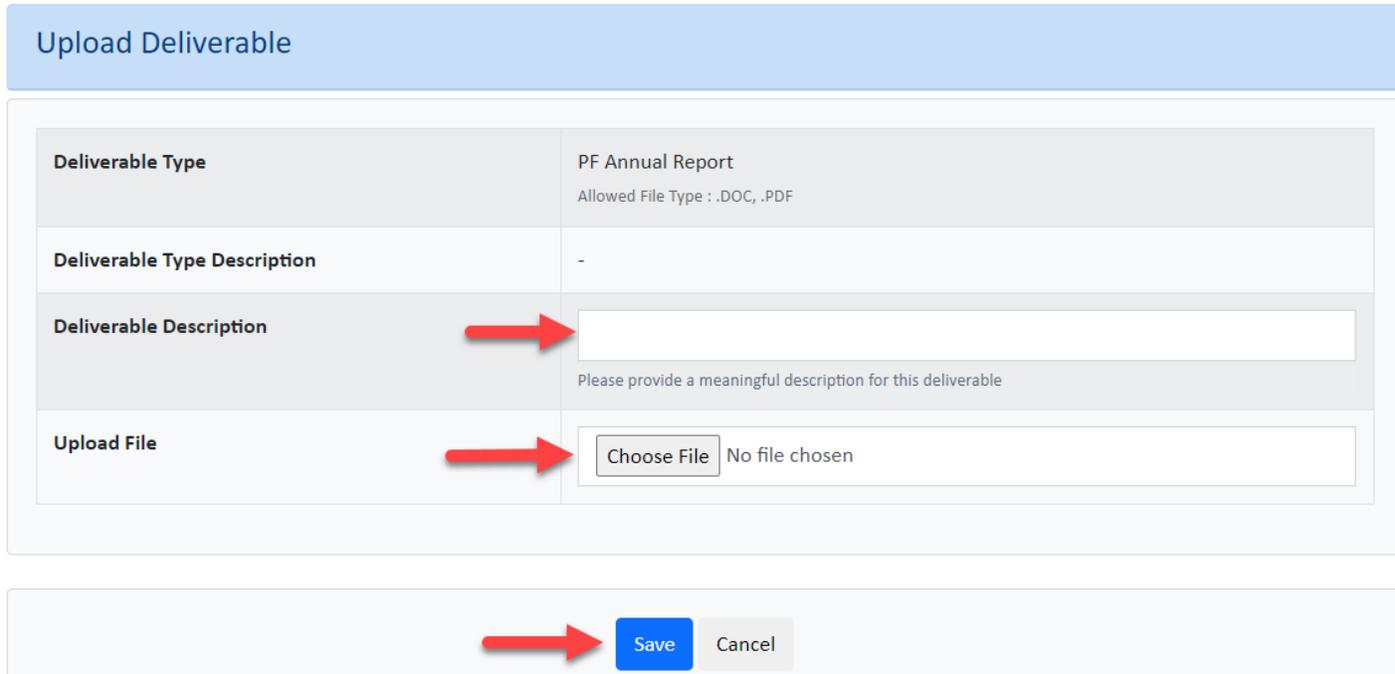
### Non-Budget Web Form

Please note that different grant makers may request different information in their reports and therefore what displays may be different than what is described below. The following are examples of items the grant makers may collect in a web form.

1. **Text:** The grant maker may provide instructions/questions and request that you enter a response. Items that require a response are marked with a red asterisk (\*). Please make sure to only include plain text and periodically click the **Save** button either directly above or below the text box questions. Please note that there may be character maximums in effect and an error message displays when saving if the maximum is exceeded and requires a revision in order to save.

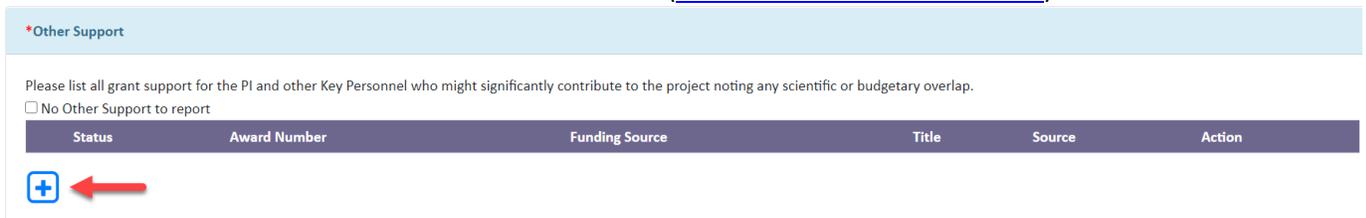


- Upload:** The grant maker may allow or require a file. And, if so, the allowable file types are indicated (1). If the upload is required, there is a red asterisk (\*) in the blue bar by "Upload". To upload a file, browse to select it from the computer (2). When done, click the **Save** button (3).



- Other Support:** The grant maker may allow or require submission of information related to other support. If other support is required, there is a red asterisk (\*) in the blue bar by "Other Support".

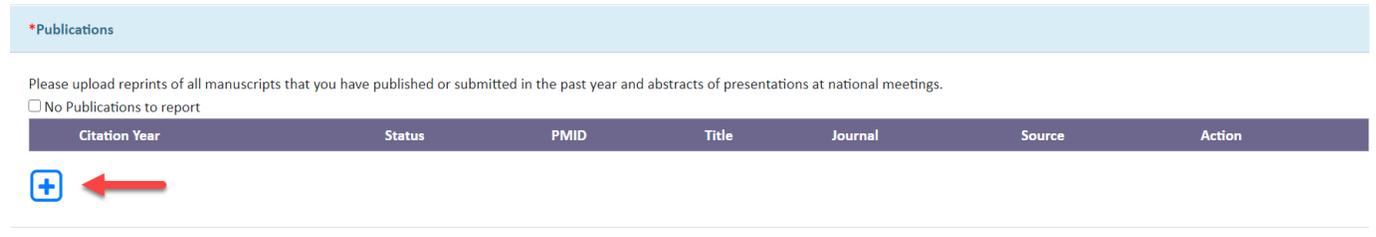
If this section is included, the other support information comes from the grantee's Professional Profile. Therefore, before completing this section, it is recommended that the Other Support section of the grantee's Professional Profile is updated. Once the grantee's Professional Profile has all necessary information, the user can add the other support entries to the report by clicking the [plus](#) icon. For details on how to complete this section of the web form, please see the "How to Add Other Support" tutorial "Adding Other Support From Your Professional Profile to a Web Form Deliverable" section ([click here to access the tutorial](#)).



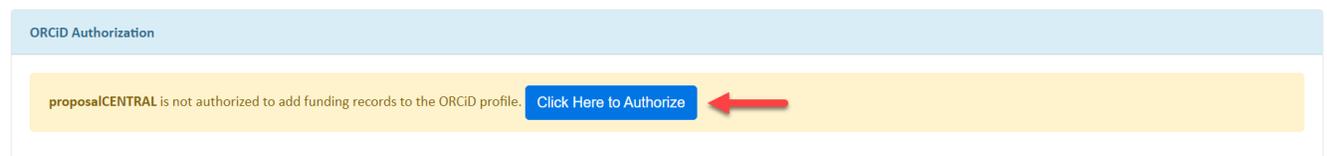
- Publications:** The grant maker may allow or require submission of information related to publications. If publications are required, there is a red asterisk (\*) in the blue bar by "Publications".

If this section is included, the publication information comes from the grantee's Professional Profile. Therefore, before completing this section, it is recommended that the Publications section of the grantee's Professional Profile is updated. Once the grantee's Professional Profile has all necessary information, the user can add the publications to the report by clicking the [plus](#) icon. For details on how to complete this section of the web form,

please see the “How to Add Publications” tutorial “Adding Publications From Your Professional Profile to a Web Form Deliverable” section.



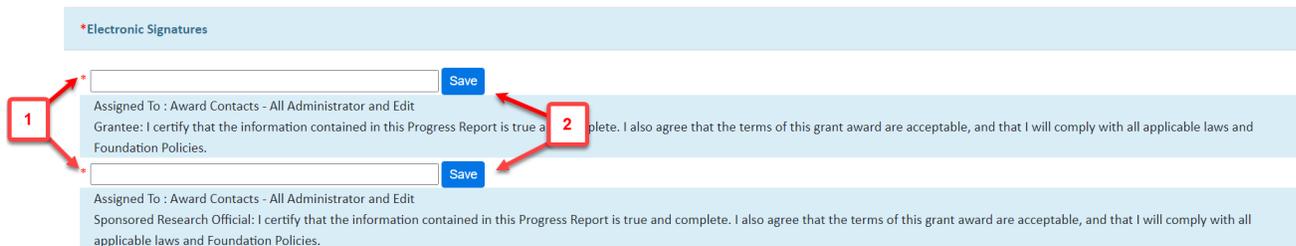
5. **Inventions:** The grant maker may allow or require information on patents and inventions. If invention data is required, there is a red asterisk (\*) next to the field. Most of the data is formatted and grantees select the appropriate value from the corresponding dropdown fields. If invention information is requested in multiple deliverables, the previously entered data appears in the subsequent deliverable. Grantees may edit/add/delete as appropriate.
6. **Payee Information:** The grant maker may allow or require information on payees associated with the award. Depending on the grant maker configuration, grantees may enter ACH, wire, and general bank account details.
7. **Private and Demographic Data:** Grantmakers may include a request to update/verify awardee demographic information. Demographic entries are only modifiable by the person who the demographic information belongs to unless access to their profile has been granted to someone else.
8. **Research Subjects – Assurances:** The grant maker may request information pertaining to human or animal subject assurances as part of a web form deliverable. If assurance information was collected during the application in ProposalCentral, the information appears as a starting point associated with the deliverable and grantees may edit/add as appropriate.
9. **Data Plan Collection:** Grant makers have the option to collect information about how grantees will share information attained during the grant lifecycle. If included in a deliverable, the information may be required or optional. A red asterisk (\*) next to the field indicates that an entry is required to submit the deliverable. Enter the necessary information and then click the **Save** button (2).
10. **Formatted Questions:** Some deliverables may contain additional questions that do not fit into one of the previously described sections. Grant makers have the option to collect miscellaneous questions from grantees via radio buttons, dropdown selections, dates or amounts. A red asterisk (\*) next to the field indicates that an entry is required to submit the deliverable. Enter the necessary information and then click the **Save** button within the section.
11. **ORCID Authorization:** If a grant maker is a member of the ORCID consortium they may include a deliverable requesting a grantee to “authorize” the grant maker to make updates to the grantee’s ORCID record. If this is indicated in a deliverable, click the “Click Here to Authorize” button and follow the prompts provided by ORCID. Authorizing the grant maker allows their name to appear on corresponding awards.



