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How to Register your Institution with ProposalCentral



How to Register your Institution with ProposalCentral

The Institution Profile is created once by the appropriate institution official. The institution information is then available to all applicants when they prepare and submit 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.

The screenshot shows the ProposalCentral website interface. At the top left is the logo with the tagline "Making the world a brighter place, one idea at a time." On the top right are links for "Help", "Login", and "Create An Account". The main banner area says "Welcome to proposalCENTRAL" and provides contact information for customer support. Below the banner are three main sections: "APPLICATION LOGIN", "PEER REVIEWER LOGIN", and "ANNOUNCEMENTS". The "APPLICATION LOGIN" section contains a form with "Username or E-mail" and "Password" fields, a "Forgot Your Username/Password?" link, a blue "LOGIN" button, and a "LOGIN using ORCID" button. Below the form is a red "Need an account?" link and a large orange "CREATE ONE NOW!" button, which is pointed to by a red arrow. The "PEER REVIEWER LOGIN" section has a black "CLICK HERE" button with a link to "to access the online review". The "ANNOUNCEMENTS" section lists several news items with "Learn More >>" links.

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

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

FAQ | Customer Service | Help | Login | Create An Account

Create An Account

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.

Save **Cancel**

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3. Return to <https://proposalcentral.com/> and login under the “Application Login” section by providing the username and password created in Step 2.
4. Paste the confirmation number and click the **Submit Confirmation Number** button.

Account Confirmation

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

Confirmation Number:

Submit Confirmation Number

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

Create An Institution Profile

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

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

Create New Institution | Maintain Institution Profiles | Search Registered Institutions | Add/Edit Institution Profile | Instructions

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

Institution Name (partial):

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

Institution City:

Enter entire city name.

Institution State:

Institution Country:

Select Country

Display Results | Reset Filter | Cancel



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", you could search for "University of America" or even more generally "America".

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

1. Click the **Add/Edit Institution Profile** link.
2. Read the instructions found on the page. If you are the appropriate person to create the new profile, click Continue.

Home Proposals Awards Professional Profile Institution Profile

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

Instructions

Applicants

The Institution Profile is intended for the use of the Grants and Contracts Office, Sponsored Programs Office, or similar office at your institution. If you (the Applicant) are unable to find an institution to use in your Professional Profile or grant application, please contact the Grants and Contracts Office or Sponsored Programs Office at your institution and request that they visit our website and set one up. (<https://proposalcentral.com/>)

Grants Office

It is important to complete as many fields as possible, particularly the institution officials. We suggest you provide at least one signing official and one financial officer because most grant applications require it in order to submit. If the Grants and Contracts Office, Sponsored Programs Office, or similar office is not able to provide certain information, it is ok to enter "None" in the fields. This certainly applies for non-US .

It is ok to have multiple listings for your institution. For example, Common Institution name, Legal Institution name, or different departments within an institution. This will give applicants choices of Institutions to select, making it easier for applicants to find a valid institution with all of the relevant and proper information.

After the Grants and Contracts Office, Sponsored Programs Office, or similar office has set up the institution profiles, it is important for them to contact proposalCENTRAL customer support 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840 (Direct Dial International) in order for the profile to be confirmed in our system. When the institution profile is confirmed, it will ensure that all of the information for the institution is correct and the Grants and Contracts Office, Sponsored Programs Office, or similar office has control of the information.

CONTINUE

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

Home Proposals Awards Professional Profile Institution Profile Grant Opportunities pCdr

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

Proposals must reference a registered institution. If a institution is not pre-registered, users must register the institution during the proposal development process. By pre-registering, the institution saves time for users and ensures that consistent institution information is provided in proposals.

Save Cancel Next>> Last Updated:

* Asterisk indicates a required field

* Institution Legal Name:

Institution Abbreviation:

Include common name or abbreviation for easy identification by your applicants.

Authorized Institution Representative:	Prefix:	* First:	Middle:	* Last:	Suffix:
	Prefix	First	Middle	Last	Suffix

* Position/Title:

* E-Mail:

Grid ID:

What's GRID ID?

Institution Address: * Street:

Add Institution Officials

Now that there is an Institution Profile, you can 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 is able to 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 that is coming 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 you add the institution officials, it is recommended that you 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 pink Institution Profile tab.
3. Click the **Edit** link for the institution.

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

Home Proposals Awards Professional Profile Institution Profile Grant Opportunities pCdrive


Show 25 entries Search:

Edit/Show	Institution Name	DUNS	EIN
<input type="button" value="Edit"/> 	Test Test		

4. In the gray menu on the left, click the [Add](#) link next to "2) Institution Officials".

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

INSTITUTION PROFILE:
Click on a section name and enter requested information.

- 1 Institution Registration
- 2 Institution Officials 
- 3 Enable Others to Access Profile

TEST TEST

Proposals must reference a registered institution. If a institution is not pre-registered, users must register the institution during the proposal development process. By pre-registering, the institution saves time for users and ensures that consistent institution information is provided in proposals.

