

Imperial College London

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/>



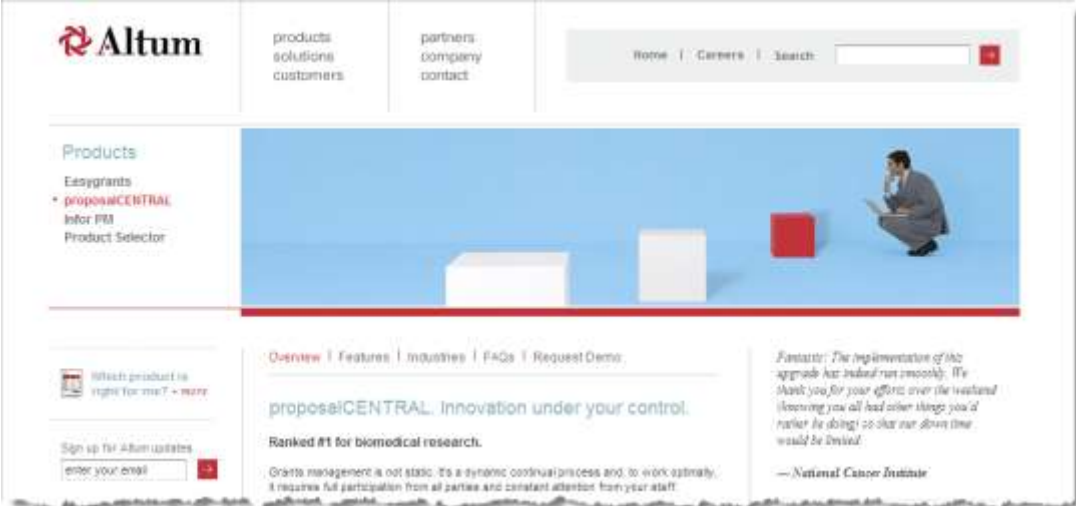
Grant Management System




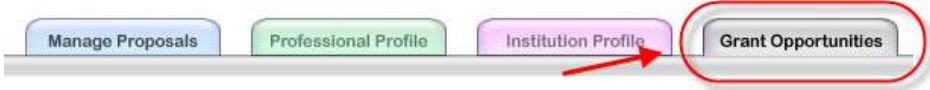
Trusted Broker for Electronic Grants SM
proposal
CENTRAL

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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.

<p>A</p>	<p>Introduction</p>																																										
<p>1.</p>	<p>The proposalCENTRAL system enables applicants to apply to various US Funders for research grants and research funding online.</p>  <p>A list of available online applications can be found on Altum's website using the following link: http://www.altum.com/Products/proposalCENTRAL/Overview</p> <p>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.</p> <p>The current list of funders using proposalCENTRAL (Oct-09)</p> <table border="0" data-bbox="343 1243 1412 1758"> <tr> <td>Administrative Office of the U.S. Courts</td> <td>Juvenile Diabetes Research Foundation (JDRF)</td> </tr> <tr> <td>Alliance for Cancer Gene Therapy (ACGT)</td> <td>Lance Armstrong Foundation</td> </tr> <tr> <td>Alliance for Lupus Research</td> <td>March of Dimes Birth Defects Foundation</td> </tr> <tr> <td>Alzheimer's Association</td> <td>Muscular Dystrophy Association</td> </tr> <tr> <td>Alzheimer's Association</td> <td>National Cancer Institute</td> </tr> <tr> <td>American Academy of Otolaryngology</td> <td>National Fish and Wildlife Foundation</td> </tr> <tr> <td>American Association for Cancer Research</td> <td>National Institute of Allergy and Infectious Diseases</td> </tr> <tr> <td>American Cancer Society</td> <td>National Institutes of Health, Office of AIDS Research</td> </tr> <tr> <td>American Lung Association</td> <td>NIH - Office of Extramural Research</td> </tr> <tr> <td>Arthritis Foundation</td> <td>Paralyzed Veterans of America (PVA)</td> </tr> <tr> <td>Burroughs Wellcome Fund</td> <td>State of New Jersey Com on Spinal Cord Research</td> </tr> <tr> <td>California Breast Cancer Research Programme</td> <td>Susan G. Komen for the Cure</td> </tr> <tr> <td>California Healthcare Foundation</td> <td>The David and Lucile Packard Foundation</td> </tr> <tr> <td>Cancer Research & Prevention Foundation</td> <td>The Food Allergy and Anaphylaxis Network</td> </tr> <tr> <td>Center for Information Technology</td> <td>The Leukaemia & Lymphoma Society</td> </tr> <tr> <td>Concern Foundation</td> <td>The Paralysis Project of America</td> </tr> <tr> <td>Cystic Fibrosis Foundation</td> <td>The United States Immuno Network (USIDNET)</td> </tr> <tr> <td>Cystic Fibrosis Foundation Therapeutics Inc.</td> <td>U.S. Department of Veterans Affairs</td> </tr> <tr> <td>Fetal Alcohol Spectrum Disorders Centre for Excellence</td> <td>University of California Tobacco-Related Disease</td> </tr> <tr> <td>Northrop Grumman Health Solutions</td> <td>University wide AIDS Research Program (UARP)</td> </tr> <tr> <td>Florida Department of Health</td> <td></td> </tr> </table>	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 Excellence	University of California Tobacco-Related Disease	Northrop Grumman Health Solutions	University wide AIDS Research Program (UARP)	Florida Department of Health	
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<p>2.</p>	<p>You will not be able to use proposalCENTRAL system unless you have a system username and password.</p> <ul style="list-style-type: none"> 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) 																																										

