



proposalCENTRAL™

Prepare and Submit a Proposal.

If you need assistance, contact Customer Service by email at pcsupport@altum.com or by phone at 1-800-875-2562

Recommended Software

proposalCENTRAL Recommends Software for PDF Generators

Many of the grantmakers in proposalCENTRAL request or require that applicants submit their attachments as portable document format (.pdf).

Some of the benefits of using the PDF format are listed below:

- 1) The files are smaller than a comparable MS Word file with many images.
- 2) Files in PDF format don't have compatibility problems between versions that files in MS Word or other software formats might have.
- 3) The file is in a non-revisable format that ensures the person receiving or reviewing the file sees the file exactly as it was submitted.

In order to save your documents as PDFs, you will need to use PDF generator software. The National Endowment for Humanities website (neh.gov) provides a list of PDF generators, available for both PCs and Macs, along with websites that will do the conversion for you. Many are free or very low-cost.

Click the link below for a list of available PDF generators:

<http://www.neh.gov/grants/grantsgov/pdf.html>

Prepare and Submit a Proposal.

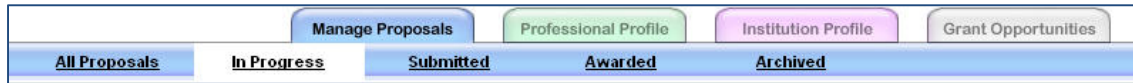
This tutorial will show you how to create and submit your Application.

In this tutorial you will:

- Go to Grant Opportunities and "Apply Now"
- Prepare your Application
- Download and Attach Files
- Validate and Submit your Application

The proposalCENTRAL Menus

Once you have logged into proposalCENTRAL and completed your professional profile, you will view the main page with 4 menu tabs at the top of page to navigate the main parts of the system. They include:



- **Manage Proposals**
- **Professional Profile**
- **Institution Profile**
- **Grant Opportunities**

Under each tab is a blue color coded horizontal bar with menu items available for you to select.

Each of the tabs has different sub menus. The default tab is “Manage Proposals”. The default sub menu is “In Progress”. Once your proposal has been submitted it will move to the “Submitted” sub menu section.

All Proposals – Lists all proposals from all menus.

In Progress – Lists only proposals that are being worked on and have not been submitted.

Submitted – Lists proposals that have been submitted and their critiques.

Awarded – Lists the results of submitted proposals.

Archived – Lists proposals that have been archived for storage.

Creating a Proposal

You can create a proposal in two ways: the “Create New Proposal” button under the Manage Proposals tab; or, the Grant Opportunities tab.

The screenshot shows the proposalCENTRAL interface. At the top right, there are links for [FAQ](#), [Customer Service](#), [Help](#), and [Logout](#). The user name "Doe, John" is displayed. Below the navigation tabs, the "Grant Opportunities" tab is selected and circled. Under the "Manage Proposals" tab, the "Create New Proposal" button is circled in red. Below the navigation, there is a table with columns: Delete, Edit, Identifier, Title, Grant Maker, Program, Investigator, Status, and Due Date. A note says "Click Create New Proposal button to select a grant program and start your grant application (includes letter of intent if required)." and "Deadlines displayed in U.S. Eastern Time".

You can filter the list of grants in the list so that you can see the grants from the foundation you are interested in.

The screenshot shows the "Grant Opportunities" tab selected. A note says "Click Apply Now to start your application (includes letter of intent if required)." Below this, it says "Total: 44 Opportunities". A dropdown menu is open, showing "Filter List by GrantMaker" circled. The table below has columns: Grant Maker, LOI Deadline, Proposal Deadline, Contact Information, Apply, and FAQ. The "Apply" column contains "Apply Now" links.