12. **Electronic Signatures:** The grant maker may allow or require an electronic signature (aka e-signature). If an e-signature is required, there is a red asterisk (\*) next to the signature field. To enter a signature, enter the text in

the field (1) and click the **Save Signature** button (2). Please note that the system records the name of the user that clicked the **Save Signature** button. This allows the grant makers to ensure that the name typed matches the profile of the user who actually entered it.

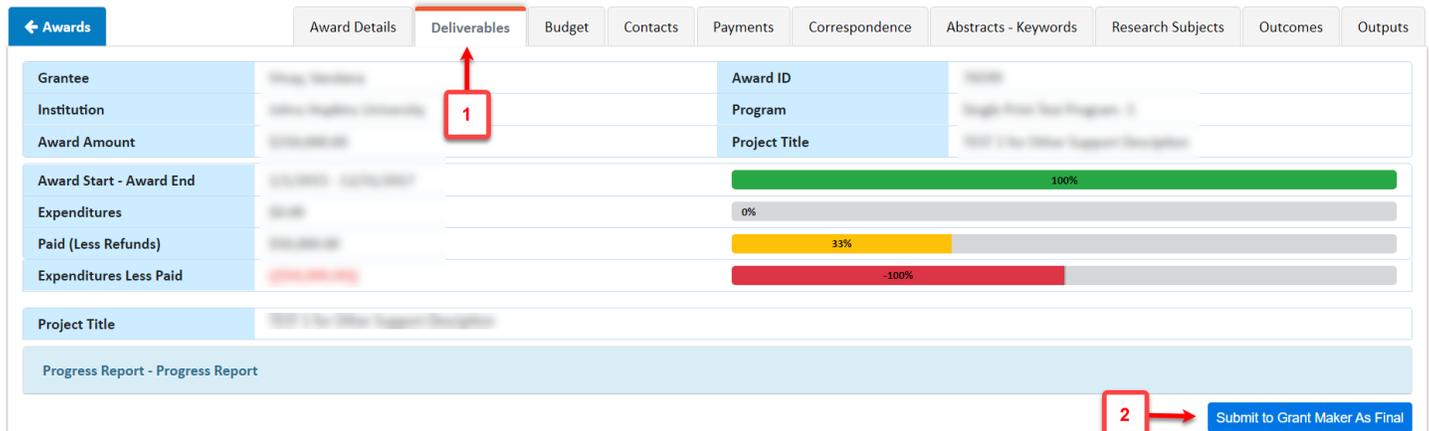
If the grant maker has provided any guidance, instructions, certifications by the e-signature field, make sure to read and follow.



If the user who needs to submit the e-signature does not have access to the grant, see the [Contacts and Access](#) section for information on how to provide him/her access to the grant so he/she can e-sign.

To leave the form at any time, click the [Deliverables](#) tab at the top (1). Before returning to the Deliverable Schedule, make sure to save all work by clicking one of the **Save** buttons. When the form is complete and you are ready to submit it to the grant maker, click the **Submit to Grant Maker As Final** button in the upper or lower right (2). If any required information is missing, the system displays the appropriate error message.

Please note that once submitted, users are not able to make changes unless the grant maker sends it back for revisions.



When the web form has been successfully submitted, the deliverable on the schedule shows the submitted date and the user that submitted the deliverable. Additionally, clicking the [View](#) icon in the View column displays all the information entered. If the grant maker has marked the deliverable as “Final”, “Final” is indicated in the Edit Status column. If the grant maker wants requires changes to the information after submission, they can return it to you for updates. If they ask for modifications, click the [Edit](#) icon in the Add column to access the report and work on it. Please remember to resubmit when ready.

| Due Date               | Deliverable Type | Assigned             | Type Description | Deliverable Description | Date Submitted/User            | Add | View | Delete | Status               | Feedback |
|------------------------|------------------|----------------------|------------------|-------------------------|--------------------------------|-----|------|--------|----------------------|----------|
| 01/01/2016<br>12:00 AM | Annual Web Form  | Vandana<br>Vinay(PI) |                  |                         | 12/10/2020<br>(Vinay, Vandana) |     |      |        | Submitted -<br>Final |          |
| 01/01/2017<br>12:00 AM | Annual Web Form  | Vandana<br>Vinay(PI) |                  |                         | 12/10/2020<br>(Vinay, Vandana) |     |      |        | Submitted -<br>Final |          |
| 04/17/2018<br>12:00 AM | Other            | Vandana<br>Vinay(PI) | Other            | test                    | 04/18/2018<br>(Vinay, Vandana) |     |      |        | Submitted -<br>Final |          |
| 12/10/2020<br>11:59 PM | Progress Report  | Vandana<br>Vinay(PI) | Progress Report  |                         |                                |     |      |        | Due                  |          |

## Budget Web Form

If there is a period notation in the Deliverable Type column, that is an indication that it is a Budget Web Form. To work on a Budget Web Form, click the [Start](#) link in the Add column.

| Due Date               | Deliverable Type               | Assigned                   | Type Description | Deliverable Description  | Date Submitted/User | Add | View | Delete | Status    | Feedback |
|------------------------|--------------------------------|----------------------------|------------------|--|---------------------|-----|------|--------|-----------|----------|
| 01/01/2022<br>12:00 AM | Progress Report                | Stefanie<br>Chernyakov(PI) |                  | please complete the online web form.   |                     |     |      |        | Scheduled |          |
| 01/01/2023<br>12:00 AM | Progress Report                | Stefanie<br>Chernyakov(PI) |                  | please complete the online web form.   |                     |     |      |        | Scheduled |          |
| 01/10/2023<br>12:00 AM | Financial Report<br>(Period 1) | Stefanie<br>Chernyakov(PI) |                  | Please enter your expenses for the current budget period.<br>Please upload any supporting documentation. |                     |     |      |        | Scheduled |          |

This directs the relevant period in your budget as indicated by the period notation. See the [View and Edit](#) part of the Budget section for more information about how to complete and submit a budget.

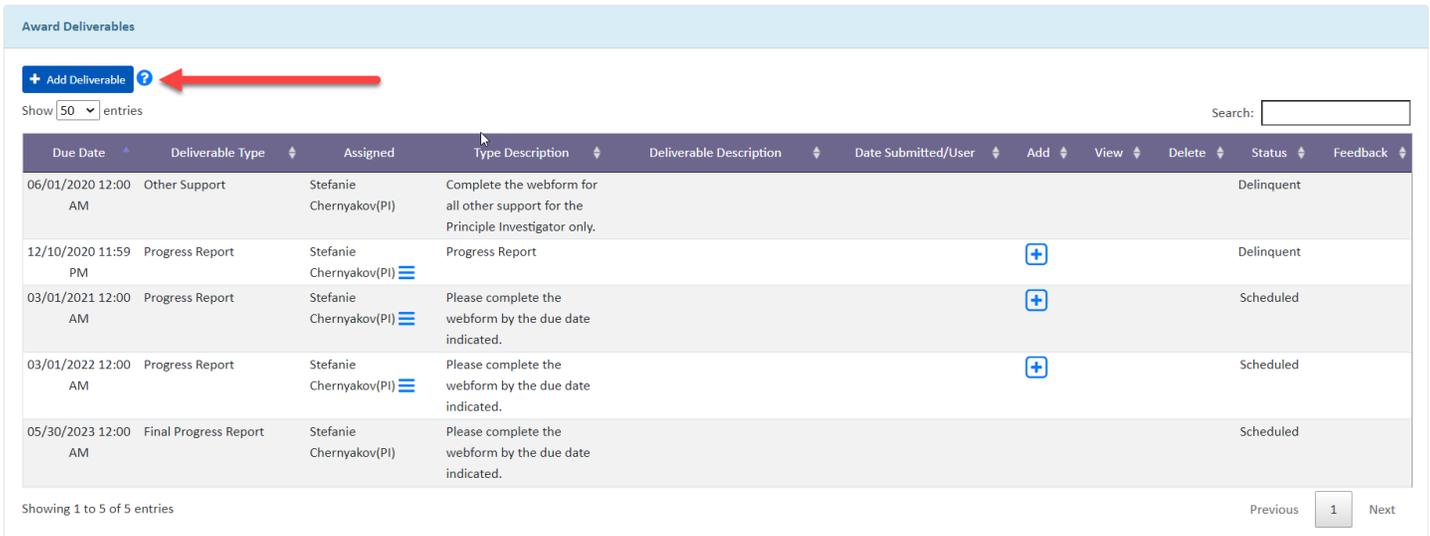
When the Budget period report is successfully submitted, the deliverable on the schedule shows the submitted date and the user that submitted it (1). Additionally, clicking the [View](#) icon (2) in the View column redirects back to the budget. If the grant maker has marked the deliverable as “Final”, “Final” is indicated in the Edit Status column (3).