<p>B</p>	<p>How to Complete and Submit your Application</p>
<p>1.</p>	<p>Note: Everyone who needs to access proposalCENTRAL must be a registered user.</p> <p>Go to the proposalCENTRAL homepage as shown below.</p>  <p>The screenshot shows the proposalCENTRAL homepage with the Altum logo on the left. The main content area includes a welcome message, a 'First Time Users' section with a 'REGISTER' button, an 'Applicant Login' section with 'Username' and 'Password' input fields and a 'LOGIN' button, and a 'Peer Reviewer Login' section with a 'Click here' link. There are also search filters for 'Grant Opportunities' and a navigation bar at the bottom.</p>
<p>2.</p>	<p>Enter your Username and Password as shown below.</p>  <p>This screenshot is similar to the previous one but has a red box around the 'Applicant Login' section, which includes the 'Username' and 'Password' input fields and the 'LOGIN' button. A red arrow points to the 'LOGIN' button.</p> <p>Click on LOG IN to Proceed.</p>
<p>3.</p>	<p>Once you have logged into proposalCENTRAL, you will view the opening page.</p>  <p>The screenshot shows the opening page after login. It features a navigation bar with four tabs: 'Manage Proposals', 'Professional Profile', 'Institution Profile', and 'Grant Opportunities'. Below the navigation bar, there is a section for 'All Opportunities' with a 'Total: 125 Opportunities' and a 'Click Apply Now to start your application (includes letter of intent if required)' link.</p> <p>There are 4 menu tabs at the top of page to navigate the main parts of the system. They include:</p> <ul style="list-style-type: none"> • Manage Proposals • Professional Profile • Institution Profile • Grant Opportunities <p>Click on Grant Opportunities as shown below.</p>  <p>This close-up shows the four navigation tabs. The 'Grant Opportunities' tab is highlighted with a red box and a red arrow points to it.</p>