Grant Maker	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ
Alliance For Cancer Gene Therapy		2/23/2005	Contacts Document	Apply Now	
American Academy of Otolaryngology		4:00:00 PM	Contacts Document	Apply Now	
American Academy of Otolaryngology	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	11:59:59 PM	11:59:59 PM	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	11:59:59 PM	11:59:59 PM	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	11:59:59 PM	11:59:59 PM	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	11:59:59 PM	11:59:59 PM	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	11:59:59 PM	11:59:59 PM	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
American Academy of Otolaryngology	11:59:59 PM	11:59:59 PM	Contacts Document	Apply Now	FAQ

- **Apply** – Click on the Apply Now link to create a proposal
- **Grant Maker** – Links to the foundation web page
- **Programs** – Opens a copy of the Policies and Procedures for applying (or links to grant-maker's website for information about the program)
- **Deadlines** – The date the LOI or Proposal must be submitted
- **Contact Information** – Opens an email to the appropriate contact for the grant-maker.
- **FAQ** – Answers to many questions provided by the foundations.

Naming your Proposal

Each grant program may be configured differently, i.e., different data requirements and different application sections. The following examples are intended to illustrate the steps to completing an application. Be sure to click “SAVE” regularly.

Proposal To: American Cancer Society *Postdoctoral Fellowship*

Proposal Sections
Click name below to go to that section.

- 1) **Title Page**
- 2) Download Templates & Instructions
- 3) Applicant/PI
- 4) Institution & Contacts
- 5) Project Abstracts & Coding
- 6) Assurances & Certifications
- 7) Proposal Narrative
- 8) PI Data Sheet
- 9) Validate
- 10) Print the Cover Pages

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Save **Print** **Cancel** **Exit**

Enter a title for your application, then press Save.
Press Next to save any changes and go to the next proposal section. **Instructions**

* **Project Title** 75 characters maximum.

Responding to Request for Application? * * **RFA Title:**

Resubmission? * Have you submitted this proposal to ACS for funding consideration before?

* **Total Amount Requested** Enter total budget requested.

* **Start Date** Enter start date of the project (mm/dd/yyyy)

* **End Date** Enter end date of the project (mm/dd/yyyy)

Save **Print** **Cancel** **Exit**

FIRST – Enter a Project Title and click SAVE.
This creates your application and stores it under your Manage Proposals tab, and allows you to navigate the other sections of the application. (You can edit this any time until you submit.)

Fields with a red asterisk are required.

Working with your Proposal

You can “Save” your application at any time.

Later, when you log back in, you can find and edit your application from the “Manage Proposals” tab.

Just click on the “Edit” link to open the application that you saved.

The screenshot shows the proposalCENTRAL web 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, there are tabs for "All Proposals", "In Progress", "Submitted", "Awarded", and "Archived". The "Manage Proposals" tab is active. A "Create New Proposal" button is visible, with a note: "Click Create New Proposal button to select a grant program and start your grant application (includes letter of intent if required)." A table of proposals is displayed with columns: Delete, Edit, Identifier, Title, Grant Maker, Program, Investigator, Status, and Due Date. The first row of data has the following values: "Del" (with a blue link), "Edit" (circled in red), "160299", "Enter a title here, then press Save.", "Alliance for Lupus Research", "Target Identification in Lupus (Renewal Proposals Only)", "Doe, John", "In Progress", and "7/30/2009 5:00:00 PM". A note in the top right of the table area states "Deadlines displayed in U.S. Eastern Time".

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
Del	Edit	160299	Enter a title here, then press Save.	Alliance for Lupus Research	Target Identification in Lupus (Renewal Proposals Only)	Doe, John	In Progress	7/30/2009 5:00:00 PM

Working with your Proposal

Click “Next” to go to the next section of the proposal (available at the top and bottom of the screen). Or, go directly to another section by clicking on the link to the section using the menu on the left hand side of the screen.

Applicant.PI

Save Print <<Previous Next>> Cancel Exit

Person who initially creates the LOI or proposal is pre-loaded as the PI. Contact information from PI's profile shown below. To update profile, click Edit Profile. To change PI, select from list and click button to confirm selection.

Instructions

Principal Investigator Smith, John - Research and Management Systems, Inc.
Click this button to Confirm PI Selection

Edit Professional Profile

PI Name: Prefix Mr * First John Middle M * Last Smith Suffix _____

* Degree(s) MOUS

* Position/Title Director

Institution Research and Management Systems, Inc.

Division Customer Service

* Department Customer Service

Address: * 20410 Century Blvde
Street
* City Germantown State/Province MD * Zip/Postal Code 20874
Code

* E- support@ramscountry.com * Country United States
Mail (U.S. citizens or non-U.S. citizens with Permanent Resident status only.)

