

May 2020

How to Register your Institution with ProposalCentral

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The Institution Profile is created once by the appropriate institution official. The institution information is then available to all applicants when preparing and submitting proposals. This makes the application process easier for the applicants and ensures that the grant makers receive consistent, accurate institution information in applications.

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Create An Account

The administrator for the Institution Profile needs to create an account on ProposalCentral. To do this:

1. Go to <https://proposalcentral.com/> and click the orange “CREATE ONE NOW!” button under the Application Login.




APPLICATION LOGIN

Username

Password
 [Forgot Your Password?](#)

LOGIN

 LOGIN using ORCID 

[Need an account?](#)

CREATE AN ACCOUNT NOW 

PEER REVIEWER LOGIN

CLICK FOR PEER REVIEWER LOGIN

ANNOUNCEMENTS

Announcement!

The **Union for International Cancer Control (UICC)** has announced that as a result of the global pandemic, the Technical Fellowships and the Bourses pour l'Afrique francophone (BAF) calls will be suspended until October 1st, pending a review of the situation at that time.

Au regard de la situation actuelle liée à la pandémie de Covid-19, les bourses techniques (Technical Fellowships)...

[See More...](#)

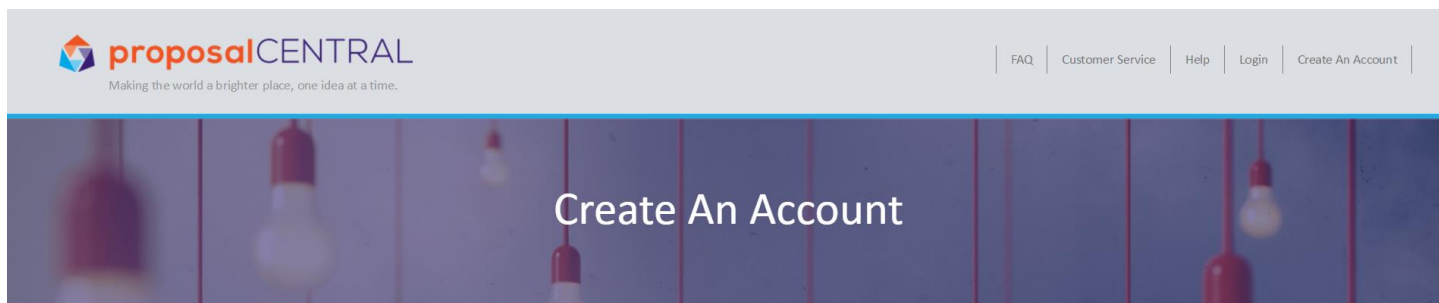
New Funding Opportunity!

The **American Lung Association** COVID-19 and Emerging Respiratory Viruses Research Award-Funding for Coronavirus and other viral threats research into prevention, vaccines, antivirals and other diagnostic and treatment options.

Looking for more research funding opportunities?

[Learn More...](#)

2. Provide the information requested to create an account and click the **Save** button. An e-mail is sent with a confirmation number. Open the e-mail and copy the confirmation number.



Username: *

Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your proposalCENTRAL account.

First Name: *

Please enter your first name

Last Name: *

Please enter your last name

Email: *

Please provide a primary email address for this account. This email address will be used for all correspondence and notifications from proposalCENTRAL and the participating grant-makers. This email address can be used in place of the username to login.

New Password: *

Please enter a password for this account. Passwords must be 6 to 12 characters in length, with at least one alpha and one numeric character.

Confirm Password: *

Please re-type the password for confirmation.

Challenge Question: *


Please provide a challenge question and an answer below it. These will be used for verification by Customer Service or if the user forgets their password.

Answer: *

By checking the Boxes below, you represent that both you and the person whom this profile represents agree to the Terms of Service and will abide by the Acceptable Use Policy for proposalCENTRAL.