|                     |   |                |              |  |                              |  |  |  |                      |  |
|---------------------|---|----------------|--------------|--|------------------------------|--|--|--|----------------------|--|
| 08/13/2013 1:47 PM  | Signed Grant Agreement                                | Jamie Ross(PI) | Version 2    | Version 2  | 11/29/2017<br>(McKee, Jamie) |  |  |  | Submitted -<br>Final |  |
| 08/01/2014 12:00 AM | Annual Progress Report                                | Jamie Ross(PI) |              | Please provide the requested information.  | 06/10/2015<br>(Ross, Jamie)  |  |  |  | Submitted            |  |
| 09/01/2014 12:00 AM | Annual Financial Report                               | Jamie Ross(PI) |              | Please provide an update on the prior year's final expenditures. Use the Annual Financial Report template to complete this report. | 12/30/2014<br>(Ross, Jamie)  |  |  |  | Submitted -<br>Final |  |
| 12/30/2014 3:42 PM  | Request for Transfer Institution                      | Jamie Ross(PI) |              | Here is the completed form you sent me.  | 12/30/2014<br>(Ross, Jamie)  |  |  |  | Submitted -<br>Final |  |
| 04/21/2015 10:58 AM | Copies of Organizational Approval - IRB, IA/CIC, rDNA | Jamie Ross(PI) | IRB Approval | IRB Approval   | 04/21/2015<br>(Ross, Jamie)  |  |  |  | Submitted -<br>Final |  |

If the grant maker requires changes to the budget after submission, they can return it for updates. If they require modifications, click the [Start](#) icon in the Add column to access the budget and work on it again. Please remember to resubmit when all changes are complete.

### Submit a File Deliverable NOT Listed In The Schedule

To submit a deliverable that is not listed in the schedule, e.g. Request to Transfer, Add a Publication, click the [Add Deliverable](#) button the top of the table.



Award Deliverables

+ Add Deliverable ?

Show 50 entries

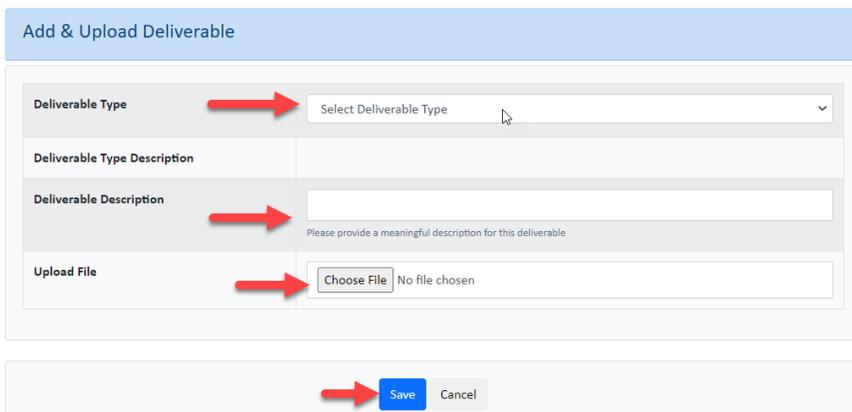
| Due Date            | Deliverable Type      | Assigned                | Type Description  | Deliverable Description | Date Submitted/User | Add | View | Delete | Status     | Feedback |
|---------------------|-----------------------|-------------------------|---|-------------------------|---------------------|-----|------|--------|------------|----------|
| 06/01/2020 12:00 AM | Other Support         | Stefanie Chernyakov(PI) | Complete the webform for all other support for the Principle Investigator only. |                         |                     |     |      |        | Delinquent |          |
| 12/10/2020 11:59 PM | Progress Report       | Stefanie Chernyakov(PI) | Progress Report   |                         |                     | +   |      |        | Delinquent |          |
| 03/01/2021 12:00 AM | Progress Report       | Stefanie Chernyakov(PI) | Please complete the webform by the due date indicated.                          |                         |                     | +   |      |        | Scheduled  |          |
| 03/01/2022 12:00 AM | Progress Report       | Stefanie Chernyakov(PI) | Please complete the webform by the due date indicated.                          |                         |                     | +   |      |        | Scheduled  |          |
| 05/30/2023 12:00 AM | Final Progress Report | Stefanie Chernyakov(PI) | Please complete the webform by the due date indicated.                          |                         |                     |     |      |        | Scheduled  |          |

Showing 1 to 5 of 5 entries

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Depending on the browser settings this either opens a new tab or a pop-up window. First, select the type of deliverable to add/upload (1). The grant maker has a pre-defined list of the allowable materials. If the item needed is not on the list, contact the grant maker using the correspondence feature. See the [Send Correspondence to the Funding Organization](#) section for more information on correspondence.

After selecting the type of deliverable, there is a notation indicating which file types (e.g. pdf) are allowed (2). Browse to select a file from your computer (3). Additionally, a description of the deliverable can be provided, if desired (4). When done, click the **Save** button (5).



Add & Upload Deliverable

Deliverable Type: Select Deliverable Type

Deliverable Type Description:

Deliverable Description: Please provide a meaningful description for this deliverable

Upload File: Choose File No file chosen

Save Cancel

When the document is successfully uploaded, the deliverable on the schedule displays the last submitted date and the user that submitted the deliverable. Additionally, the Add column has a [Replace](#) indication and clicking the [View](#) icon in

the View column displays the file. To update the file, click the [Replace](#) icon and repeat the steps above. To delete the file, click [Delete](#) (trashcan) icon.

| Due Date               | Deliverable Type       | Assigned        | Type Description                             | Deliverable Description | Date Submitted/User          | Add   | View  | Delete  | Status    | Feedback |
|------------------------|------------------------|-----------------|--|-------------------------|------------------------------|---|---|---|-----------|----------|
| 02/15/2017<br>12:00 AM | Signed Grant Agreement | Jamie McKee(PI) | Upload a copy of the signed Grant Agreement. | Signed Grant Agreement  | 03/08/2017<br>(McKee, Jamie) |  |  |  | Submitted |          |

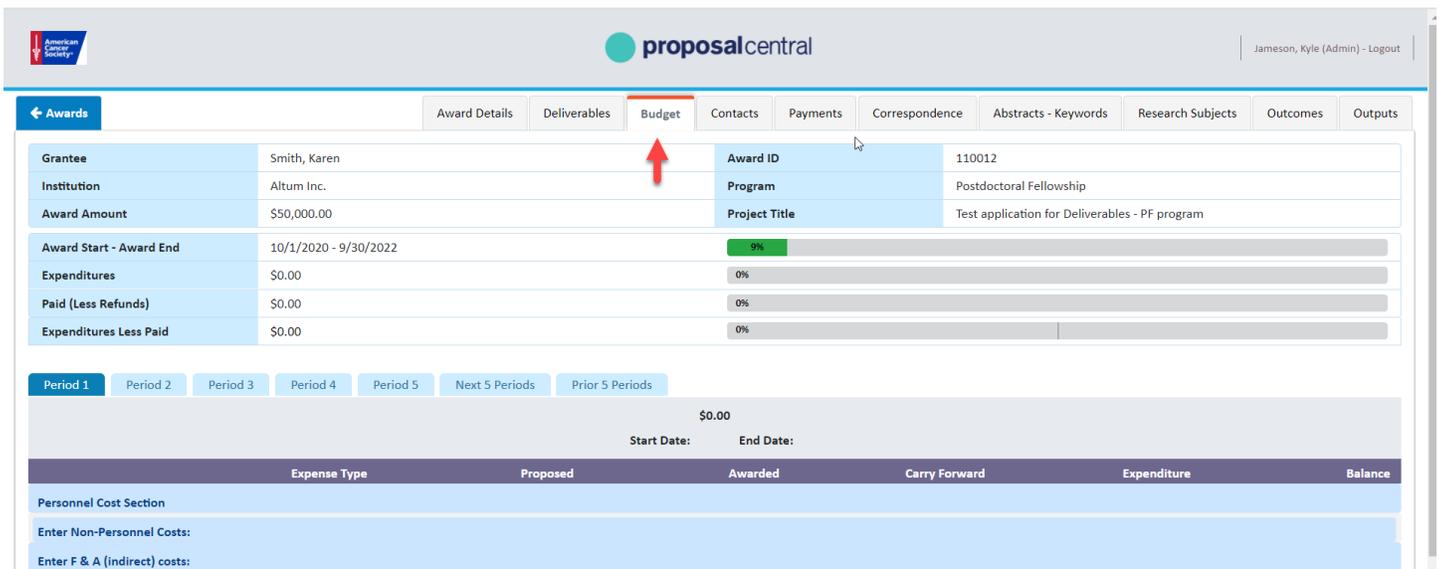
If the grant maker has marked the deliverable as “Final”, “Final” is indicated in the Edit Status column. If the grant maker requires changes to the information after submission, they can return it for updates. If they ask for modifications, click the [Edit](#) icon in the Add column to access the report and work on it. Please remember to resubmit when complete.

| Due Date               | Deliverable Type             | Assigned       | Type Description                                  | Deliverable Description       | Date Submitted/User          | Add   | View  | Delete  | Status            | Feedback |
|------------------------|------------------------------|----------------|---|-------------------------------|------------------------------|---|---|---|-------------------|----------|
| 05/15/2013<br>12:00 AM | Revised Application Material | Jamie Ross(PI) | Provide New Project Plan Based on Review Feedback | Project Description Version 1 | 12/08/2017<br>(McKee, Jamie) |  |  |  | Submitted - Final |          |

## Budget

### Access

Depending on the funding organization, grantees may be able to view the budget or make changes to the budget sections. If the funding organization provided access to the award budget, the information on the [Budget](#) tab is editable. Other funding organizations may choose to provide access to updating budget information through a Budget Deliverable.