Phone: * Work: 301-916-4557 AltWork: _____ Fax: 301-916-7024
Pager: _____ **Mobile:** _____ **Home:** _____

Instructions specific to each section of the application are available on most pages.

Templates and Instructions

Templates and instructions for their use are provided for you to download. It is recommended that you read the instructions before downloading the templates. You will normally need a PDF reader to read the instructions.

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) **Download Templates & Instructions**
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Abstract](#)
- 7) [Organization Assurances](#)
- 8) [Proposal Narrative and Other Attachments](#)
- 9) [PI Data Sheet](#)
- 10) [Validate](#)
- 11) [Print Signature Page\(s\)](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

<<Previous
Next>>
Cancel
Exit

Download	Template Type	Description	File Type	File Size
Download	Proposal Narrative	General Instructions for Using Template/Assembling Application	.PDF	141346
Download	Proposal Narrative	Instructions for Proposal Narrative	.PDF	94523
Download	Proposal Narrative	Template for Proposal Narrative	.DOC	38400
Download	Biosketch	Instructions for Biosketch	.PDF	70078
Download	Biosketch	Template for Biosketch	.DOC	33280
Download	Biosketch	Sample Biosketch	.DOC	33280
Download	Budget & Justification	Instructions for Budget & Justification	.PDF	78720
Download	Budget & Justification	Template for Budget & Justification	.DOC	35840
Download	Facilities & Resources	Instructions for Facilities & Resources	.PDF	69304
Download	Facilities & Resources	Template for Facilities & Resources	.DOC	33280
Download	Key Personnel	Instructions for Key Personnel	.PDF	78720
Download	Key Personnel	Template for Key Personnel	.DOC	35840
Download	Other Support	Instructions for Other Support	.PDF	69304
Download	Other Support	Template for Other Support	.DOC	33280
Download	Consultant/Co-Investigator Letters	Instructions for Consultant/Co-Investigator Letters (If Applicable)	.PDF	70078
Download	Consultant/Co-Investigator Letters	Template for Consultant/Co-Investigator Letters (If Applicable)	.DOC	32768

Many of the grantmakers in proposalCENTRAL request or require that applicants submit their attachments as portable document format (.pdf). Using PDFs allows you to preserve the formatting of your document. In order to save your documents as PDFs, you will need to use PDF generator software. The National Endowment for Humanities website (neh.gov) provides a sampling of PDF generators, available for both PCs and Macs, along with websites that will do the conversion for you. Many are free or very low-cost. [Click here for a list of PDF generators.](#)

Download each template to a location on your computer. You can complete these and then upload them back into the application when you are ready. Please note that most uploaded files will need to be in PDF format.

The example provided above shows a list of files with their instructions. Some foundations will provide more or less files than in this example. The instructions provide guidelines for each template on how it should be formatted and what restrictions, if any, apply.

Enabling Other Users to Access your Proposal

At times you may want to give access to other people such as collaborators, assistants or grant and contracts staff to your proposal.

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) **Enable Other Users to Access this Proposal**
- 4) [Applicant PI](#)
- 5) [Institution & Contacts](#)
- 6) [Project Abstracts and Coding](#)
- 7) [Assurances & Certifications](#)
- 8) [Proposal Narrative](#)
- 9) [PI Data Sheet](#)
- 10) [Validate](#)
- 11) [Print the Cover Pages](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Access Permissions
Save <<Previous Next>> Cancel Exit

Hints & Tips for Access Permissions: Click to Show/Hide
This screen allows you to give other users access to your grant application. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- View (View only. Cannot change any details.)
- Edit (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- Administrator (Can view, edit and submit the application. Can give access rights to others.)

Steps to Give Another Person Access to Your Grant Application:

1. Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.
2. Enter the "userid" of the person you wish to give access to in the "User ID/E-Mail" field of the "Proposal Access User Selector" section at the bottom of the screen then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."
3. Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Accept Changes" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.

Del	Role	Name	E-Mail	Permissions	Approval	Section References
<input type="checkbox"/>	Principle Investigator	John, Smith	jsmith@ramscopany.com	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Accept Changes

Proposal Access User Selector

User Selector User ID/E-Mail: Enter the E-Mail address or User ID of the User and press the button to select.