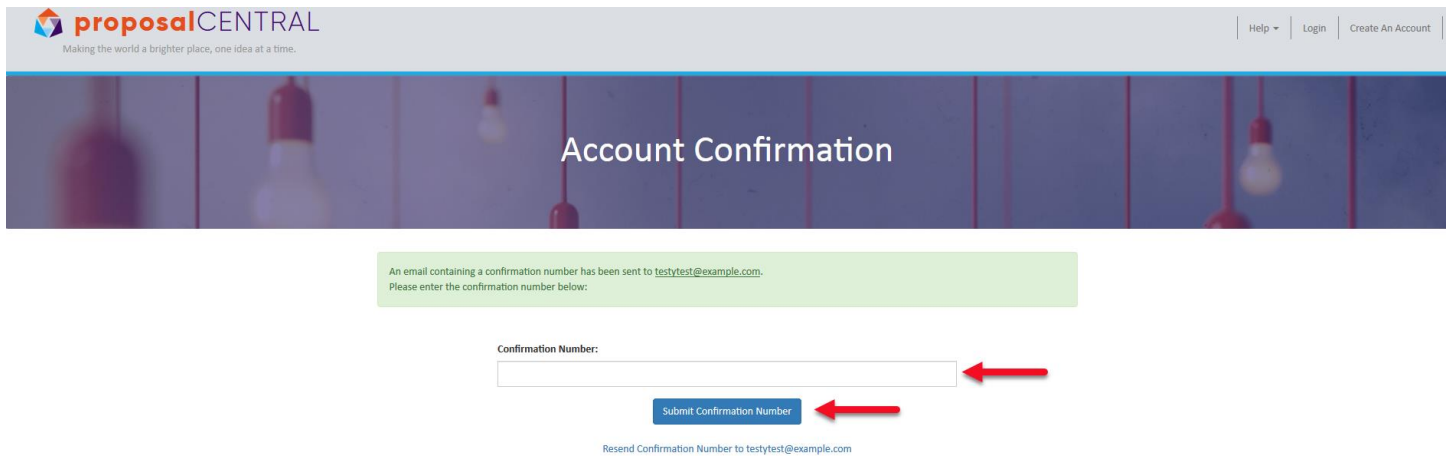
I agree to the Terms of Service.

I agree to the Acceptable Use Policy.



3. Return to <https://proposalcentral.com/> and login under the “Application Login” section by providing the username and password created in Step 2.

- When prompted, paste the confirmation number and click the **Submit Confirmation Number** button.



proposalCENTRAL
Making the world a brighter place, one idea at a time.

Help | Login | Create An Account

Account Confirmation

An email containing a confirmation number has been sent to testytest@example.com.
Please enter the confirmation number below:

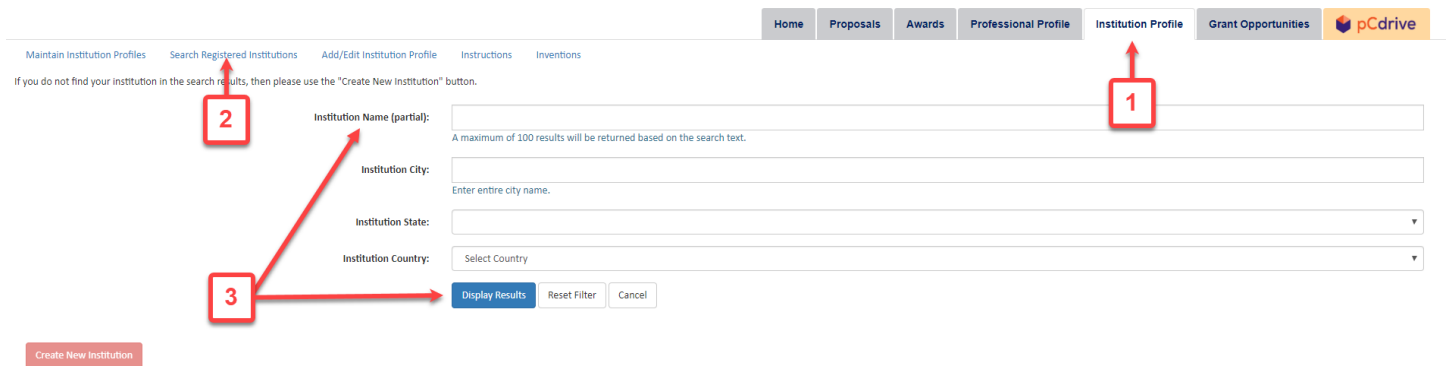
Confirmation Number:

[Resend Confirmation Number to testytest@example.com](#)

Create An Institution Profile

Before creating a new institution profile, users must search ProposalCentral to make sure the institution does not already exist in the system. To do this:

- After logging in, click the Institution Profile tab.
- Click the **Search Registered Institutions** link.
- Enter a partial name search for your organization and click the **Display Results** button.