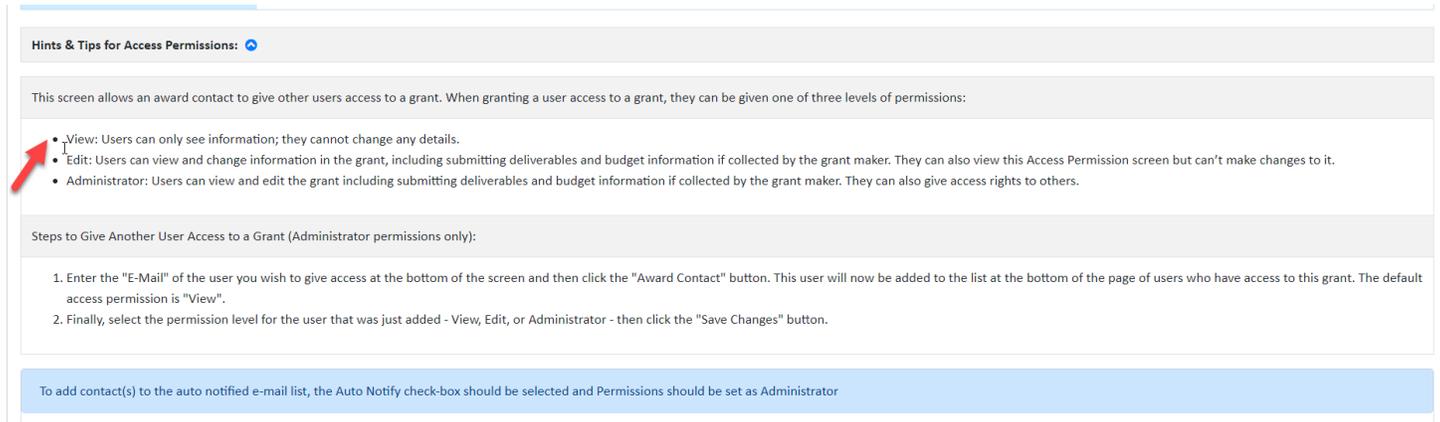
The screenshot shows the 'Budget' tab selected in the navigation menu. The main content area displays budget details for an award. A red arrow points to the 'Budget' tab in the navigation bar.

| Field                   | Value                 | Progress |
|-------------------------|-----------------------|----------|
| Grantee                 | Smith, Karen          |          |
| Institution             | Altum Inc.            |          |
| Award Amount            | \$50,000.00           |          |
| Award Start - Award End | 10/1/2020 - 9/30/2022 | 9%       |
| Expenditures            | \$0.00                | 0%       |
| Paid (Less Refunds)     | \$0.00                | 0%       |
| Expenditures Less Paid  | \$0.00                | 0%       |

Below the summary table, there are tabs for 'Period 1' through 'Period 5' and 'Next 5 Periods' and 'Prior 5 Periods'. The 'Period 1' tab is selected, showing a total of \$0.00. Below this, there are sections for 'Personnel Cost Section', 'Enter Non-Personnel Costs:', and 'Enter F & A (indirect) costs:'.

## View and Edit

At the top of the screen is the award information. If the grant maker has elected to provide instructions, those are displayed at the top.



**Hints & Tips for Access Permissions:**

This screen allows an award contact to give other users access to a grant. When granting a user access to a grant, they can be given one of three levels of permissions:

- **View:** Users can only see information; they cannot change any details.
- **Edit:** Users can view and change information in the grant, including submitting deliverables and budget information if collected by the grant maker. They can also view this Access Permission screen but can't make changes to it.
- **Administrator:** Users can view and edit the grant including submitting deliverables and budget information if collected by the grant maker. They can also give access rights to others.

Steps to Give Another User Access to a Grant (Administrator permissions only):

1. Enter the "E-Mail" of the user you wish to give access at the bottom of the screen and then click the "Award Contact" button. This user will now be added to the list at the bottom of the page of users who have access to this grant. The default access permission is "View".
2. Finally, select the permission level for the user that was just added - View, Edit, or Administrator - then click the "Save Changes" button.

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

The second part of the screen shows the budget information for the award. Some organizations collect only a summary of the budget and others collect line item details. The screenshots below reflect a summary budget; however, the same concepts apply to a budget that includes line items. You can access the different budget periods by clicking the period tabs at the top of the budget.

The funding organization has the ability to allow grantees to edit/add information, but depending on their preferences that option may not be available. If applicable, make sure to periodically click the **Save Changes** button to retain all changes.

If the funding organization has allowed edit/add capabilities, here are the different columns that may be editable (note – it may be possible to edit some of these columns, but not others):

1. Expense Type\*
2. Awarded
3. Carry Forward
4. Expenditure
5. Notes – Please note that the Notes column, if available, is accessed by clicking the [Add Notes](#) link under the Expenditure column label. If the [Add Notes](#) link has a red asterisk (\*) that means a note must be entered for every line in order to submit the budget period.

Save Changes Cancel To retain changes you MUST Save Changes before leaving this Period. Submit Period to Grant Maker as Final

Budget: \$21,500.00 Working Budget: \$21,500.00 Spent: \$4,000.00 Balance: \$17,500.00  
 Start Date: 1/1/2020 End Date: 1/1/2021

|  | Proposed           | Awarded            | Carry Forward | Expenditure<br>Add Notes | Balance            |
|--|--------------------|--------------------|---------------|--------------------------|--------------------|
| <b>PERSONNEL COSTS.</b> Please provide all Personnel Costs for this project. Applicant organization only. Enter dollar amounts requested (omit cents) for salary requested and fringe benefits.    |                    |                    |               |                          |                    |
| <b>Randy Hemmig (Consultant)</b>   |                    |                    |               |                          |                    |
| Appt Months  | 6                  | 6                  | 0             | 0                        |                    |
| Inst. Base Salary  | \$5,000.00         | \$5,000.00         | \$0.00        | \$0.00                   |                    |
| Salary Requested   | \$10,000.00        | \$10,000.00        | \$0.00        | \$0.00                   | \$10,000.00        |
| Fringe Benefits  | \$500.00           | \$500.00           | \$0.00        | \$0.00                   | \$500.00           |
| <b>Total</b>   | <b>\$10,500.00</b> | <b>\$10,500.00</b> | <b>\$0.00</b> | <b>\$0.00</b>            | <b>\$10,500.00</b> |
| Sub Total PERSONNEL COSTS. Please provide all Personnel Costs for this project. Applicant organization only. Enter dollar amounts requested (omit cents) for salary requested and fringe benefits. | \$10,500.00        | \$10,500.00        | \$0.00        | \$0.00                   | \$10,500.00        |
| <b>NON-PERSONNEL COSTS.</b> Please provide all Non-Personnel Costs for this project.   |                    |                    |               |                          |                    |

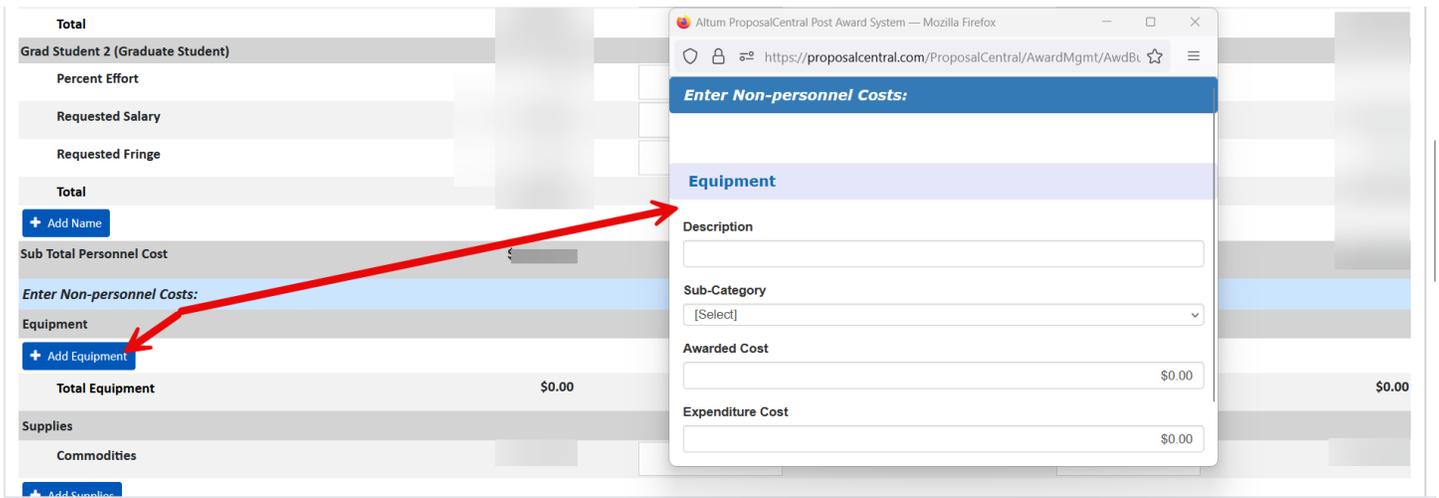
\*If the grant maker has allowed grantees to add lines to their budgets, then one of these options is displayed:

- **A blank row to add the label if the budget is only at the summary level.** Make sure to click the **Save Changes** button to save the addition. Whether or not Awarded, Carry Forward, Expenditure, or Notes for the line can be modified depends on whether or not the grant maker has made those values editable.

