

Imperial College London

INTERNAL USER GUIDE

A Guide to Altum's Electronic Grant Management and Submission System
(ProposalCENTRAL)

A Quick Guide for Applicants registering for a ProposalCENTRAL User Account
Altum ProposalCENTRAL homepage: <https://proposalCENTRAL.altum.com/>



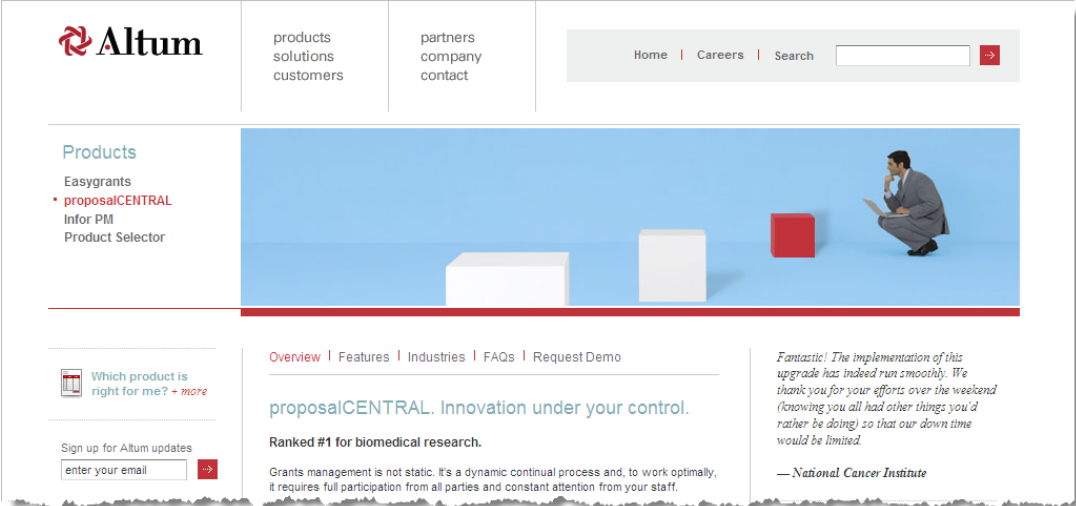
Grant Management System

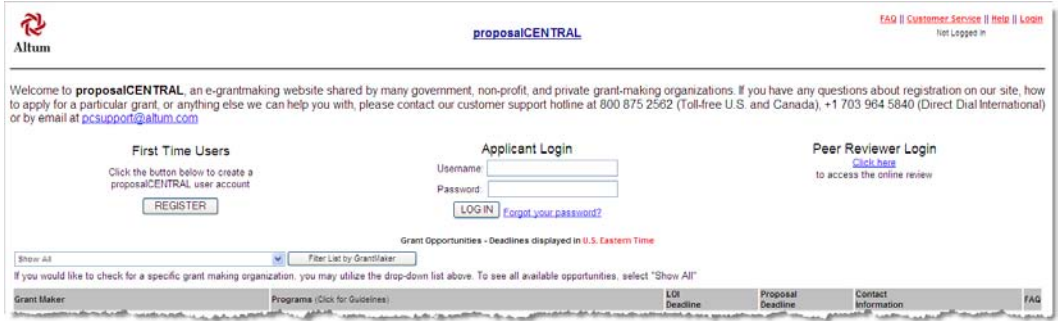
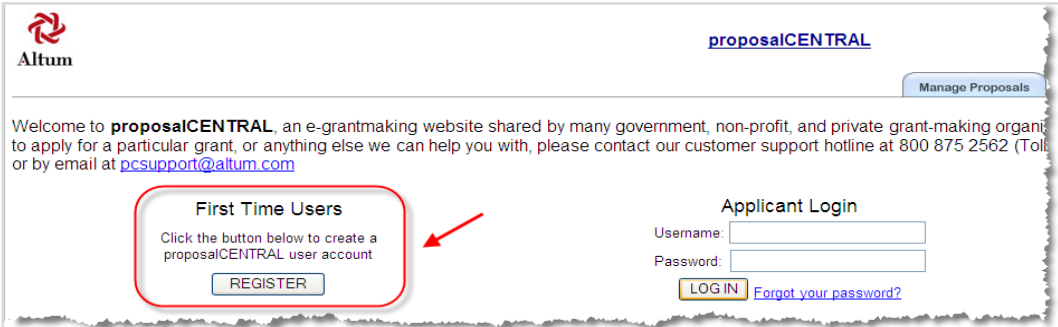
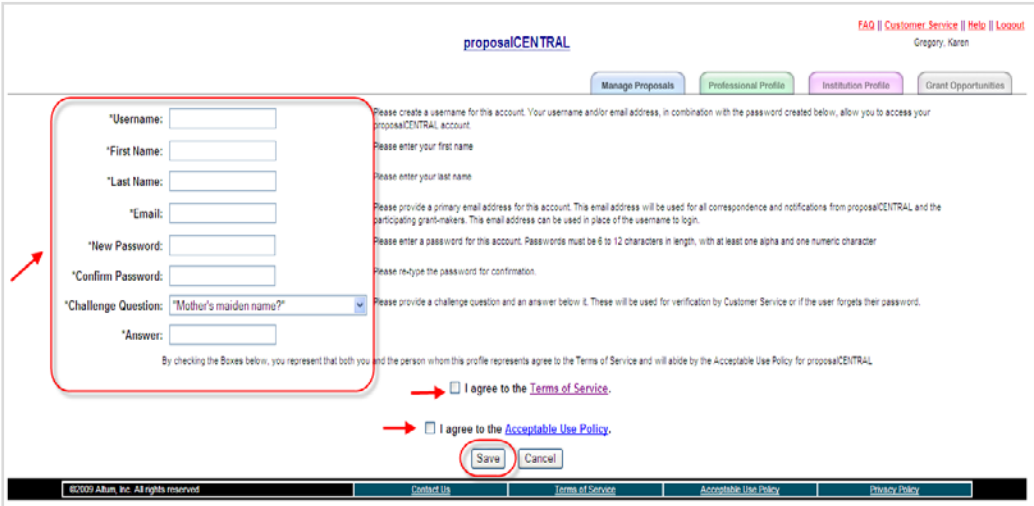



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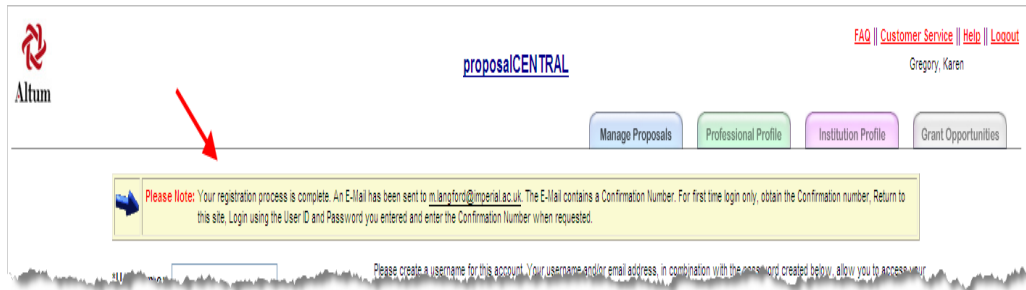
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NOTE: Applicants must allow a minimum of 5 working days for Research Services to check and authorise the application before the submission deadline.

<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 1232 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 Leukemia & 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 Leukemia & 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 Section B (How to Register). • If you have an account, use proposalCENTRAL How to Apply Guide 																																										