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

Maintain Institution Profiles | **Search Registered Institutions** | Add/Edit Institution Profile | Instructions | Inventions

If you do not find your institution in the search results, then please use the "Create New Institution" button.

A maximum of 100 results will be returned based on the search text.

Institution City:

Institution State:

Institution Country:

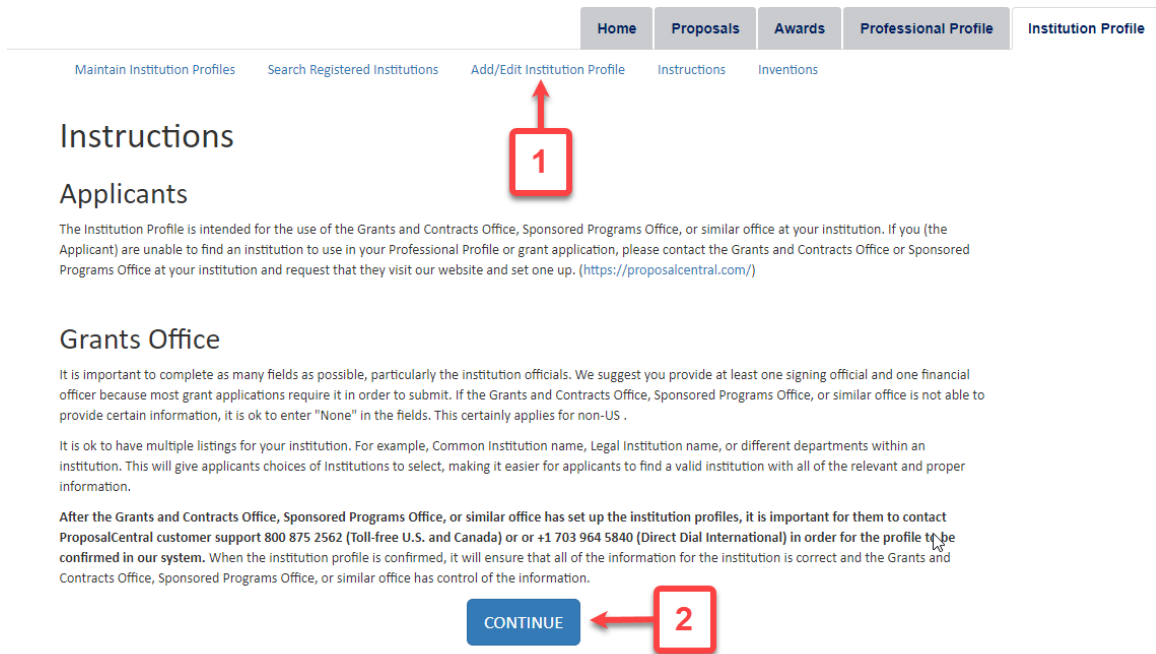


TIP: Make sure to include a key word from your organization's name, but not the complete name. For example, if your organization is called "The University of America in DC", search for "University of America" or even more generally "America".

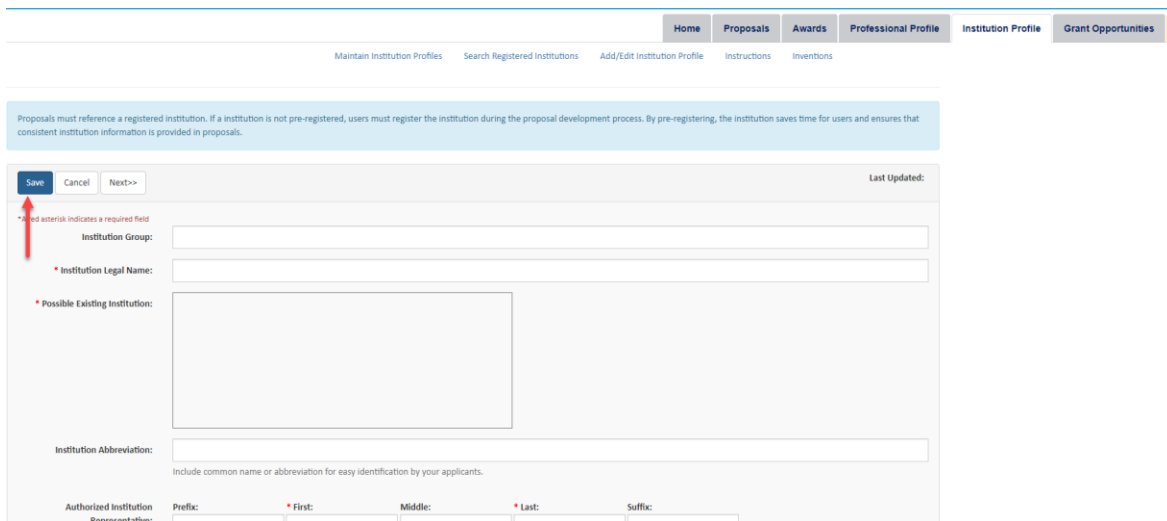
If your institution is not listed, you can proceed with creating a new profile by following the steps below.

