INTERNAL USER GUIDE

A Guide to Altum’s Electronic Grant Management and Submission System (proposalCENTRAL)

A Quick Guide for Applicants applying for funding using the proposalCENTRAL
Altum proposalCENTRAL homepage: https://proposalcentral.altum.com/

Grant Management System
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**NOTE:** Applicants must allow a minimum of 5 working days for Research Services to check and authorise the application before the submission deadline.
A  Introduction

1. The proposalCENTRAL system enables applicants to apply to various US Funders for research grants and research funding online.

A list of available online applications can be found on Altum’s website using the following link: http://www.altum.com/Products/proposalCENTRAL/Overview

**NB:** You will not be able to apply for any of the schemes listed on the website or from any of the funders listed below until you have registered with proposalCENTRAL.

The current list of funders using proposalCENTRAL (Oct-09)

| Administrative Office of the U.S. Courts | Juvenile Diabetes Research Foundation (JDRF) |
| Alliance for Cancer Gene Therapy (ACGT) | Lance Armstrong Foundation |
| Alliance for Lupus Research | March of Dimes Birth Defects Foundation |
| Alzheimer's Association | Muscular Dystrophy Association |
| Alzheimer's Association | National Cancer Institute |
| American Academy of Otolaryngology | National Fish and Wildlife Foundation |
| American Association for Cancer Research | National Institute of Allergy and Infectious Diseases |
| American Cancer Society | National Institutes of Health, Office of AIDS Research |
| American Lung Association | NIH - Office of Extramural Research |
| Arthritis Foundation | Paralyzed Veterans of America (PVA) |
| Burroughs Wellcome Fund | State of New Jersey Com on Spinal Cord Research |
| California Breast Cancer Research Programme | Susan G. Komen for the Cure |
| California Healthcare Foundation | The David and Lucile Packard Foundation |
| Cancer Research & Prevention Foundation | The Food Allergy and Anaphylaxis Network |
| Center for Information Technology | The Leukaemia & Lymphoma Society |
| Concern Foundation | The Paralysis Project of America |
| Cystic Fibrosis Foundation | The United States Immuno Network (USIDNET) |
| Cystic Fibrosis Foundation Therapeutics Inc. | U.S. Department of Veterans Affairs |
| Fetal Alcohol Spectrum Disorders Centre for | University of California Tobacco-Related Disease |
| Excellence Northrop Grumman Health Solutions | University wide AIDS Research Program (UARP) |
| Florida Department of Health | |

2. You will not be able to use proposalCENTRAL system unless you have a system username and password.

- If you do not have an account, go to the proposalCENTRAL User Account Guide (contact Research Services or Research Office).
- If you have an account, go to **Section B** (How to Apply)
B  How to Complete and Submit your Application

1. **Note:** Everyone who needs to access proposalCENTRAL must be a registered user.

   Go to the proposalCENTRAL homepage as shown below.

   ![ProposalCENTRAL Homepage](image1)

   Enter your **Username** and **Password** as shown below.

   ![Entry Fields](image2)

   Click on **LOG IN** to Proceed.

2. Once you have logged into proposalCENTRAL, you will view the opening page.

   ![Opening Page](image3)

   There are 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

   Click on **Grant Opportunities** as shown below.

   ![Menu Tabs](image4)
4. Once you have successfully logged on the system you will need to access the **Opportunities section**.

Click on **Filter List by Grant Maker** list so that you can see the grants from the foundation you are interested in (see below).

Select the Grant you wish to apply for.

A list of all current awards that you can apply for will be shown. These will have a short description of the scheme with the option to view the scheme notes.

5. Once you have located an opportunity you wish to apply for, click **Apply Now** on the right hand side of the screen next to the relevant grant.

6. Click on **Create New Proposal**, which is highlighted in Blue.
7. Once the application page is displayed, ensure that you enter your ‘Project Title’ and click ‘Save’. This creates your application and stores it under the ‘Manage Proposals’ tab.

8. Once you have clicked on the ‘Save’ button, the links to the other pages of the application appear in the Proposal Sections menu. You can now click on any of them to move from section to section within the grant application or click the “Next” button.

9. 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.

   Complete the remaining details as requested.

   Once you have completed the application, click on the ‘Validate’ button at the top of the page. This will check to ensure that you have completed all the mandatory fields on the application form.
Clicking another section will take you there immediately, but it does NOT save the data you entered on the current page. Be sure to SAVE first.

NB: clicking on next saves the data you entered on the current page, then go to the next section of the application.

All fields with a red asterisk are mandatory. Instructions specific to each section of the application are available on most pages.
11. The Validate section on the menu checks that all the required fields and attachment files are completed/uploaded.

Click on the **Validate** button to generate a report showing what information is missing.

This example error report shows that an entry was not made for the total amount requested field of the title page.

Click on **Page Title Errors** to access and enter the missing information.

Enter the required data and click **Validate** again.
The proposal is now ready to submit. Entries are present for all required fields and all required files have been uploaded.

12. You are now required to complete the list of Institution Contacts who will be given access to your proposal. You can only include people who are already registered.

You will need to include your Head of Department and your relevant Research Services Manager. You can search for and change the institution using the fields to the right of the page.

The ‘Administrator’ of the Institution Profile you selected is displayed along with their contact information. Make sure you click on the ‘SAVE’ button before working on the bottom section of the page.
13. 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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Email</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Signing Official</td>
<td>Einstein, Albert</td>
<td>Director</td>
<td>ABC Training Institute</td>
<td><a href="mailto:astein@training.edu">astein@training.edu</a></td>
<td>319-714-8000</td>
<td>Add</td>
</tr>
<tr>
<td>*Department Head</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>*Primary Mentor</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Additional Mentor</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Send checks to attention of</td>
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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.

14. Click on the down arrow next to the 'Signing Official' to select from the list. Once the Official is selected click on the red 'Add' button to the right of the selected official.

The example below shows the result after the selection is made. Note that the entry can be edited or removed.
15. Once you have completed all the proposal sections and validated the required data, you can print and assemble the required components of your proposal.

- Print the Cover/Signature Pages.
- Print the attached components of your proposal from your computer (or you can print the Proposal Narrative from the grey menu).
- Print any other required sections of the proposal as defined in the Program Guidelines for your grant proposal.
- Assemble the printed proposal according to the Program Guidelines.

16. Select the required templates and instructions for your application. It is recommended that you read the instructions before downloading the templates.

The example provided above shows a list of files with their descriptions. The instructions provide guidelines for each of the templates on how it should be formatted and what restrictions, if any, apply.
17. Once you are have printed your proposal and have it signed by the appropriate persons, you will be ready to submit your application.

Click on Submit.

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

19. As stated before, the proposalCENTRAL menus have 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.

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.
# Help

1. For more information refer to the proposalCENTRAL Contacts web page

   [https://proposalcentral.altum.com/help.asp](https://proposalcentral.altum.com/help.asp)

   by e-mail: pcsupport@altum.com

   by phone: 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840 (Direct Dial International)

   Normal Business Hours: Monday to Friday 8:30am - 5:00pm Eastern Time (= GMT -5hr)

   Additional after-hours support may be available on some application deadlines.

   After normal business hours, please send them an e-mail or use the Customer Service link and complete the support request form.

   If you are experiencing an error or system problem, please provide them with the following information in your e-mail:

   - your operating system (e.g. Mac OS 10.2, Leopard, Windows Vista, XP)
   - type of browser and version (e.g. Internet Explorer 7, Firefox, Safari)
   - any error message you have received