

**proposalCENTRAL™**

## **Registering Your Institution.**

If you need assistance, contact Customer Service by email at [pcsupport@altum.com](mailto:pcsupport@altum.com) or by phone at 1-800-875-2562.

## Registering Your Institutional Profile.

Welcome to proposalCENTRAL.

### Why Fill Out an Institutional Profile?

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 researchers and ensures that that the foundations receive consistent, accurate institution information on grant applications.

The basic steps for registering an institution are:


- **Create a login account for administrator of the Institutional Profile**
- **Create the Institution Profile**
- **Add one or more Signing Officials** (HINT: We suggest you have each institution official create a user account for first, and update their profile with contact information.)
- **Enable others from the contracts office access to the institution profile**

Go to <https://proposalcentral.altum.com>

Select “First Time Users – Register”

The screenshot shows the proposalCENTRAL website interface. At the top left is the Altum logo. The top right contains navigation links: [FAQ](#), [Customer Service](#), [Help](#), and [Login](#), with the text "Not Logged In" below them. The main heading is "proposalCENTRAL". A welcome message follows, providing contact information for customer support. The page is divided into three main sections: "First Time Users" (circled in red), "Applicant Login", and "Peer Reviewer Login". The "First Time Users" section includes a "REGISTER" button. The "Applicant Login" section has input fields for "Username:" and "Password:", a "LOGIN" button, and a link for "Forgot your password?". The "Peer Reviewer Login" section has a "Click here" link to access the online review. Below these sections is a filter section with a "Show All" dropdown and a "Filter List by GrantMaker" button. A message states: "There are no open applications for Walther Cancer Institute at this time." A "Session Timeout" warning is present, followed by links for "More about proposalCENTRAL", "List of proposalCENTRAL member organizations", and "proposalCENTRAL Tutorials". The footer contains copyright information and links for "Contact Us", "Terms of Service", "Acceptable Use Policy", and "Privacy Policy".

Complete this registration page. Create your own Username, password and challenge question for your user account. Click "SAVE" when done.

 **proposalCENTRAL** [FAQ](#) || [Customer Service](#) || [Help](#) || [Login](#)  
Not Logged In

\*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: "Mother's maiden name?"  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](#).

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Don't forget to read and accept the  
Terms of Service  
And  
Acceptable Use Policy

The registration confirmation screen will confirm your new account has been created. For security purposes, you will receive a confirmation number by e-mail which you must enter when you log in the first time.

 **proposalCENTRAL** [FAQ](#) || [Customer Service](#) || [Help](#) || [Login](#)  
Not Logged In

 **Please Note:** Your registration process is complete. An E-Mail has been sent to [john.doe@example.com](mailto:john.doe@example.com). The E-Mail contains a Confirmation Number. For first time login only, obtain the Confirmation number, Return to this site, Login using the User ID and Password you entered and enter the Confirmation Number when requested.

\*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](#).

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## Retrieve the confirmation number from the registration e-mail.

Thank you for registering with proposalCENTRAL.  
To complete your registration, please return to proposalCENTRAL,  
login and enter the confirmation number provided below.

Your User ID is: unique

Your registered e-mail address is: john.doe@altum.com

Your Password is: changeme#1

Your Challenge Question is: Favorite pet's name?

Your Answer to the challenge question is: fluffy

Your Confirmation Number is: 28142063-140710

For your convenience, we suggest you bookmark [proposalCENTRAL's website:](https://proposalcentral.altum.com/)  
(<https://proposalcentral.altum.com/>)

Please read the following important statement  
BEFORE completing your registration process:

If you need assistance, contact  
grantsCENTRAL Customer Support at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International)  
or by e-mail at [pcsupport@altum.com](mailto:pcsupport@altum.com)

Login as an applicant and enter your confirmation number in the box provided in the next window.