Find User

Enter a UserID or Email Address of the person you want to give access to here and click on the "Find User" button. This person must already be a registered user.

Enabling Other Users to Access your Proposal

Now you can assign the level of “access” for this individual. There are 3 levels of permissions: view, edit and administrator. See below for descriptions of each level of permission.

Proposal Access Rights						
Del	Role	Name	E-Mail	Permissions	Approval	Section References
Del	<input type="text" value="Principal Investigator"/>	John, Smith	jsmith@ramscompany.com	Administrator ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Del	<input type="text" value="Administrator"/>	Tesler, Jerry	jerrytesler@training.org	Administrator ▼	<input type="checkbox"/>	<input type="checkbox"/>
				View		
				Edit		
				Administrator		
Accept Changes						

View – means that the person can only view the information in the proposal.

Edit – means that the person can view and change the details in the proposal but cannot submit.

Administrator – means that the person can view, edit, and submit the proposal on the applicant's behalf.

Once you have decided which of the access levels to assign to the person you are giving access, click on the “Accept Changes” button.

Changing the Applicant/PI Details

Proposal Sections
Click name below to go to that section.

- [Title Page](#)
- [Download Templates & Instructions](#)
- [Enable Other Users to Access this Proposal](#)
- [Applicant Information](#)**
- [Nominating School and Contacts](#)
- [School Information](#)
- [Training Plan and Other Attachments](#)
- [Applicant Demographics](#)
- [Validate](#)
- [Print Cover/Signature Pages](#)
- [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)
[Application FAQs](#)

Proposal Identifiers
Proposal ID: 160337
Tracking Number:

Applicant Information

Save **Print** **<<Previous** **Next>>** **Cancel** **Exit**

Person who initially creates the proposal is pre-loaded as the Primary Contact or Applicant. The nominated teacher should be the primary contact. Contact information from Primary Contact's profile is shown below. To update profile, click Edit Professional Profile. To change Primary Contact, select from list and click button to confirm selection. Click the red 'Instructions' button for more detailed information.

Instructions

Applicant/Program Director

Edit Professional Profile

Name: Prefix * First John * Last Doe Suffix

* PI Institution No Institution Available
Highest Degree(s)
Other Degree(s)
* Position/Title
* Department

Address: MailStop
* Street N/A
* City N/A State/Province N/A * N/A
Zip/Postal Code

* E-Mail john.doe@example.com * Country United States

Phone: * Work: Lab or Alt Work: * Fax:
Pager: Mobile: Home:

Click the "Edit Professional Profile" button to make any changes to the Professional Profile.

11

Changing the Applicant/PI Details

JOHN, SMITH

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

Be sure to save changes to the profile before returning.

Click on the "Return to LOI/Proposal" link to move back to your application.

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

- 1) [Institution & Contact Info](#) [Add](#)
- 2) [Research Interests](#)
- 3) [Personal Data for Applications](#)
- 4) BioSketch [Add](#)
- 5) [Change password or account information](#)
- 6) [Enable others to access your profile](#)

Default Contact Information (ABC Training Institute)

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

Search and Select Institution

Search Enter part of Institution name then click *Search* button. Results of the search will be available in the drop-down list below.

Select [Create new Institution](#)

Degrees:

Title:

Division:

Department:

Entering your Institution Details

The top section of the Institution and Contacts page will populate based on the information setup in your Institution Profile.

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) **[Institution & Contacts](#)**
- 6) [Letters of Reference](#)
- 7) [Abstract](#)
- 8) [Budget Summary](#)
- 9) [Organization Assurances](#)
- 10) [Research Plan & Supporting Documents](#)
- 11) [PI Data Sheet](#)
- 12) [Validate](#)
- 13) [Print Face Pages](#)
- 14) [Submit](#)

Support Links

- [Grantmaker Website](#)
- [Program Guidelines](#)
- [Email to Program Admin](#)
- [Application FAQs](#)

Institution & Contacts

Save **Print** **<<Previous** **Next>>** **Cancel** **Exit**

PI's institution is pre-loaded as Lead Institution. To change, select from list below or Search all registered institutions. **Press button to confirm selection.** Click Edit Profile button to change institution information. **Instructions**

Change Lead Institution Click this button to Change the Lead Institution

Altum

Address

* **Street** 20410 Century Blvd.
Suite 220

* **City** Germantown

State/Province MD

* **Zip/Postal Code** 20878

* **Country** United States

Phone 301-916-4557

Fax

Change Institution

Note: Changing institution will delete currently displayed contacts.