**NON-PERSONNEL COSTS.** Please provide all Non-Personnel Costs for this project.

| <b>Equipment</b>       |                   |                   |               |               |                   |
|------------------------|-------------------|-------------------|---------------|---------------|-------------------|
| computers              | \$2,000.00        | \$2,000.00        | \$0.00        | \$0.00        | \$2,000.00        |
| <b>Total Equipment</b> | <b>\$2,000.00</b> | <b>\$2,000.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$2,000.00</b> |
| <b>Supplies</b>        |                   |                   |               |               |                   |

- **An [Add](#) link to add the line item if the budget is collecting line item details.** When you click the [Add](#) link a pop-up will appear asking to supply the label. In addition to the label, there may be other values to add, for example a role for personnel lines or sub-category for non-personnel lines. Whether or not it is possible to add Awarded, Carry Forward, or Expenditure amounts for the line depends on whether or not the grant maker has made those values editable. Click the **Save** button to save all changes. After clicking **Save**, a **Close** button appears. Click the **Close** button to close the pop-up. If the grant maker has allowed the option to add Notes to the line items, it is possible to add a note to the new line item.



The grant maker has the ability to request an electronic signature (aka e-signature) if the e-signature is:

- **Required** - There is a red asterisk (\*) next to the e-signature label. Additionally, when the e-signature is saved, it also submits the budget. Therefore, make sure the budget is complete with no errors before the signature is entered as the budget is submitted at that time.
- **Optional** – Awardees may opt to submit the budget without adding a signature by using the **Submit Period to Grant Maker as Final** button at the top. However, if you do opt to include a signature, when the e-signature is saved, it also submits the budget. Therefore, make sure the budget is complete with no errors before the signature is entered as the budget is submitted at that time.

Please note that the system records the name of the user that clicks the **Save Signature and Submit** button. This allows the grant makers to ensure that the e-signature entered matches the profile of the user who actually entered it.

If the grant maker has provided any guidance, instructions, certifications below the e-signature field, make sure to read and follow. If the user who needs to submit the e-signature does not have access to the grant, see the [Contacts and Access](#) section for information on how to provide him/her access to the grant so he/she can e-sign.

Example of Text E-Signature:



If the budget does NOT include an e-signature or it's optional and you choose not to provide one, when you have completed working on the budget period and are ready to submit it to the grant maker, click the **Submit Period to Grant Maker as Final** button. If the grant maker collected Notes and there are errors in the Notes column, the errors are

displayed. Once submitted for the period successfully, it displays as read-only and no further changes are possible unless the grant maker permits it.

Annual Progress Report - Please provide the requested information.

[Submit to Grant Maker As Final](#)

[Save](#) [Cancel](#)

\* Progress and Results: Describe the studies directed toward specific aims during the current budget year and the positive and negative results obtained. What happens if this text is really long.

If the completion of the budget is connected to the submission of a deliverable, a row in the table of deliverables for the report is indicated. The row includes who submitted the budget information and when. Clicking the [View](#) icon redirects to the budget period indicated in parenthesis in the Deliverable Type column. See the [Deliverables](#) section for more information on deliverables.

| Due Date            | Deliverable Type        | Assigned        | Type Description  | Deliverable Description                   | Date Submitted/User       | Add                     | View                 | Delete                 | Status    | Feedback |
|---------------------|-------------------------|-----------------|---|---|---------------------------|-------------------------|----------------------|------------------------|-----------|----------|
| 02/15/2017 12:00 AM | Signed Grant Agreement  | Jamie McKee(PI) | Upload a copy of the signed Grant Agreement.            | Signed Grant Agreement                    | 03/08/2017 (McKee, Jamie) | <a href="#">Replace</a> | <a href="#">View</a> | <a href="#">Delete</a> | Submitted |          |
| 04/01/2018 12:00 AM | Annual Progress Report  | Jamie McKee(PI) | Please provide the requested information.               |   | 05/31/2018 (McKee, Jamie) |                         | <a href="#">View</a> |                        | Submitted |          |
| 05/01/2018 12:00 AM | Annual Financial Report | Jamie McKee(PI) | Download the template below, complete, and upload here. | Financial report #nnn                     | 05/31/2018 (McKee, Jamie) | <a href="#">Replace</a> | <a href="#">View</a> | <a href="#">Delete</a> | Submitted |          |
| 08/30/2018 12:00 AM | Final Financial Report  | Jamie McKee(PI) | Download the template below, complete, and upload here. | Final financial report audited financials | 08/22/2018 (McKee, Jamie) | <a href="#">Replace</a> | <a href="#">View</a> | <a href="#">Delete</a> | Submitted |          |

## View Payments

To view the payments related to the award, click the [Payments](#) tab in the award record.

| ← Awards                |                     | Award Details | Deliverables   | Budget | Contacts | Payments | Correspondence | Abstracts - Keywords | Research Subjects | Outcomes | Outputs |
|-------------------------|---------------------|---------------|--|--------|----------|----------|----------------|----------------------|-------------------|----------|---------|
| Grantee                 | McKee, Jamie        | Award ID      | 89892  |        |          |          |                |                      |                   |          |         |
| Institution             | AAA University      | Program       | RRMS - Basic Application   |        |          |          |                |                      |                   |          |         |
| Award Amount            | \$100,000.00        | Project Title | Test title for demonstration purposes  |        |          |          |                |                      |                   |          |         |
| Award Start - Award End | 3/1/2017 - 7/1/2018 |               | <div style="width: 100%; background-color: green; height: 10px;"></div> 100% |        |          |          |                |                      |                   |          |         |
| 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%      |        |          |          |                |                      |                   |          |         |

The top of the page displays information regarding the current payee for the grant. Below the payee details is a table showing all scheduled payments in ProposalCentral, along with an indication of whether or not the payments are paid. If the payments have been paid and the grant maker has entered the payment information, the amount paid and date paid are also included.



**TIP:** If the payment schedule is showing payments not paid with dates in the past, we recommend checking the deliverable schedule to determine if there is a required report that is late.

| Payee Contact Info |                          |                 |               |  |  |  |  |
|--------------------|--------------------------|-----------------|---------------|--|--|--|--|
| Name               | John                     | Last Name       | Jackson       |  |  |  |  |
| Payee Org          | AAA University           | EIN #           | 92-1234234    |  |  |  |  |
| Address            | 333 Elm Street           |                 |               |  |  |  |  |
| City               | Bethesda                 | State/ Province | MD            |  |  |  |  |
| Zip/ Postal Code   | 20814                    | Country         | United States |  |  |  |  |
| E-Mail             | john.jackson@example.com |                 |               |  |  |  |  |
| Phone              | 222-333-5555             | Alternate Phone |               |  |  |  |  |

| Payment Schedule |                   |         |                              |                |       |  |  |
|------------------|-------------------|---------|------------------------------|----------------|-------|--|--|
| Show             | 10                | entries | Search: <input type="text"/> |                |       |  |  |
| Scheduled        | Amount Scheduled  | Sent    | Amount Paid                  | Payee          | Check |  |  |
| 3/1/2017         | \$500.00          |         |                              | AAA University |       |  |  |
| 6/1/2017         | \$500.00          |         |                              | AAA University |       |  |  |
| 9/1/2017         | \$500.00          |         |                              | AAA University |       |  |  |
| 12/1/2017        | \$500.00          |         |                              | AAA University |       |  |  |
| 3/1/2018         | \$500.00          |         |                              | AAA University |       |  |  |
| 6/1/2018         | \$500.00          |         |                              | AAA University |       |  |  |
| <b>Total</b>     | <b>\$3,000.00</b> |         | <b>0</b>                     |                |       |  |  |

Showing 1 to 6 of 6 entries Previous  Next

## Send Correspondence to the Funding Organization

To send correspondence to the funding organization or read correspondence sent to you, click the [Correspondence](#) tab on the award record.

| ← Awards                |                     |  |               | Award Details                         | Deliverables | Budget | Contacts | Payments | Correspondence | Abstracts - Keywords | Research Subjects | Outcomes | Outputs |
|-------------------------|---------------------|--|---------------|---------------------------------------|--------------|--------|----------|----------|----------------|----------------------|-------------------|----------|---------|
| Grantee                 | McKee, Jamie        |  | Award ID      | 89892                                 |              |        |          |          |                |                      |                   |          |         |
| Institution             | AAA University      |  | Program       | RRMS - Basic Application              |              |        |          |          |                |                      |                   |          |         |
| Award Amount            | \$100,000.00        |  | Project Title | Test title for demonstration purposes |              |        |          |          |                |                      |                   |          |         |
| Award Start - Award End | 3/1/2017 - 7/1/2018 |  |               |                                       | 100%         |        |          |          |                |                      |                   |          |         |
| Expenditures            | \$0.00              |  |               |                                       | 0%           |        |          |          |                |                      |                   |          |         |
| Paid (Less Refunds)     | \$0.00              |  |               |                                       | 0%           |        |          |          |                |                      |                   |          |         |
| Expenditures Less Paid  | \$0.00              |  |               |                                       | 0%           |        |          |          |                |                      |                   |          |         |

[Send Correspondence To Admin](#)

From this page, any correspondence that has been sent within ProposalCentral is available clicking the blue link in the *Message* column (1). Use the [Respond](#) link to respond directly to a message (2). To initiate a new message, click the [Send Correspondence to Admin](#) button at the top (3).