The screenshot shows the proposalCENTRAL website interface. At the top left is the Altum logo. At the top center is the text "proposalCENTRAL". At the top right are links for "FAQ", "Customer Service", "Help", and "Login", along with the text "Not Logged In". Below the header is a welcome message: "Welcome to proposalCENTRAL, an e-grantmaking website shared by many government, non-profit, and private grant-making organizations. If you have any questions about registration on our site, how to apply for a particular grant, or anything else we can help you with, please contact our customer support hotline at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at [pcsupport@altum.com](mailto:pcsupport@altum.com)".

The main content area is divided into three sections:

- First Time Users:** "Click the button below to create a proposalCENTRAL user account" with a "REGISTER" button.
- Applicant Login:** This section is circled in black. It contains "Username:" and "Password:" labels, each followed by a text input field. Below these fields is a "LOG IN" button and a link for "Forgot your password?".
- Peer Reviewer Login:** "Click here to access the online review".

Below the login sections is a filter section with a "Show All" dropdown menu and a "Filter List by GrantMaker" button. A message states: "If you would like to check for a specific grant making organization, you may utilize the drop-down list above. To see all available opportunities, select 'Show All'". A grey bar below this message contains the text: "There are no open applications for Walther Cancer Institute at this time."

Further down is a "Session Timeout" notice: "To avoid loss of data, we recommend that you save your work every 10 to 15 minutes. For security reasons, if your session is idle (i.e. if you don't press Save or click on a link to go to another page) within 60 minutes, you will be automatically logged off. Any unsaved data will be lost."

At the bottom, there is a footer with the text: "Applicants and Reviewers interact electronically with the grant-makers that are members of proposalCENTRAL. proposalCENTRAL is part of the family of e-grantmaking solutions provided by [Altum, Inc.](#)". Below this are several links: "More about proposalCENTRAL", "List of proposalCENTRAL member organizations", and "proposalCENTRAL Tutorials".

The very bottom of the page features a black navigation bar with white text for: "©2009 Altum, Inc. All rights reserved", "Contact Us", "Terms of Service", "Acceptable Use Policy", and "Privacy Policy".

The screenshot shows the Altum proposalCENTRAL interface. At the top left is the Altum logo. The page title is "proposalCENTRAL". In the top right corner, there are links for "FAQ", "Customer Service", "Help", and "Logout", along with the user name "Doe, John". Below the navigation bar are four buttons: "Manage Proposals", "Professional Profile", "Institution Profile", and "Grant Opportunities". The main content area features a "Confirmation Number:" label next to an empty text input field. Below the input field is a "Submit Confirmation Number" button. Underneath the button is a link: "Resend Confirmation Number to john.doe@example.com". A callout box with a pointer to the input field contains the text: "Enter confirmation number from the registration email." and "You will only need to enter this confirmation number once." The footer contains copyright information: "@2009 Altum, Inc. All rights reserved" and links for "Contact Us" and "Terms of Service".

**You will be directed to your Professional profile. Click on the link to create an institution. On the next screen you will be able to add your institution. After you save this information, you will need to click “Next” to add your signing official and financial official information. After you have done this, click “next” to enable other individuals from your grants and contracts office or equivalent to the institution profile information. When you**



are finished, you will need to click on the green professional profile tab search and select your institution and then complete the rest of your professional profile.

Altum proposalCENTRAL FAQ || [Customer Service](#) || [Help](#) || [Logout](#)  
Doe, John

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

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

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

You do not have any primary institution. Primary Institution is required, please click [here](#) to add one

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

- 1) [Institution & Contact Info](#) [Add](#)
- 2) [Degrees](#)
- 3) [Research Interests](#)
  - 1. [General Interests](#)
- 4) [Personal Data for Applications](#)
- 5) [Biosketch](#)
- 6) [Enable other users to access your profile](#)
- 7) [Account Information](#)

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Click on link “here” to add an institution.



Manage Proposals

Professional Profile

Institution Profile

Grant Opportunities

[Maintain Institution Profiles](#)

[Search Registered Institutions](#)

[Add Institution](#)

[Instructions](#)

### Institution Search.

[Create new Institution](#)

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

Enter Institution search string:

e.g., if you are searching for "Altum, Incorporated" in Reston, Virginia, then you can enter "Altum" or you can search by city ("Reston") or state ("Virginia")

Enter Institution City:

Enter entire city name or first few characters

Select Institution State:

Select Institution Country:

[Display Results](#)

[Reset Filter](#)

[Cancel](#)

Click on Create new Institution.