You can search for and change the institution using the fields to the right of the page. Note: you will have to select this again if you created your application before selecting an institution profile in your professional profile.

If required institution information is missing or appears to be incorrect, please contact the following Administrator(s) of this Profile. The Administrator will make the necessary updates to the Profile.

Administrator	Email	Phone
Moore, Bradley	brad.moore@altum.com	703-964-5863

The "Administrator" of the Institution Profile you selected is displayed along with their contact information.

Working with Contacts

The table below lists requested contacts (* indicates required contact). Select from the list of officials supplied with the institution's profile and click the [Instructions](#)

*Signing Official	<input type="text" value="Select from list of Institution Officials"/>	<input type="text" value="Dr."/>
	Enter email address	<input type="text"/>
	Confirm email address	<input type="text"/>
		<input type="button" value="Add"/>
*Sponsor	<input type="text" value="Select from list of Institution Officials"/>	OR
	Enter email address	<input type="text"/>
	Confirm email address	<input type="text"/>
		<input type="button" value="Add"/>

Institution contacts names from the Institution Profile will display in the drop-down list for each row in the 'Contacts table'. Details may appear differently dependent upon various proposal requirements. Use the drop down arrow next to the "Signing Official" to select from the list. Once the Official is select we will click on the red "Add" button to the right of the selected official.

Required contacts, e.g., Signing Official, Financial Officer, etc., are noted with an asterisk. Information for other signatories, e.g., Department Head, Mentor, etc., may be added by clicking on the blue 'Enter Contact Information' link.

Note that the entry can be edited or removed.

Working with Abstracts and Keywords

Project Abstracts & Coding

Save Print <<Previous Next>> Cancel Exit

Please provide a General Audience Summary below (< 3,000 characters. Text only. No special characters or formatting. See instructions for details.). **Instructions**

Attach the Technical Abstract as a file at the bottom of this page.

* General Audience Summary

Click **Save** before completing the sections below.

Please select one or more research areas that are applicable to this project.

* Research Areas Selected Research Ar

AIDS and Cancer	
Aging	
Alkylating Agents	
Angiogenesis/TumorPathiophysiology	
Antifolates	
Antimitotic Agents	
Antisense Oligonucleotides	
Antiviral Therapy	

>> Add

Add a text-only version of the abstract.

HINT: Cut and paste the text from your word processor so you can check the spelling first.

HINT: Check that Greek symbols have been spelled out correctly.

HINT: If your abstract exceeds the specified limit, the text will be truncated.

Select a keyword from the list on the left.

Then click >> to add it to the selected keywords on the right.

Working with Abstracts and Keywords

Please select one or more priority areas that are applicable to this project. Then provide a % weighting indicating the relative emphasis of the project for all selected priority areas. [Instructions](#)

*** Priority Areas**

1.2-Resources and Infrastructure Related to Biology	
2.1-Exogenous Factors	
2.2-Endogenous Factors	
2.3-Interactions of Genes and/or Genetic Polymorphisms with Exogenous and/or Endogenous Factors	
2.4-Resources and Infrastructure Related to Etiology	
3.1-Interventions to Prevent Cancer: Personal Behaviors that Affect Cancer Risk	
3.2-Nutritional Science in Cancer Prevention	
3.3-Chemoprevention	

>>

Selected Priority Areas	% of Project
Del 1.1-Cancer Related Biology	100
TOTAL	100

[Save Weighting](#)

Please select any organ site applicable to this project. For each selection, provide a relative weighting (total must equal 100% or 0%). [Instructions](#)

Organ Sites	Selected Organ Sites	% of Project
Adrenal	Del Blood	50
Anus	Del Bone	25
Bladder	Del Bone marrow	25
Brain		
Breast		

>>

TOTAL 100

[Save Weighting](#)

You can remove selected items by clicking on the "Del" link for the item.