- Click the **Create New Institution** button.

2. Read the instructions found on the page. If you are the appropriate person to create the new profile, click Continue.



3. Provide the requested information and click the **Save** button.



Add Institution Officials

Now that there is an Institution Profile, add Signing and Financial Officials. Adding institution officials to the Institution Profile makes this information readily available to applicants. If a grant maker requested contact information for institution officials, the applicant can select the appropriate institution official from the list provided in the Institution

Profile. See the example below of an applicant supplying information to the grant maker originating from the Institution Profile.

Note: Click Save before completing the sections below.

The table below lists requested contacts (* indicates required contact). Select from the list of officials supplied with the institution's profile and click the "Add" button. If the contact is not in the list, enter the contact's email address and click the "Add" button. ?

Signing Official OR 

Enter email address

Confirm email address

Financial Officer OR

Enter email address

Confirm email address



TIP: Before adding the institution officials, it is recommended to have those individuals create accounts in ProposalCentral. You can provide them with the instructions found in the first section regarding [creating a new account](#).


To add institution officials to the Institution Profile:

1. If not already logged in, go to <https://proposalcentral.com/> and login under the "Application Login" section.
2. Click the Institution Profile tab.
3. Click the **Edit** button for the institution.

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Maintain Institution Profiles Search Registered Institutions Add/Edit Institution Profile Instructions Inventions

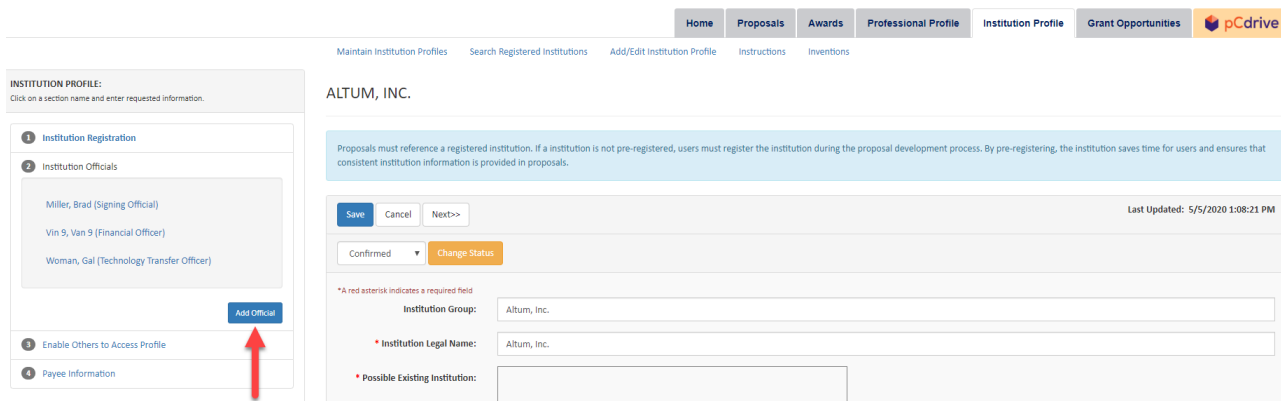
Show 25 entries Search:

Edit/Show	Institution Name	DUNS	EIN
<input type="button" value="Edit"/> 	Altum, Inc.	12-345-6789	