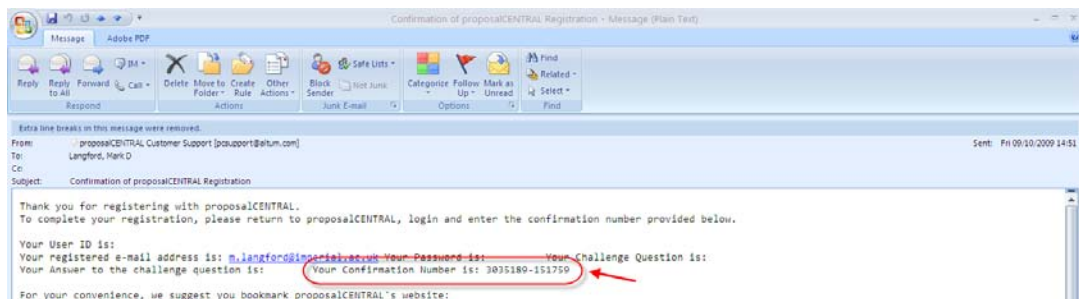
<p>B</p>	<p>How to Register</p>
<p>1.</p>	<p>Go to the proposalCENTRAL homepage as shown below.</p> 
<p>2.</p>	<p>Click on Register under the First Time Users menu at the top of the page.</p> 
<p>3.</p>	<p>Complete all the fields as shown below and follow the on-line instructions. Ensure that you make a note of the Username and Password that you selected.</p> 
<p>4.</p>	<p>Once complete, read and accept by ticking the boxes to confirm that you Agree with the Terms of Service and the Acceptable Use Policy</p> <p>Click on SAVE to proceed.</p> 

4. The registration screen will be displayed as shown below

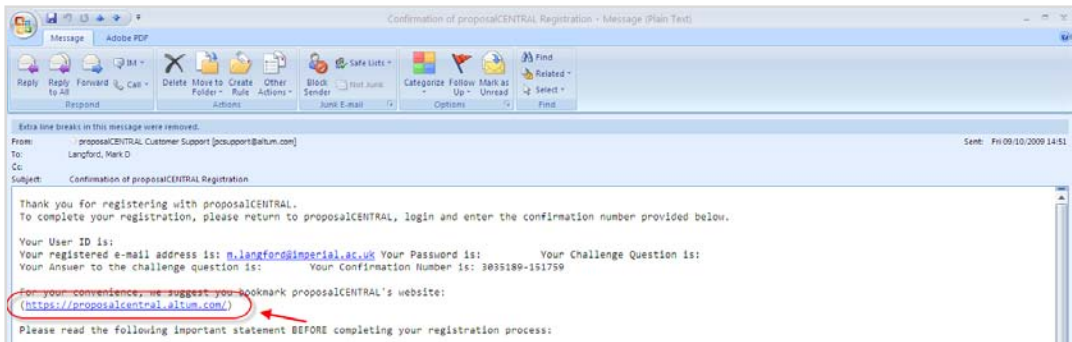


It will ask you to return to the login screen where you will need to enter your new Username and Password and click 'Login'

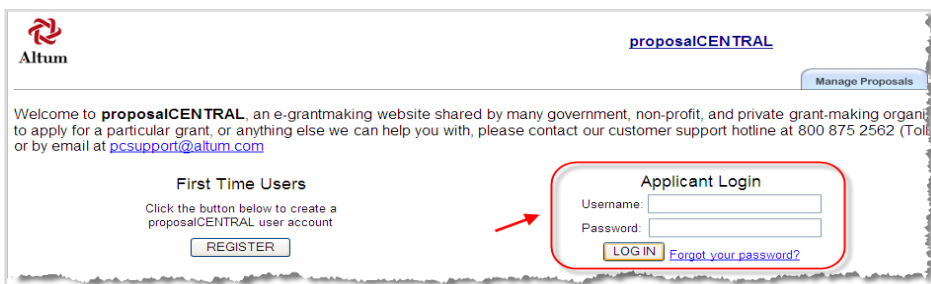
5. You will now receive an email sent to your mailbox to confirm that the registration requires activation by using the confirmation number supplied in the email as shown below.