The % of project of the areas must total 100%. Click on the "Save Weighting" button to recalculate the total %.

Assurances and Certifications

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users To Access This Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Project Abstracts and Coding](#)
- 7) **Assurances & Certifications**
- 8) [Proposal Narrative](#)
- 9) [PI Data Sheet](#)
- 10) [Validate](#)
- 11) [Print the Cover Pages](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Assurances & Certifications

Save Print <<Previous Next>>
Cancel Exit

Human Subjects

Does the proposed project involve Human Subjects? Yes No

If Yes, Status of IRB Approval Approved Pending Exempt Not Applicable

Approved or Pending Date (mm/dd/yyyy)

Human Subjects Assurance Number A1234-01 *This assurance number cannot be entered on this screen – it will appear only if properly entered in the institution profile (for the institution you selected in the institution section of the proposal). If no assurance number appears here, please contact your institution's grants and contacts office to have them add the assurance numbers to the institution profile. If you need assistance, contact proposalCENTRAL customer support.*

Vertebrate Animals

Does the proposed project involve Vertebrate Animals? Yes No

If Yes, status of IACUC approval Approved Pending Not Applicable

Approved or Pending Date (mm/dd/yyyy)

Animal Welfare Assurance Number FWA00001234 *This assurance number cannot be entered on this screen – it will appear only if properly entered in the institution profile (for the institution you selected in the institution section of the proposal). If no assurance number appears here, please contact your institution's grants and contacts office to have them add the assurance numbers to the institution profile. If you need assistance, contact proposalCENTRAL customer support.*

Animal species

If vertebrate animals will be used, please list all species, separated by commas.

Assurances & Certifications

Save Print <<Previous Next>>
Cancel Exit

If the "Pending Date" is not known, it is okay to enter the next anticipated approved date or N/A.

The Assurance numbers flow automatically from the Institution Profile. If the numbers are not present, the system will ask you to contact your grants and contracts office.

Uploading the Completed Templates

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Abstract](#)
- 7) [Organization Assurances](#)
- 8) **Proposal Narrative and Other Attachments**
- 9) [PI Data Sheet](#)
- 10) [Validate](#)
- 11) [Print Signature Page\(s\)](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Save Print <<Previous Next>> Cancel Exit

Download all templates and instructions files located at the bottom portion of this page. Once you have completed each template, click the Browse button in the section directly below, and select the file to attach.

Describe Attachment: (Please Provide a meaningful description for this attachment)

* **Select Appropriate Attachment Type:** **Allowable File Type:**

* **Select File From Your Computer to attach:**

Current list of uploaded attachments are listed in the table below:

Att. Type	Desc.	Ext.	Size	Date	Del	Show
No attachments currently uploaded.						

Required attachments that have not been uploaded are listed in the table below:

Allowable File Types	Att. Type	Max.File Size in KB
.PDF	Biosketch	N/A
.PDF	Budget & Justification	N/A
.PDF	Facilities & Resources	N/A
.PDF	Key Personnel	N/A
.PDF	Other Support	N/A
.PDF	Proposal Narrative	N/A

Download available templates:

Download	Template Type	Description	File Type	File Size
Download	Proposal Narrative	General Instructions for Using Template/Assembling Application	.PDF	141346
Download	Proposal Narrative	Instructions for Proposal Narrative	.PDF	94523
Download	Proposal Narrative	Template for Proposal Narrative	.DOC	38400
Download	Biosketch	Instructions for Biosketch	.PDF	87724
Download	Biosketch	Template for Biosketch	.DOC	37376
Download	Biosketch	Sample Biosketch	.DOC	53248
Download	Budget & Justification	Instructions for Budget & Justification	.PDF	105634
Download	Budget & Justification	Template for Budget & Justification	.DOC	65536
Download	Facilities & Resources	Instructions for Facilities & Resources	.PDF	82928
Download	Facilities & Resources	Template for Facilities & Resources	.DOC	33280
Download	Key Personnel	Instructions for Key Personnel	.PDF	78720
Download	Key Personnel	Template for Key Personnel	.DOC	35840

Supply your own description of the attached file. Make certain the proper Attachment Type is selected.