Send Correspondence

Correspondence Log

Show 50 entries

| Date Sent                   | Sent By            | Message                                  | Respond        | Status          | Re-Send        |
|-----------------------------|--------------------|--|----------------|-----------------|----------------|
| 2/21/2020 11:20:42 AM       | susie@grantor.org  | communications test from PC demo site    | Respond        | Read            | Re-Send        |
| <b>4/8/2019 12:59:50 PM</b> | <b>Jamie McKee</b> | <b>Your Have Delinquent Deliverables</b> | <b>Respond</b> | <b>Not Read</b> | <b>Re-Send</b> |
| 2/12/2019 1:56:40 PM        | Jamie McKee        | Test subject                             | Respond        | Read            | Re-Send        |
| 7/16/2018 12:21:24 PM       | Jamie McKee        | Approved change request                  | Respond        | Read            | Re-Send        |
| 5/30/2018 3:19:58 PM        | Jamie McKee        | Update Your proposalCENTRAL Profile      | Respond        | Read            |                |
| 5/30/2018 3:19:49 PM        | Jamie McKee        | Update Your proposalCENTRAL Profile      | Respond        | Read            |                |
| 5/30/2018 3:19:38 PM        | Jamie McKee        | Update Your proposalCENTRAL Profile      | Respond        | Read            |                |
| 5/22/2018 10:27:55 AM       | Jamie McKee        | Yr 2 Progress Report                     | Respond        | Not Read        |                |

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

Save Recipients and Compose Message

Search:

| Select All               | ID            | Program | Name            | Role              | Permissions   | E-Mail                | Phone        |
|--------------------------|---------------|---------|-----------------|-------------------|---------------|-----------------------|--------------|
| <input type="checkbox"/> | ROSS13BASIC-1 | BASIC   | Briscoe, Lennie | Financial Officer | Administrator | lbriscoe@example.com  | 666-544-2222 |
| <input type="checkbox"/> | ROSS13BASIC-1 | BASIC   | Jodl, Alfred    | Co-PI             | View          | ajodl@example.com     | 202-444-4444 |
| <input type="checkbox"/> | ROSS13BASIC-1 | BASIC   | McCoy, Jack     | Mentor            | No Access     | jmccoy@example.com    | 567-543-3333 |
| <input type="checkbox"/> | ROSS13BASIC-1 | BASIC   | McKee, Jamie    | Collaborator      | Edit          | jamie.mckee@altum.com | 703-964-5861 |
| <input type="checkbox"/> | ROSS13BASIC-1 | BASIC   | Ross, Jamie     | PI                | Administrator | jross@example.com     | 202-888-4444 |
| <input type="checkbox"/> | ROSS13BASIC-1 | BASIC   | Smith, Karen    | Program Director  | View          | karen.smith@altum.com |              |

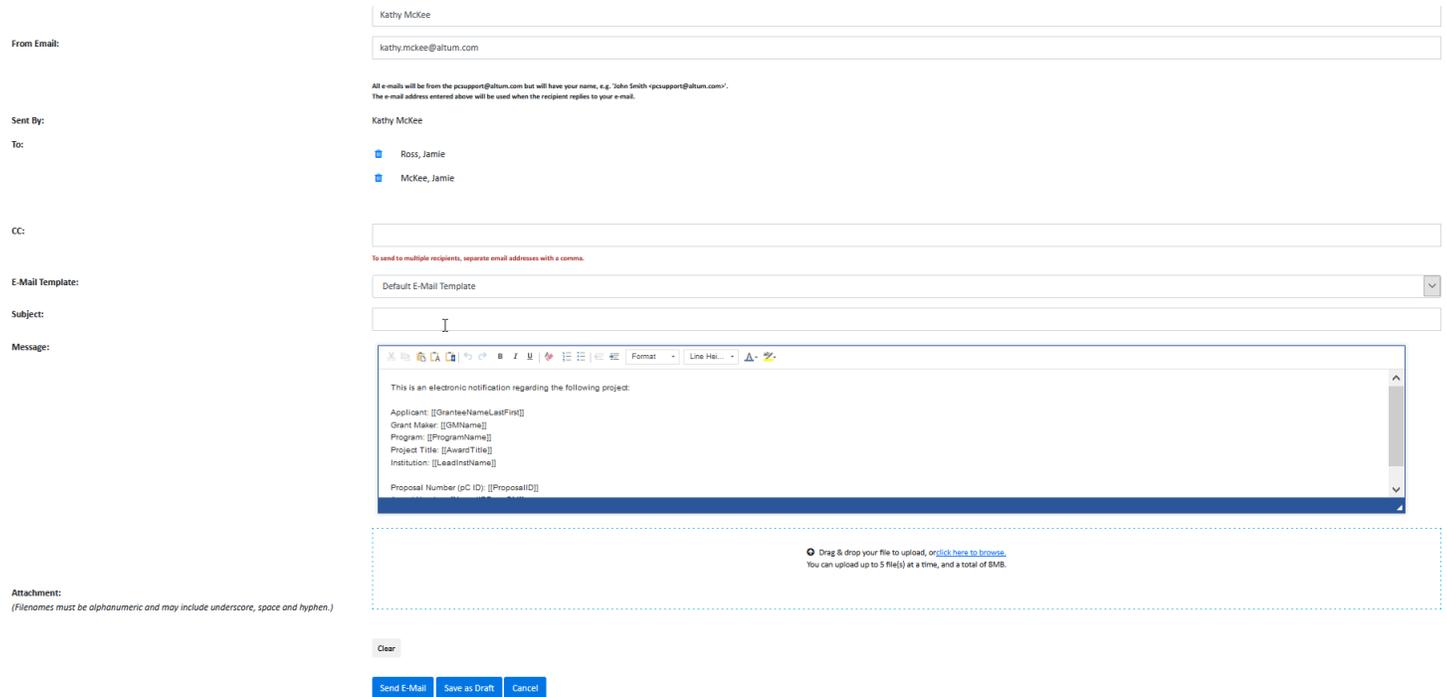
Showing 1 to 6 of 6 entries

Save Recipients and Compose Message

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

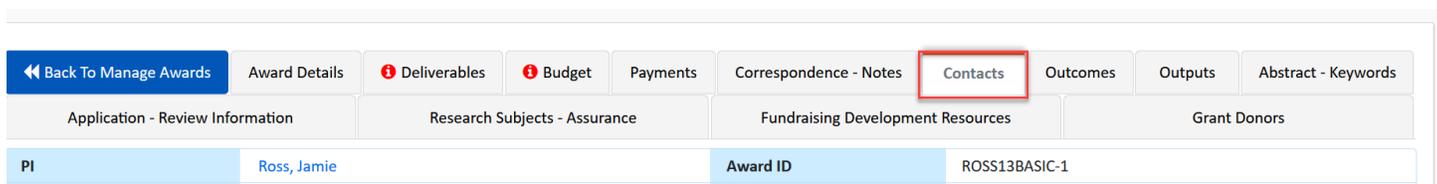
| Select All                          | ID            | Program | Name            | Role              | Permissions   | E-Mail               | Phone        |
|-------------------------------------|---------------|---------|-----------------|-------------------|---------------|----------------------|--------------|
| <input checked="" type="checkbox"/> | ROSS13BASIC-1 | BASIC   | Briscoe, Lennie | Financial Officer | Administrator | lbriscoe@example.com | 666-544-2222 |
| <input type="checkbox"/>            | ROSS13BASIC-1 | BASIC   | Jodl, Alfred    | Co-PI             | View          | ajodl@example.com    | 202-444-4444 |

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



## Contacts and Access

It is possible to add contacts to your grant (e.g. administrative assistant, collaborator, sponsored research official, etc.) and provide access to the award, if necessary. Depending on the access level, contacts can submit deliverables, provide electronic signatures, send e-mails, submit expenditures, view payments, etc. To add a contact or provide a contact access to the award, click the [Contacts & User Access](#) tab from the award record.

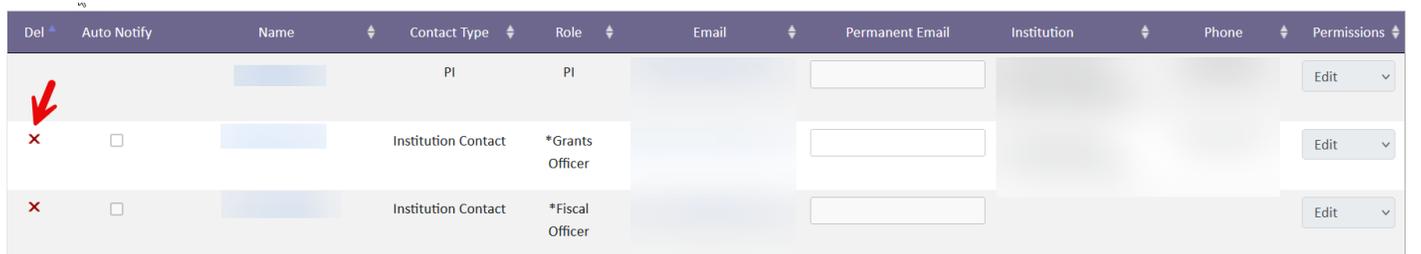


If the application was submitted through ProposalCentral, the PI, institution contacts, and key personnel entered in the application are already listed. Additionally, the users that had access to the application continue to have access to the award with the same permission level. If the user was listed as an organizational official or key personnel but did not have access to the application, they are listed with “No Access” on the award.

