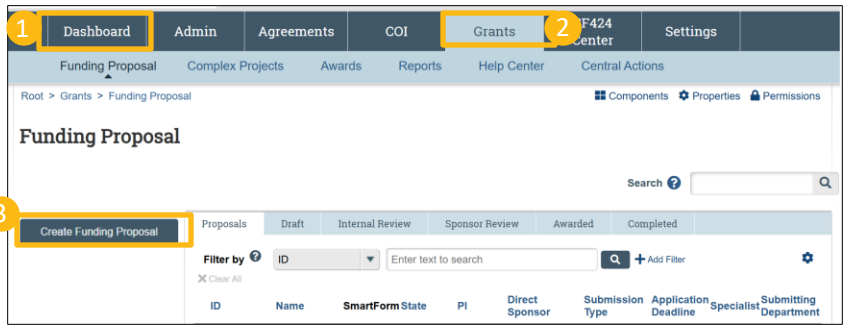
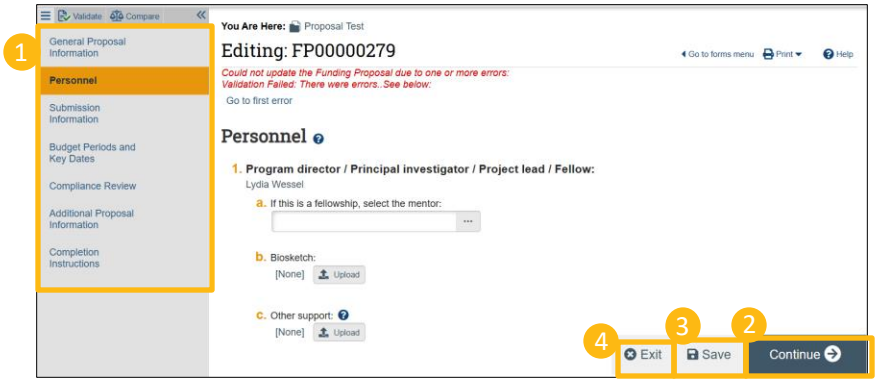
Initiate a Funding Proposal

1. From your Dashboard, go to the Grants tab, then Funding Proposal and click Create Funding Proposal.

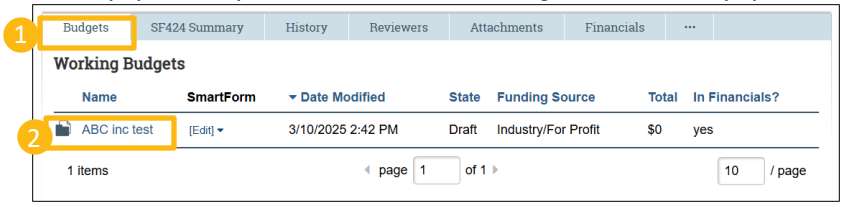


2. Answer each question of the smartform. Click Continue to move to the next page. Once all fields have been filled out, click Save. Then click Exit or Finish to go back to the proposal workspace. **Note: the person who initiates the proposal will default as the PI on the personnel page. Research Admins who are creating a proposal on behalf of a PI must remember to update the PI field when they are initiating the funding proposal.**

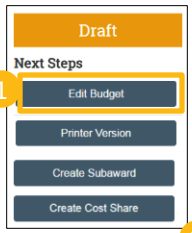


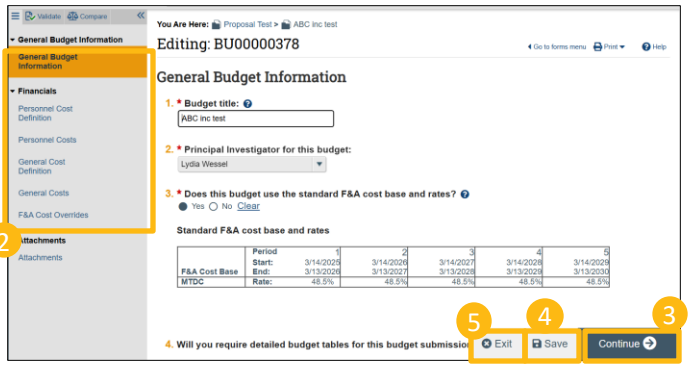


3. From the proposal workspace, scroll down, then click the Budget tab, then click the proposal name to open the budget workspace.



4. Click Edit Budget and answer each question of the smartform. Click Continue to move to the next page. Click Save and then Click Exit or Finish to go back to the budget workspace. From the budget workspace, navigate back to the proposal workspace using the link or the breadcrumb trail at the top left of the workspace.







5. If any attachments need to be submitted, click Add, upload any attachments, click OK, and click Submit for Department Review.