Browse for the file you wish to load. The path will appear in the window next to the "Browse" button.

Click the "Upload Attachment" button to send the file from your computer to your proposal in proposalCENTRAL.

Optional attachments do not show in this list, but an additional option may appear in the Attachment Type dropdown list.

Uploading Attachments

As with the abstract, a note appears at the top of the screen to let you know that the file was loaded successfully.

Note: File Uploaded Successfully

Proposal To: Alliance for Lupus Research *Target Identification in Lupus (Renewal Proposals Only)*
 Title (Applicant): **Tutorial Application (John, Smith)**

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Abstract](#)
- 7) [Organization Assurances](#)
- 8) **Proposal Narrative and Other Attachments**
- 9) [PI Data Sheet](#)
- 10) [Validate](#)
- 11) [Print Signature Page\(s\)](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Save Print <<Previous Next>>
Cancel Exit

Download all templates and instructions files located at the bottom portion of this page. Once you have completed each template, click the Browse button in the section directly below, and select the file to attach.

Describe Attachment: (Please Provide a meaningful description for this attachment)

* **Select Appropriate Attachment Type:** **Allowable File Type:**

* **Select File From Your Computer to attach:**

Current list of uploaded attachments are listed in the table below:

Att. Type	Desc.	Ext.	Size	Date	Del	Show
Proposal Narrative	Proposal Narrative	.PDF	21510	1/27/2005	Del	Show

Required attachments that have not been uploaded are listed in the table below:

Allowable File Types	Att. Type	Max.File Size in KB
.PDF	Biosketch	N/A
.PDF	Budget & Justification	N/A
.PDF	Facilities & Resources	N/A
.PDF	Key Personnel	N/A
.PDF	Other Support	N/A

In this example we are loading the Proposal Narrative. The file moves from the middle portion of the "Current List of Uploaded Attachments" to show that the file was successfully loaded.

Repeat the process for the other completed template files. Eventually all the files from section 3 will be loaded to section 2.

Working with the PI Data Sheet

The PI Data Sheet is a special section of the application for sensitive information about the PI that won't be shown to reviewers. This information is for internal use by the grant-maker.

The screenshot shows the 'PI Demographics and private information' section of the application. On the left is a sidebar with 'Proposal Sections' and 'Support Links'. The main area contains a form with fields for Birth Info, Hometown, Gender, Race, and Citizenship. A callout points to the 'Edit Professional Profile' button, stating that most information is copied from the Professional Profile and that this button allows editing details. Another callout points to the 'Status Not Provided' field, explaining that some fields can be left as 'Not Provided'. A third callout points to the '* SSN N/A' field, explaining that if a country does not have a Social Security Number, the field should be left as 'N/A'.

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Project Abstracts and Coding](#)
- 7) [Assurances & Certifications](#)
- 8) [Proposal Narrative](#)
- 9) **PI Data Sheet**
- 10) [Validate](#)
- 11) [Print the Cover Pages](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

PI Demographics and private information

Save Print <<Previous Next>> Cancel Exit

Edit Professional Profile

Birth Info:

DOB	City	County	State	Country
12/12/1954	Germantown	Montgomery	MD	United States

Hometown

City	Zip/Postal Code	County	State	Country
Germantown	20874	Montgomery	MD	United States

Gender: Male

Race: Not Provided

Citizenship * Status Not Provided
(U.S. citizens or non-U.S. citizens with Permanent Resident status only.)

* SSN N/A

If your country does not have a Social Security Number, leave the field entry with "N/A".

Most of the information in the PI Data Sheet is copied from the Professional Profile.

The "Edit Professional Profile" button is available to edit the details in your Professional Profile, if necessary. The click the 'Return to LOI/Proposal' button to return to the proposal.

Some fields that contain private or sensitive information have the option of being left as "Not Provided".

Validating your Proposal

The Validate section checks if all of the required fields are completed and all of the required files are uploaded. Clicking the “Validate” button generates a report showing that information is missing.