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

[Maintain Institution Profiles](#) [Search Registered Institutions](#) [Add Institution](#) [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 a 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.altum.com/>)

#### Grants Office

It is important to complete as many fields as possible, particularly the institution officials. Because most grant applications require it, we suggest you provide at least one signing official and one financial officer listed. 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 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](#)

Click on CONTINUE.

Altum proposalCENTRAL [FAQ](#) [Customer Service](#) [Help](#) [Logout](#) [Admin](#)  
Moore, Bradley (Administrator)

NO INSTITUTION AVAILABLE

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.

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

1) [Institution Registration](#)

2) [Institution Officials](#) [Add](#)

3) [Enable Others to Access Profile](#)

Save Cancel Next- Last Updated: 7/8/2009 11:28:21 AM Confirmed Change Status

\* Red Asterisk indicates required field

\* Institution Legal Name: [No Institution Available]

Institution Abbreviation: [ ] Include common name or abbreviation for easy identification by your applicants.

Authorized Institution Representative: Prefix: [ ] \* First: [N/A] Middle: [ ] \* Last: [N/A] Suffix: [ ]  
\* Position/Title: [N/A] \* E-Mail: [xxxx@xxx.xxx]

Institution Address: \* Street: [N/A] \* City: [N/A] State/Province: [N/A] \* Zip/Postal Code: [N/A]  
County: [ ] \*Country: [United States]

Institution: \*Phone: [N/A] FAX: [ ] Web Site: [ ]

Please provide the following institution information, if applicable.

DUNS Number: [N/A] [About DUNS](#)

DIHS EIN Number: [N/A] [About DIHS EIN](#)

IRS EIN or TIN Number: [ ] [About IRS EIN](#)

DoD CCR Number: [ ] [About CCR](#)

Federal BPN Number: [ ] [About BPN](#)

Human Subjects Assurance Number: [None] Date Approved: [None] Enter institutions assurance number on file with the [Office of Human Resource Protections \(OHRP\)](#). Enter "None" if institution doesn't have an approved assurance on file.

Animal Welfare Assurance Number: [None] Date Approved: [None] Enter institutions assurance number on file with the [Office of Laboratory Animal Welfare \(OLAW\)](#). Enter "None" if institution doesn't have an approved assurance on file.

USDA Inspection Date: [ ] AAALAC Accreditation Date: [ ]

Type of Institution: [Public-federal] Women-Owned:

Socially and Economically Disadvantaged(Se):

Type of Entity: [A, State] Description of "Other" Type of Entity: [ ]

Congressional District: [ ] [Search for Congressional District](#)

Make Checks Payable To: [See Principal Investigator] Please enter the name of the institution as you would like it to appear on payment checks if the application is awarded.

Save Cancel Next- ©2009 Altum, Inc. All rights reserved. Contact Us Terms of Service Acceptable Use Policy Privacy Policy

Entering institution identifiers like the DUNS and EIN institution identifiers and institution assurance numbers saves time for your PI's and ensures consistent, accurate information about your institution is provided in grant applications.



Manage Proposals

Professional Profile

Institution Profile

Grant Opportunities

- [Maintain Institution Profiles](#)
- [Search Registered Institutions](#)
- [Add Institution](#)
- [Instructions](#)

### NO INSTITUTION AVAILABLE

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.

- INSTITUTION PROFILE:**  
Click on a section name and enter requested information.
- 1) [Institution Registration](#)
  - 2) **Institution Officials** [Add](#)
    - 1. [Moore, Bradley](#)
  - 3) [Enable Others to Access Profile](#)

**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 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 you provide information about your institution's officials –like the signing official(s) – this information will be pre-filled on applications prepared by PI's using proposalCENTRAL.