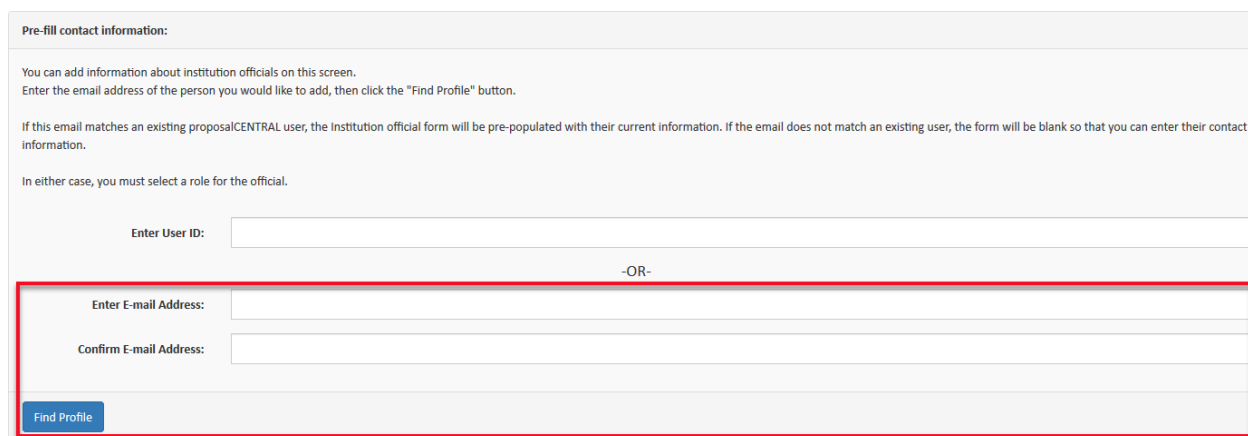
Showing 1 to 1 of 1 entries

Previous 1 Next

4. In the menu on the left, click the **Add Official** button in the section “2) Institution Officials”.



5. Enter the e-mail address of the person twice and click the **Find Profile** button.



6. If the person has a ProposalCentral account, their information displays. If they have not created an account, you can populate their contact information. In either scenario, select a Role from the drop-down menu. When done entering information, click the **Save** button.

Please identify the administrative officials in your institution that perform the institutional roles listed below.
For grant applications from your institution, the information about these officials will be automatically loaded into grant applications.

Save Cancel <<Previous Next>> Add Official

*** Role:** Select Role
Select an institution role, or enter the Official's role.

Select Role

Signing Official

Financial Officer

Name: **Prefix:** *** First:** **Middle:** *** Last:** **Suffix:**

Degrees:

Title:


Division:

7. To add more institution officials, repeat steps 4-6.

Enable Access to Institution Profile

Most likely, there are other individuals at your organization who should have access to the institution profile in order to help maintain it. To grant other users access to the Institution profile, follow these steps:

1. If you're not already logged in, go to <https://proposalcentral.com/> and login under the "Application Login" section.
2. Click the Institution Profile tab.
3. Click the **Edit** button for the institution.

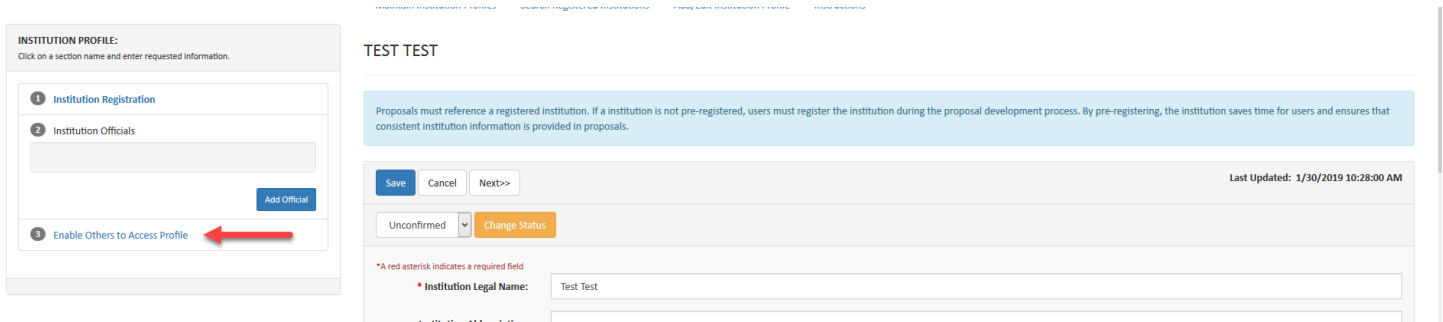
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[Maintain Institution Profiles](#) [Search Registered Institutions](#) [Add/Edit Institution Profile](#) [Instructions](#)