The following sections describe how to add/remove a contact and change access levels.

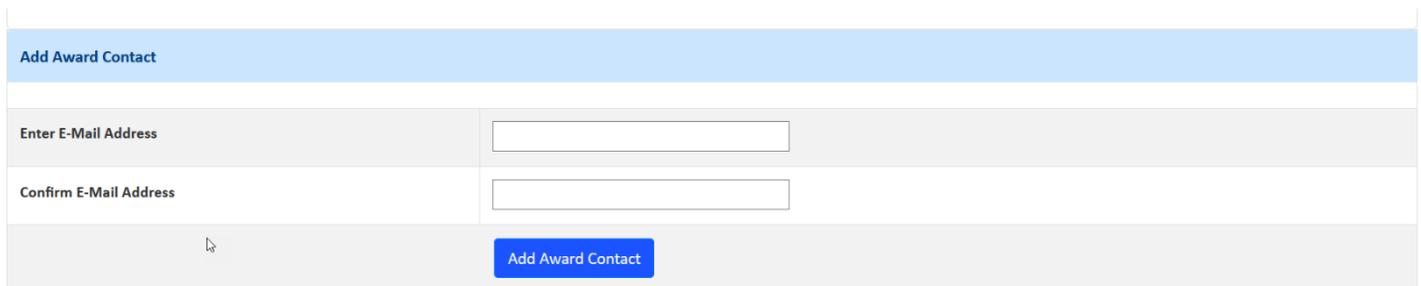
## Add or Remove A Contact

To remove a contact, click the **X** in the Del column. A pop-up asks for confirmation of the deletion. Click the **Ok** button to proceed with the deletion and **Cancel** to retain the contact.



| Del | Auto Notify              | Name | Contact Type        | Role            | Email | Permanent Email | Institution | Phone | Permissions |
|-----|--------------------------|------|---------------------|-----------------|-------|-----------------|-------------|-------|-------------|
|     | <input type="checkbox"/> |      | PI                  | PI              |       |                 |             |       | Edit        |
| X   | <input type="checkbox"/> |      | Institution Contact | *Grants Officer |       |                 |             |       | Edit        |
| X   | <input type="checkbox"/> |      | Institution Contact | *Fiscal Officer |       |                 |             |       | Edit        |

To add a new contact, enter the person's e-mail address twice (1) and click the **Add Award Contact** button (2).



**Add Award Contact**

Enter E-Mail Address

Confirm E-Mail Address

**Add Award Contact**

If the person is already registered with ProposalCentral, the *Add Contact* detail screen is populated with their contact information. Select their contact type (e.g. Key Personnel) and enter the role (e.g. Collaborator). When done, click the **Save & Close** button. Please note that changes to the contact information cannot be made from this screen for existing users. If the information is incorrect, please contact the person and have them update their ProposalCentral profile.

If the person is NOT registered with ProposalCentral, the *Add Contact* detail screen is blank. Select their contact type (e.g. Key Personnel), enter the role (e.g. Collaborator), and provide the appropriate contact information. When done, click the **Save & Close** button.

When adding new users, an account and profile is automatically created in ProposalCentral. The person receives an email (at the email address you entered) explaining how to access and update their contact information in ProposalCentral.

[← Back To Award Contacts](#)

Auto Notifications

Contact Type/ Role

Type

\* Role

Name

Prefix

\* First Name  Middle Name  \* Last Name

Suffix

Professional Details

Institution

ORCID ID Kyle Jameson has not associated an ORCID ID with proposalCENTRAL

Degrees  Title

Academic Rank  Other Academic Rank

Primary Job Function  Other Primary Job Function

Division  Department  Sub-Department

Contact Information

\* E-Mail  Phone  Fax

Lab  Mobile  Pager

Address

Mall/Stop

Street

City  State/ Province  Zip/ Postal Code

Country

Reviewer

## Update Access Level

To update a contact's permission level, select the appropriate level from the drop-down menu in the Permissions column (1) and click the **Save Changes** button (2). To learn about the different types of permissions, click the [Hints & Tips for Access Permissions](#) link (3).

Hints & Tips for Access Permissions: 

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

| Delete | Auto Notify                         | Inactive                            | Name                | Contact Type        | Role              | Equal to PI              | E-Mail   | Phone        | Permissions   |
|--------|-------------------------------------|-------------------------------------|---------------------|---------------------|-------------------|--------------------------|--|--------------|---------------|
|        |                                     |                                     | Jamie Ross          | PI                  | PI                |                          | <a href="mailto:jross@example.com">jross@example.com</a>         | 202-888-4444 | Administrator |
|        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Jack McCoy          | Institution Contact | Mentor            | <input type="checkbox"/> | <a href="mailto:jmccoy@example.com">jmccoy@example.com</a>       | 567-543-3333 | No Access     |
|        | <input type="checkbox"/>            | <input type="checkbox"/>            | Lennie Briscoe      | Institution Contact | Financial Officer | <input type="checkbox"/> | <a href="mailto:lbriscoe@example.com">lbriscoe@example.com</a>   | 666-544-2222 | Administrator |
|        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Alfred Jodl         | Key Personnel       | Co-PI             | <input type="checkbox"/> | <a href="mailto:ajodl@example.com">ajodl@example.com</a>         | 202-444-4444 | View          |
|        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Jamie Patrick McKee | Key Personnel       | Collaborator      | <input type="checkbox"/> | <a href="mailto:jamie.mckee@altum.com">jamie.mckee@altum.com</a> | 703-964-5861 | Edit          |
|        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Karen Smith         | Key Personnel       | Program Director  | <input type="checkbox"/> | <a href="mailto:karen.smith@altum.com">karen.smith@altum.com</a> |              | View          |

Showing 1 to 6 of 6 entries

Previous  Next

Users with access to your grant follow the same steps to login and access the award details link located in the in awarded section of the manage proposals tab.

## Outcome Reporting

If the funder collected anticipated outcomes during the application process using ProposalCentral’s Outcome feature, they may collect reports on actual outcomes during post-award. And, if they do, they *may* utilize ProposalCentral’s Post-Award Outcomes feature. If they do, the [Outcomes](#) tab in the award record is accessible. If the tab is not invoked in the award record, you can skip this section.

|   |                               |                                |                          |                          |  |                          |                          |                         |                                     |
|---|-------------------------------|--------------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|-------------------------|-------------------------------------|
| <a href="#">← Back To Manage Awards</a> | <a href="#">Award Details</a> | <a href="#">🚫 Deliverables</a> | <a href="#">🚫 Budget</a> | <a href="#">Payments</a> | <a href="#">Correspondence - Notes</a> | <a href="#">Contacts</a> | <a href="#">Outcomes</a> | <a href="#">Outputs</a> | <a href="#">Abstract - Keywords</a> |
| Application - Review Information        |                               | Research Subjects - Assurance  |                          |                          | Fundraising Development Resources      |                          |                          | Grant Donors            |                                     |

If the [Outcomes](#) tab is enabled, clicking the tab displays the Outcome reporting. At the top of the screen is the award information. If the grant maker has elected to provide instructions, they are also included here. Additionally, the header has a drop-down menu listing all required report deadlines. The dates refer to the date the report is due and the statuses are:

- **Due** – Grantee has not submitted the report.
- **Pending** – Grantee has submitted the report, but the grant maker has not marked it as final.
- **Final** – Grantee has submitted the report and the grant maker has marked it as final.

← Awards | Award Details | Deliverables | Budget | Contacts | Payments | Correspondence | Abstracts - Keywords | Research Subjects | **Outcomes** | Outputs

|                         |                      |               |  |
|-------------------------|----------------------|---------------|--|
| Grantee                 | Givens, Raylan       | Award ID      | 77686  |
| Institution             | [REDACTED]           | Program       | RRMS Demo Application #5                                 |
| Award Amount            | \$350,000.00         | Project Title | How to achieve double rainbow happiness on a daily basis |
| Award Start - Award End | 7/1/2017 - 3/31/2019 |               | 100%   |
| Expenditures            | \$287,000.00         |               | 82%  |
| Paid (Less Refunds)     | \$280,000.00         |               | 80%  |
| Expenditures Less Paid  | \$7,000.00           |               | 2%   |

To submit the information below to the grantmaker, click the "Submit" button. You can periodically save your work by clicking the "Save" button below. Once you submit your data, you will not be able to edit it until your next reporting period (if applicable). [Submit](#)

Instructions: Please provide a quarterly update on your patient enrollment progress. You only need to enter the information in the column that is relevant for the current report. If you have any questions, please contact your program manager at SDG@example.com or 222-444-6666.