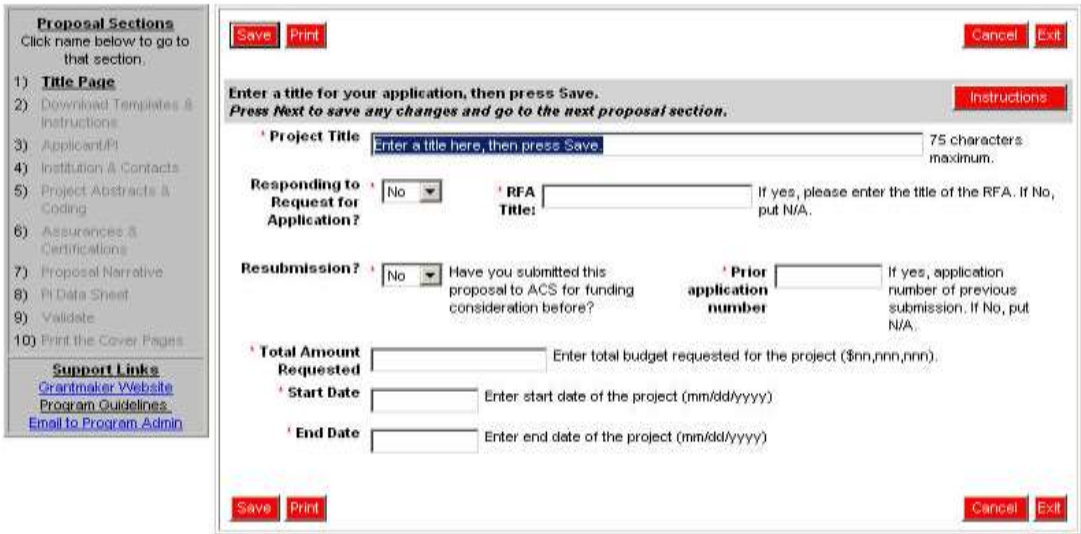
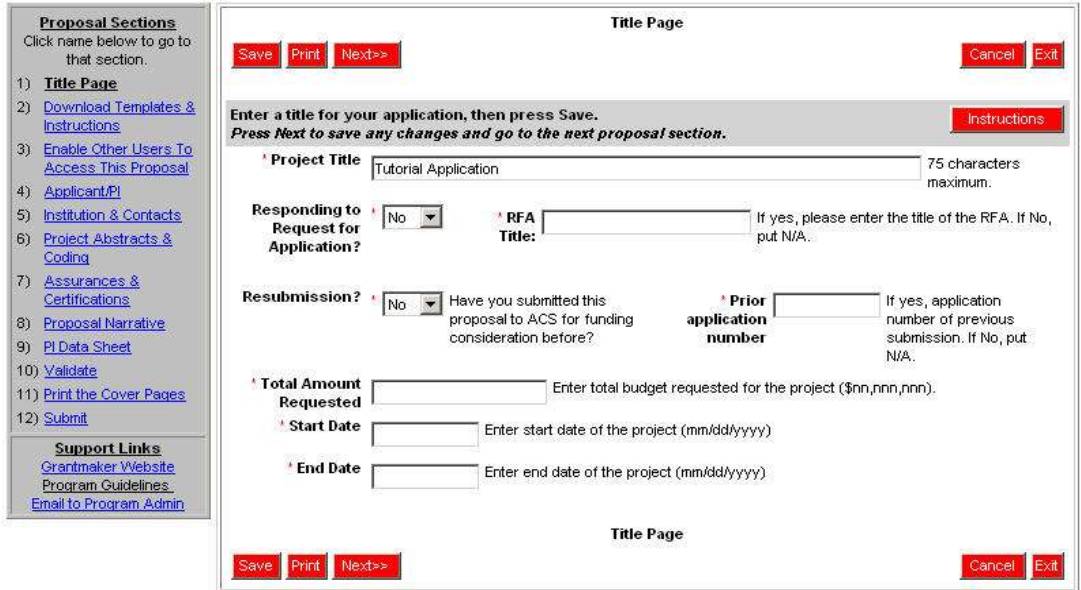
4. Once you have successfully logged on the system you will need to access the **Opportunities section**.
- Click on **Filter List by Grant Maker** list so that you can see the grants from the foundation you are interested in (see below).
- Select the Grant you wish to apply for.

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			
American Cancer Society	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
American Lung Association	11:59:59 PM	11:59:59 PM			
Juvenile Diabetes Research Foundation	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
Paralyzed Veterans of America	11:59:59 PM	11:59:59 PM			
University of California AIDS Research Program	11:59:59 PM	11:59:59 PM			
US Immunodeficiency Network	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
AAO-HNSF Investigator Development Grant	11:59:59 PM	11:59:59 PM			
AAFPRES Resident Research Grant	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
AAO-HNSF Earleen Elkins Grant	11:59:59 PM	11:59:59 PM			
AAO-HNSF Health Services Research Grant	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
AAO-HNSF Percy Memorial Grant	11:59:59 PM	11:59:59 PM			
AAO-HNSF Resident Research Grant	1/18/2005	1/18/2005	Contacts Document	Apply Now	FAQ
	11:59:59 PM	11:59:59 PM			

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.

<p>7.</p>	<p>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.</p> <p>Proposal To: American Cancer Society <i>Postdoctoral Fellowship</i></p> 
<p>8.</p>	<p>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.</p> 
<p>9.</p>	<p>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.</p> <p>Complete the remaining details as requested.</p> <p>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.</p>

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.

10. 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.

Delete	Edit	Title	Grant Maker	Program	Investigator	Status	Due Date
-	View	Title Pages	American Cancer Society	Research Scholar Grant in Health Services and Health Policy Outcomes Research	Mongan, Karen	In Progress	10/15/2003
Del	Edit	Tutorial Application	American Cancer Society	Research Scholar Grant in Basic, Pre-Clinical, Clinical, and Epidemiology Research	Smith, John	In Progress	10/15/2003

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.

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](#)



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.

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)**

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](#)

Title Page

Save Print Next>> 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: 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

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](#)
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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

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.

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](#)
- 6) **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](#)

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

Sponsoring Institution
ABC Training Institute

Address

Street 123 Science Avenue
Suite 100a

City Germantown

State MD

Zip 20874

Country United States

Phone 319-714-8000

Fax 319-714-8004

* Checks Payable To: ABC Training Institute

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

Administrator	Email	Phone
Testler, Jerry	jerrytestler@training.org	301 916.4557 x224

Click this button to Confirm Institution Selection

ABC Training Institute

Change Institution

Note: Changing institution will delete currently displayed contacts.