Show entries Search:

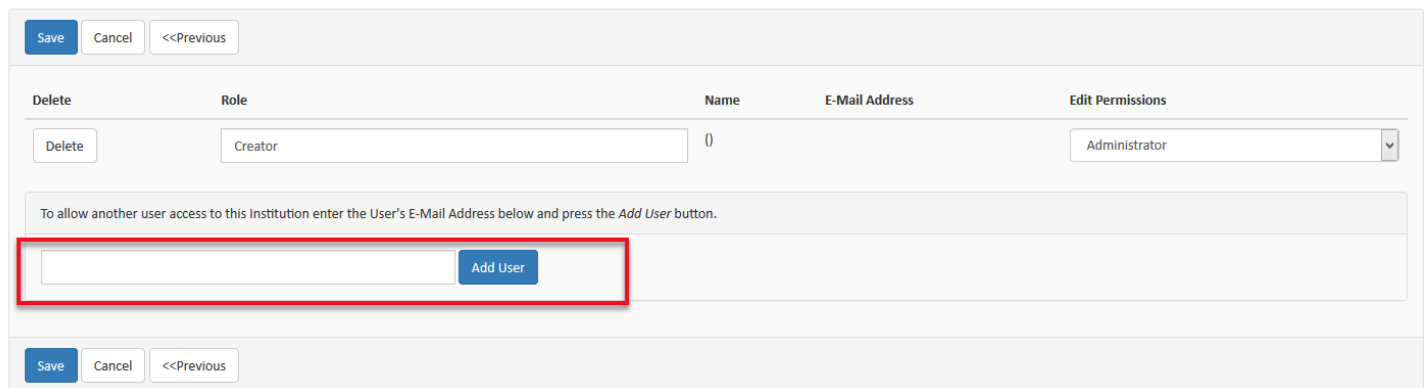
Edit/Show	Institution Name	DUNS	EIN
Edit	Test Test		

4. In the menu on the left, click the [Enable Others to Access Profile](#) link.



5. Enter the e-mail address of the person and click the **Add User** button. Please note that the person **must** have a ProposalCentral account. If they do not, they can create an account using the instructions found in the first section regarding [creating a new account](#).

INST TEST



6. Enter a role for the person. Many organizations opt to include the person’s title. Please note that the person who created the profile is listed as the “Creator”. Also, select the desired permission level for the person and click the **Save** button. The permissions are as follows:

- Administrator: The user can make any changes to the Institution Profile, including granting other users access to the Institution Profile (i.e. what you’re doing now).
- Edit: The user can make any changes to the Institution Profile, EXCEPT that they cannot grant other users access to the Institution Profile. Although, they are able to see which users do have access to the Institution Profile and their permission level.
- View: The user can only see the Institution Profile information; they cannot make any changes.

Save Cancel <<Previous

Delete	Role	Name	E-Mail Address	Edit Permissions
Delete	Creator	()		Administrator

To allow another user access to this Institution enter the User's E-Mail Address below and press the *Add User* button.

Add User

Save Cancel <<Previous

7. To enable others to access the Institution Profile, repeat steps 5-6.

To remove a user's access to the Institution Profile, repeat steps 1-4. At the user access table, click the **Delete** button next to the user to remove.

Save Cancel <<Previous

Delete	Role	Name	E-Mail Address	Edit Permissions
Delete	Creator	()		Administrator

To allow another user access to this Institution enter the User's E-Mail Address below and press the *Add User* button.

Add User

Save Cancel <<Previous

Alternatively, modify a user's access level by changing the permission level in the Edit Permissions column and clicking the **Save** button.

Save Cancel <<Previous

Delete	Role	Name	E-Mail Address	Edit Permissions
Delete	Creator	()		Administrator

To allow another user access to this Institution enter the User's E-Mail Address below and press the *Add User* button.

Add User

Save Cancel <<Previous