Report Date and Status: 07/01/2018 - Due

[Click here for printable version in Excel Sheet](#) [Save](#) [Cancel](#)

When a selection from the drop-down menu is made, the appropriate report displays below. The information entered in the application displays on the right (1). The left side is either blank if it is the first time accessing the report or shows the information last saved/submitted (2). If working on the report, enter the information on the left side and click the **Save** button to retain changes (3).

When the report is complete, click the **Submit** button (4). Once the information is submitted, it displays as read-only and is represented as the information associated with that report deadline. To export the report to Excel, click the Excel icon (5).

The following screenshot is an example of an Outcomes report; it is likely that the specific format is very different for each grant maker. However, the functionality is the same regardless of format.

Report Date and Status: 07/01/2018 - Due

[Click here for printable version in Excel Sheet](#) [Save](#) [Cancel](#)

| Phase 1 Enrollment | Report - 07/01/2018 - Due |          |               |                 |   | Original Application Information |          |               |                 |          |
|--------------------|---------------------------|----------|---------------|-----------------|---|----------------------------------|----------|---------------|-----------------|----------|
|                    | Meet Eligibility Criteria | Enrolled | Started Phase | Completed Phase | Comments                                    | Meet Eligibility Criteria        | Enrolled | Started Phase | Completed Phase | Comments |
| Yr 1 Qtr 4         | 50,000                    | 20,000   | 18,000        | 15,000          | Grantee comments about this metric.         | 100,000                          | 50,000   | 50,000        | 45,000          |          |
| Yr 2 Qtr 4         | 60,000                    | 30,000   | 28,000        | 25,000          | Other comments here about second metric for | 100,000                          | 50,000   | 50,000        | 45,000          |          |
| Yr 3 Qtr 4         | 75,000                    | 50,000   | 40,000        | 10,000          | More comments for third metric.             | 100,000                          | 50,000   | 50,000        | 45,000          |          |

[Save](#) [Cancel](#)

## Abstract & Keywords

If the funder collected abstracts and keywords during the application process using ProposalCentral's abstract and keyword fields, the information is available in post-award by clicking the [Abstract & Keywords](#) tab the award record.

| ← Awards     |                                     | Award Details      | Deliverables   | Budget | Contacts         | Payments                 | Correspondence | Abstracts - Keywords | Research Subjects | Outcomes | Outputs |
|--------------|-------------------------------------|--------------------|--|--------|------------------|--------------------------|----------------|----------------------|-------------------|----------|---------|
| Grantee      | Givens, Raylan                      | Award ID           | 77686  |        | Program          | RRMS Demo Application #5 |                |                      | Research Subjects | Outcomes | Outputs |
| Institution  | University of Alabama at Birmingham | Project Title      | How to achieve double rainbow happiness on a daily basis |        | Last Modified By | Benjamin Last            |                |                      |                   |          |         |
| Award Amount | \$350,000.00                        | Last Modified Date | 8/10/2015 12:18:46 PM                                    |        |                  |                          |                |                      |                   |          |         |

Some funders allow grantees to update the abstract and keywords. If invoked, grantees are able to make changes and click the **Save** button to retain. If the information is not editable, then grantees are only be able to review it. The following is an example of when the grantee can edit the information.

Please provide a brief project overview of your application (2,000 characters max, including spaces).  
Use only plain text characters or formatting. See instructions for details.

Purpose: Magnetic resonance imaging (MRI) is the method of choice for the evaluation of spondyloarthritis (SpA). According to the guidelines of the Assessment of Spondyloarthritis International Society (ASAS) and Outcome Measures in Rheumatology (OMERACT), MRI findings in SpA of the spine and the sacroiliac joints (SIJ) are classified as inflammatory and structural alterations. Modern gradient-echo sequences (GRE) are recommended for optimal detection of structural alterations of the SIJ. We assess the benefit of GRE in the detection of structural alterations of the SIJ in comparison to conventional turbo spin-echo sequences (TSE). Material and Methods: Retrospective study of 114 patients who received both of the SIJ for the evaluation of SpA. Structural alterations of the SIJ were assessed by two blinded readers separately for T1 TSE and T2\* GRE. The findings were classified according to a previously published chronicity score separately for both sides and sequences. Interobserver reliability was calculated with Cohen's kappa, and the significance of findings was assessed with the Wilcoxon test. Analyses <math>P</math>-values <math>< 0.05</math> were required for statistical significance. Results: 68 of 114 (60%) patients showed SpA-typical findings of the SIJ. The average chronicity score for GRE (score 3.3) was significantly higher than for TSE (score 2.4), <math>p</math>-value <math>< 0.001</math>. The kappa-values for the interobserver reliability were 0.867-0.90 without any statistically significant differences between both sides and sequences. Conclusion: Both T1 TSE and T2\* GRE showed a high interobserver reliability in the detection of structural alterations in patients with SpA. However, T2\* GRE detected significantly more structural alterations than T1 TSE and should be an integral part of a modern MRI protocol for the diagnostic workup of patients with suspected SpA. Key points: \*T2\* gradient-echo sequences are superior to T1 turbo spin-echo sequences in the detection of structural joint alterations.

Please provide an abstract for a technical audience. (3,000 characters max, including spaces).  
Use only plain text characters or formatting. See instructions for details.

Purpose: Magnetic resonance imaging (MRI) is the method of choice for the evaluation of spondyloarthritis (SpA). According to the guidelines of the Assessment of Spondyloarthritis International Society (ASAS) and Outcome Measures in Rheumatology (OMERACT), MRI findings in SpA of the spine and the sacroiliac joints (SIJ) are classified as inflammatory and structural alterations. Modern gradient-echo sequences (GRE) are recommended for optimal detection of structural alterations of the SIJ. We assess the benefit of GRE in the detection of structural alterations of the SIJ in comparison to conventional turbo spin-echo sequences (TSE). Material and Methods: Retrospective study of 114 patients who received both of the SIJ for the evaluation of SpA. Structural alterations of the SIJ were assessed by two blinded readers separately for T1 TSE and T2\* GRE. The findings were classified according to a previously published chronicity score separately for both sides and sequences. Interobserver reliability was calculated with Cohen's kappa, and the significance of findings was assessed with the Wilcoxon test. Analyses <math>P</math>-values <math>< 0.05</math> were required for statistical significance. Results: 68 of 114 (60%) patients showed SpA-typical findings of the SIJ. The average chronicity score for GRE (score 3.3) was significantly higher than for TSE (score 2.4), <math>p</math>-value <math>< 0.001</math>. The kappa-values for the interobserver reliability were 0.867-0.90 without any statistically significant differences between both sides and sequences. Conclusion: Both T1 TSE and T2\* GRE showed a high interobserver reliability in the detection of structural alterations in patients with SpA. However, T2\* GRE detected significantly more structural alterations than T1 TSE and should be an integral part of a modern MRI protocol for the diagnostic workup of patients with suspected SpA. Key points: \*T2\* gradient-echo sequences are superior to T1 turbo spin-echo sequences in the detection of structural joint alterations.

Please select keywords appropriate to the proposed project.  
Select keywords with care; they will be used to position selection of peer reviewers.

Community Program

Education

Environment

Forestry

Community Program

Environment

## Research Subjects & Assurance

If the funder collected organization assurance information (e.g. IRB/IACUC/rDNA approvals) during the application process using ProposalCentral's organizational assurance section, the information is available in post-award by clicking the [Research Subjects & Assurance](#) tab in the award record.

| ← Awards                |                       | Award Details | Deliverables                                   | Budget | Contacts | Payments | Correspondence | Abstracts - Keywords | Research Subjects | Outcomes | Outputs |
|-------------------------|-----------------------|---------------|--|--------|----------|----------|----------------|----------------------|-------------------|----------|---------|
| Grantee                 | Smith, Karen          | Award ID      | 110012   |        |          |          |                |                      |                   |          |         |
| Institution             | Altum Inc.            | Program       | Postdoctoral Fellowship                        |        |          |          |                |                      |                   |          |         |
| Award Amount            | \$50,000.00           | Project Title | Test application for Deliverables - PF program |        |          |          |                |                      |                   |          |         |
| Award Start - Award End | 10/1/2020 - 9/30/2022 |               | 9%   |        |          |          |                |                      |                   |          |         |
| Expenditures            | \$0.00                |               | 0%   |        |          |          |                |                      |                   |          |         |
| Paid (Less Refunds)     | \$0.00                |               | 0%   |        |          |          |                |                      |                   |          |         |
| Expenditures Less Paid  | \$0.00                |               | 0%   |        |          |          |                |                      |                   |          |         |
| Proposed                |                       |               |  |        |          | Current  |                |                      |                   |          |         |

If this feature is utilized, grantees are able to review the information submitted in the application and the information the grant maker currently has for the award. If the information is out of date, we recommend that grantees notify the grant maker using the correspondence feature. See the [Send Correspondence to the Funding Organization](#) section for more information on correspondence.

|   | Proposed | Current |
|---|----------|---------|
| <b>Human Subjects</b>                                 |          |         |
| Does the proposed project involve Human Subjects?     |          |         |
| If Yes, Status of IRB Approval                        |          |         |
| Approved or Pending Date                              |          |         |
| IRB Renewal Date                                      |          |         |
| Human Subjects Assurance Number                       | 1234567  | 1234567 |
| <b>Vertebrate Animals</b>                             |          |         |
| Does the proposed project involve Vertebrate Animals? |          |         |
| If Yes, status of IACUC approval                      |          |         |
| Approved or Pending Date                              |          |         |
| IACUC Renewal Date                                    |          |         |
| Animal Welfare Assurance Number                       |          | 1234567 |
| Animal species  |          |         |