Unconfirmed Last Updated: 1/30/2019 10:28:00 AM

*A red asterisk indicates a required field

* Institution Legal Name:

Institution Abbreviation:

Include common name or abbreviation for easy identification by your applicants.

Authorized Institution Representative: Prefix: * First: Middle: * Last: Suffix:

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

Pre-fill contact information:

You can add information about institution officials on this screen. Enter the email address of the person you would like to add, then click the "Find Profile" button.

If this email matches an existing proposalCENTRAL user, the institution official form will be pre-populated with their current information. If the email does not match an existing user, the form will be blank so that you can enter their contact information.

In either case, you must select a role for the official.

Enter User ID:

-OR-

Enter E-mail Address:

Confirm E-mail Address:

- If the person has already created an account, you see their information. If they haven't, you can populate their contact information. In either scenario, select a Role from the drop-down menu at the top or enter a role on the right. When done, 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 an institution role, or enter the Official's role.
 Select Role
 Signing Official
 Financial Officer

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

Degrees:

Title:

Division:

- 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:

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

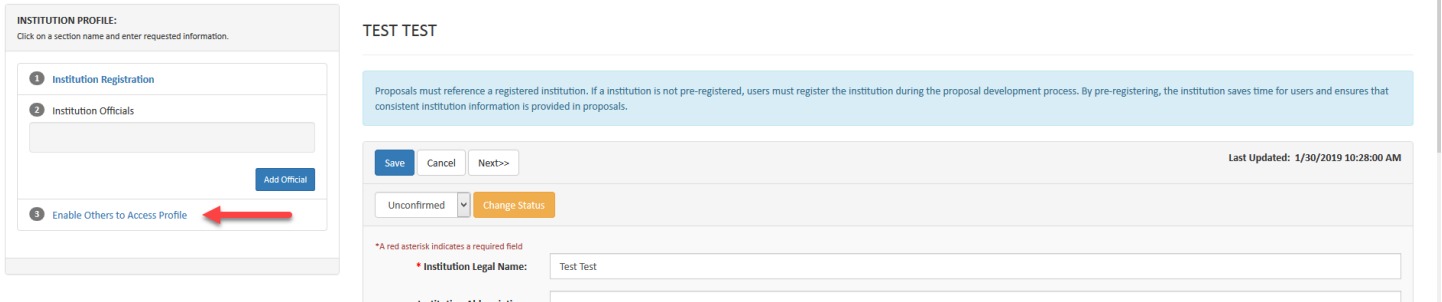
Home Proposals Awards Professional Profile Institution Profile Grant Opportunities pCdrive

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

Show 25 entries Search:

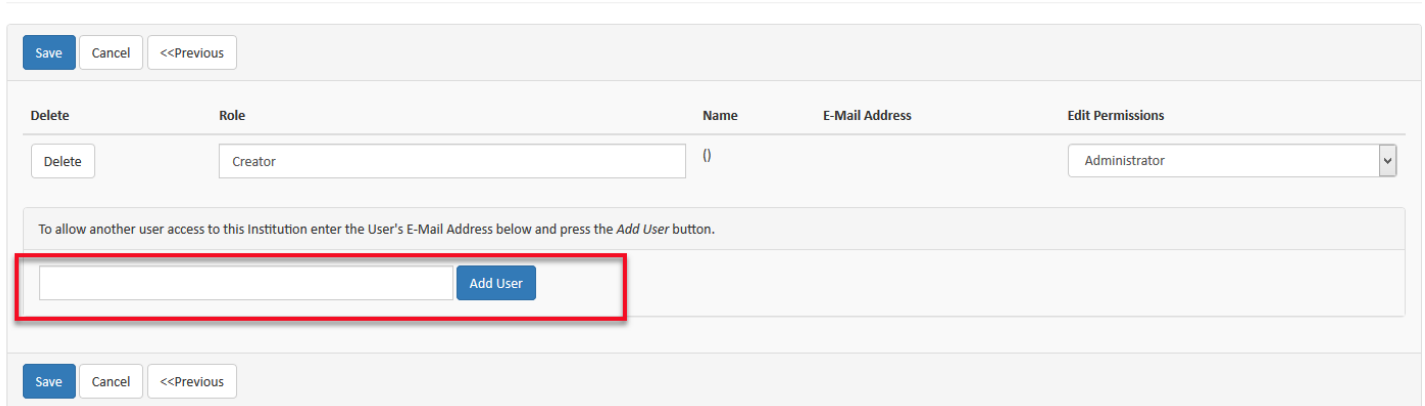
Edit/Show	Institution Name	DUNS	EIN
<input type="button" value="Edit"/>	Test Test		

4. In the gray 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](#).

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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 (i.e. what you're doing now). Although, they will be 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.

If you need to remove a user's access to the Institution Profile, you can repeat steps 1-4 above. When you arrive at the user access table, click [Delete](#) 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, you can 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