**HINT:** We suggest you have each institution official create a user account for first, and update their profile with contact information.

Then add each official just by entering their e-mail or userid.

The information in their professional profile will automatically update this information.

If the person is not registered, an account will be created and an email will be sent requesting that the professional profile be updated. Because you will be the creator, you will be able to update this profile under the other profiles link under your professional profile tab.

NOTE: Your changes have been made.

NO INSTITUTION AVAILABLE

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

- 1) [Institution Registration](#)
- 2) Institution Officials [Add](#)
  - 1. [Moore, Bradley](#)
- 3) [Enable Others to Access Profile](#)

Save Cancel <<Previous

Delete	Role	Name	E-Mail Address	Edit Permissions
<a href="#">Delete</a>	creator	Doe, John	john.doe@example.com	Administrator ▾
<a href="#">Delete</a>	Altum Admin	Moore, Bradley	brad.moore@altum.com	Administrator ▾

Add User

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

Save Cancel <<Previous

As the *Creator* of the Institution Profile, you are automatically an administrator of the profile.

Administrators can add and delete other user's, including other administrators.

Edit access enables others to change institution profile information, but not add/delete other users.

View only access is just like it sounds.

You can only enable other registered users to access the institution profile.



Manage Proposals

Professional Profile

Institution Profile

Grant Opportunities

My Profile

Other Profiles

Add Profile

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

You do not have any primary institution. Primary Institution is required, please click [here](#) to add one

Search for the institution that was just created.

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

- 1) Institution & Contact Info [Add](#)
- 2) [Degrees](#)
- 3) Research Interests
  - 1. [General Interests](#)
- 4) [Personal Data for Applications](#)
- 5) [Biosketch](#)
- 6) [Enable other users to access your profile](#)
- 7) [Account Information](#)



Manage Proposals

Professional Profile

Institution Profile

Grant Opportunities

My Profile

Other Profiles

Add Profile

Profile Hints & Tips: Click to Show/Hide

Contents of Professional Profile

Click folders below to navigate to other parts of the profile

- 1) Institution & Contact Info [Add](#)
  - 1. [No Institution Available](#)
- 2) [Degrees](#)
- 3) Research Interests
  - 1. [General Interests](#)
- 4) [Personal Data for Applications](#)
- 5) [Biosketch](#)
- 6) [Enable other users to access your profile](#)
- 7) [Account Information](#)

You can begin working on a proposal by clicking on the Create New Proposal link. We suggest that at a minimum you complete the contact information below. You do not need to complete the other sections of your profile. However, if a grantmaker requires additional information on a program for which you are submitting an application, you will have to return to your profile to complete their required sections.

[Create New Proposal](#)

Name: Doe, John      Email: john.doe@example.com

[Edit Account Information](#)

[Save](#)

[Delete This Contact Item](#)

[Next>>](#)

[Cancel](#)

Institution: No Institution Available

[Change Institution](#)

Primary Institution:

**Note:** The institution you have selected has not been Confirmed by your grants office. Please have your grants office contact proposalCENTRAL Customer Support at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by e-mail at [pcsupport@altum.com](mailto:pcsupport@altum.com) to have the profile Confirmed.

Position Title:   
Please provide your title

Academic Rank:   
If located at an academic institution, please select your rank: Postdoctoral Student.

Division:

Department:

Sub-Dept:

Address:

Mail Stop:

Street:

City:

State/Province:

Zip/Postal Code:

Country:

Phone:

Work:

Alt Work:

Pager:

FAX:

Mobile:

Home:

[Save](#)

[Delete This Contact Item](#)

[Next>>](#)

[Cancel](#)

Be sure to check Primary Institution

Please call or email Altum to have your institution profile confirmed in our system, or this message will appear.



**Thank you for registering your institution with proposalCENTRAL. Please contact us so that we can confirm your institution in our system. If you have any questions, call Altum Customer Support:  
Toll-free at 1-800-875-2562  
Email: [pcsupport@altum.com](mailto:pcsupport@altum.com)**



**proposalCENTRAL**