Select from all Registered Institutions

Search

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

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 below lists requested contacts (* indicates required contact). Select from the list of institution officials, then click button "Add Selected Official." Otherwise, click link "Add New Contact to Proposal" and complete contact information form. [Instructions](#)

*Signing Official	Enter Contact Information OR	Select from list of Institution Officials	Add
*Department Head	Enter Contact Information OR	Select from list of Institution Officials	Add
*Primary Mentor	Enter Contact Information OR	Select from list of Institution Officials	Add
Additional Mentor	Enter Contact Information OR	Select from list of Institution Officials	Add
*Send checks to attention of:	Enter Contact Information OR	Select from list of Institution Officials	Add

Institution & Contacts

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.

Table below lists requested contacts (* indicates required contact). Select from the list of institution officials, then click button "Add Selected Official." Otherwise, click link "Add New Contact to Proposal" and complete contact information form. [Instructions](#)

*Signing Official	Enter Contact Information OR	Albert Einstein - Signing Official	Add
*Department Head	Enter Contact Information OR	Select from list of Institution Officials	Add
*Primary Mentor	Enter Contact Information OR	Albert Einstein - Signing Official	Add
Additional Mentor	Enter Contact Information OR	Select from list of Institution Officials	Add
*Send checks to attention of:	Enter Contact Information OR	Select from list of Institution Officials	Add

Institution & Contacts

The example below shows the result after the selection is made. Note that the entry can be edited or removed.

Table below lists requested contacts (* indicates required contact). Select from the list of institution officials, then click button "Add Selected Official." Otherwise, click link "Add New Contact to Proposal" and complete contact information form. [Instructions](#)

Role	Name	Title	Institution	Email	Phone	Action
*Signing Official	Einstein, Albert	Director	ABC Training Institute	aeinstein@training.edu	319-714-8000	Edit Remove
*Department Head	Enter Contact Information OR	Select from list of Institution Officials		Add		
*Primary Mentor	Enter Contact Information OR	Select from list of Institution Officials		Add		
Additional Mentor	Enter Contact Information OR	Select from list of Institution Officials		Add		
*Send checks to attention of:	Enter Contact Information OR	Select from list of Institution Officials		Add		

Institution & Contacts

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.

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
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.](#)

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.

<p>17.</p>	<p>Once you are have printed your proposal and have it signed by the appropriate persons, you will be ready to submit your application.</p> <p>Click on Submit.</p> <div data-bbox="331 376 528 887" style="border: 1px solid gray; padding: 5px;"> <p>Proposal Sections Click name below to go to that section.</p> <ol style="list-style-type: none"> 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 <p>Support Links Grantmaker Website Program Guidelines Email to Program Admin</p> </div> <div data-bbox="592 376 1362 685" style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Submit Proposal</p> <p><<Previous Cancel Exit</p> <p>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.</p> <p>Submit</p> <p><<Previous Cancel Exit</p> </div>
<p>18.</p>	<p>Once you have submitted you proposal a confirmation message will appear.</p> <div data-bbox="331 1021 528 1420" style="border: 1px solid gray; padding: 5px;"> <p>Proposal Sections Click name below to go to that section.</p> <ol style="list-style-type: none"> 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 <p>Support Links Grantmaker Website Program Guidelines Email to Program Admin</p> </div> <div data-bbox="544 1189 1378 1301" style="border: 1px solid gray; padding: 10px;"> <p>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.</p> <p style="text-align: center;">Click here to close this window.</p> </div>
<p>19.</p>	<p>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.</p> <div data-bbox="331 1615 1385 1749" style="border: 1px solid gray; padding: 10px; text-align: center;"> </div> <p>All Proposals – Lists all proposals from all menus.</p> <p>In Progress – Lists only proposals that are being worked on and have not been submitted.</p> <p>Submitted – Lists proposals that have been submitted and their critiques.</p> <p>Awarded – Lists the results of submitted proposals.</p> <p>Archived – Lists proposals that have been archived for storage.</p>

C	Help
1.	<p>For more information refer to the proposalCENTRAL Contacts web page</p> <p>https://proposalcentral.altum.com/help.asp</p> <p>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)</p> <p>Normal Business Hours: Monday to Friday 8:30am - 5:00pm Eastern Time (= GMT -5hr)</p> <p>Additional after-hours support may be available on some application deadlines.</p> <p>After normal business hours, please send them an e-mail or use the Customer Service link and complete the support request form.</p> <p>If you are experiencing an error or system problem, please provide them with the following information in your e-mail:</p> <ul style="list-style-type: none">• 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