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Project Abstracts and Coding](#)
- 7) [Assurances & Certifications](#)
- 8) [Proposal Narrative](#)
- 9) [PI Data Sheet](#)
- 10) **Validate**
- 11) [Print the Cover Pages](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Validate Proposal

<<Previous Next>> Cancel Exit

Click the 'Validate' button below to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Validate

<<Previous Next>> Cancel Exit

Validating your Proposal

As an example, the “Total amount requested” in the Title Page, a required field, was left blank on purpose.

Proposal: Tutorial Application

Listed below are fields/components within your application that have not yet been completed. Click on the blue links provided to take you to the page where they are located.

Title Page Errors:
An entry in Total Amount Requested is required.

Proposal To: American Cancer Society *Postdoctoral Fellowship*
Title (Applicant): *Tutorial Application (John, Smith)*

Click a section heading to access and enter the missing information.

Proposeal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Project Abstracts and Coding](#)
- 7) [Assurances & Certifications](#)
- 8) [Proposal Narrative](#)
- 9) [PI Data Sheet](#)
- 10) **Validate**
- 11) [Print the Cover Pages](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Validate Proposal

<<Previous Next>> Cancel Exit

Click the 'Validate' button below to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Validate

<<Previous Next>> Cancel Exit

Validating your Proposal

Enter the required data and click “Validate” again.

Proposal Sections
Click name below to go to that section.

- 1) **Title Page**
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Project Abstracts and Coding](#)
- 7) [Assurances & Certifications](#)
- 8) [Proposal Narrative](#)
- 9) [PI Data Sheet](#)
- 10) **Validate**
- 11) [Print the Cover Pages](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Title Page

Enter a title for your application, then press Save.
Press Next to save any changes and go to the next proposal section.

* **Project Title** 75 characters maximum.

Responding to Request for Application? * * **RFA Title:** If yes, please enter the title of the RFA. If No, put N/A.

Resubmission? * Have you submitted this proposal to ACS for funding consideration before? * **Prior application number** If yes, application number of previous submission. If No, put N/A.

* **Total Amount Requested** Enter total budget requested for the project (\$nn,nnn,nnn).

* **Start Date** Enter start date of the project (mm/dd/yyyy)

* **End Date** Enter end date of the project (mm/dd/yyyy)

Title Page

Validating your Proposal

The proposal is now ready to submit. Entries are present for all required fields and all required files have been uploaded.

Proposal: Tutorial Application
has been validated and is ready to submit.

Proposal To: American Cancer Society *Postdoctoral Fellowship*
Title (Applicant): *Tutorial Application (John, Smith)*

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Project Abstracts and Coding](#)
- 7) [Assurances & Certifications](#)
- 8) [Proposal Narrative](#)
- 9) [PI Data Sheet](#)
- 10) **Validate**
- 11) [Print the Cover Pages](#)
- 12) [Submit](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Validate Proposal

<<Previous Next>> Cancel Exit

Click the 'Validate' button below to check for any missing **REQUIRED** information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Validate

<<Previous Next>> Cancel Exit

Submitting your Proposal

Now that everything has been completed, you will need to submit your application. Click on the submit link number 12, and then the submit button. You will get an email with a confirmation of the submission.

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Project Abstracts and Coding](#)
- 7) [Assurances & Certifications](#)
- 8) [Proposal Narrative](#)
- 9) [PI Data Sheet](#)
- 10) [Validate](#)
- 11) [Print the Cover Pages](#)
- 12) **Submit**

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Submit Proposal

<<Previous Cancel Exit

To submit your proposal, please click the 'Submit' button below. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Submit

<<Previous Cancel Exit

Submitting your Proposal

Once you have submitted your proposal a confirmation message will appear.

Proposal Sections
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Applicant/PI](#)
- 3) [Institution & Contacts](#)
- 4) [Project Abstracts and Coding](#)
- 5) [Assurances & Certifications](#)
- 6) [Proposal Narrative](#)
- 7) [PI Data Sheet](#)
- 8) [Print the Cover Pages](#)

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Note: Your Proposal has been submitted. You will receive a confirmation e-mail shortly. Your Proposal has been moved to the Submitted tab under Manage Proposals.

[Click here](#) to close this window.

Congratulations on submitting a proposal using proposalCENTRAL!!

If you need assistance, contact Customer Service by email at pcsupport@altum.com or by phone at 1-800-875-2562