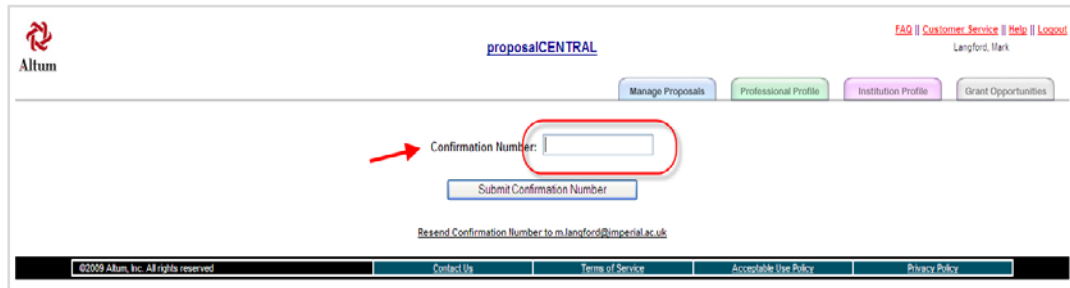
Click on the link in the email to *Activate your Account*.



and the following screen will appear. Enter your **Username** and **Password** as shown below.



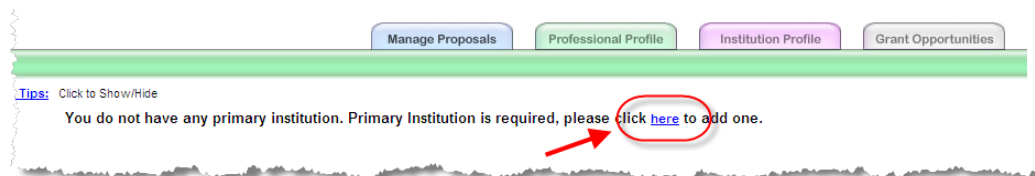
6. A new screen will appear requesting you enter the **Confirmation Number**.



The following screen will be displayed informing you that the Primary Institution has not been selected.



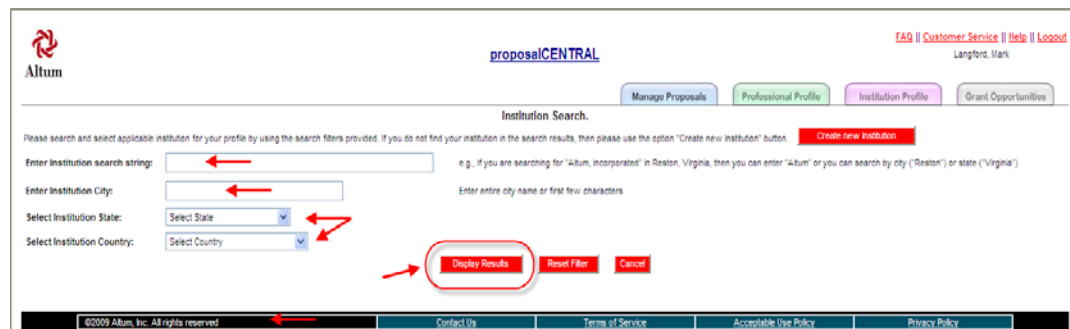
7. Click on the [here](#) link to add the institution to your profile.



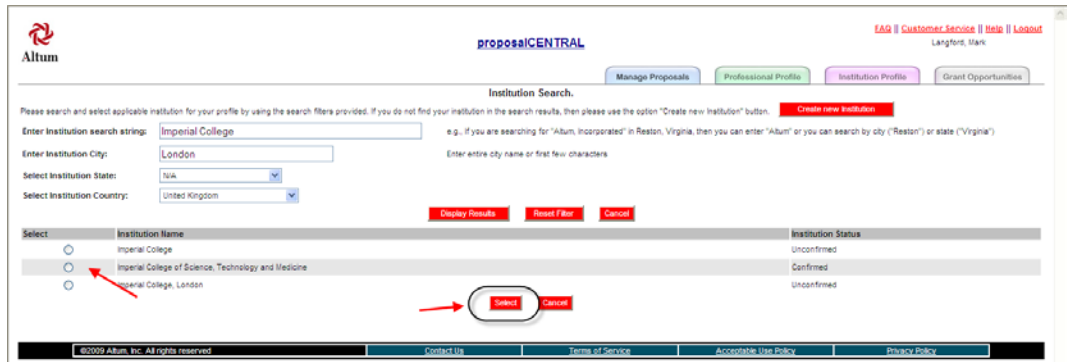
Find your Institution (use the details below to find Imperial College):

Enter Institution search string = **Imperial College** Enter Institution City = **London**

Select Institution Country = **United Kingdom** Select Institution State = **N/A**

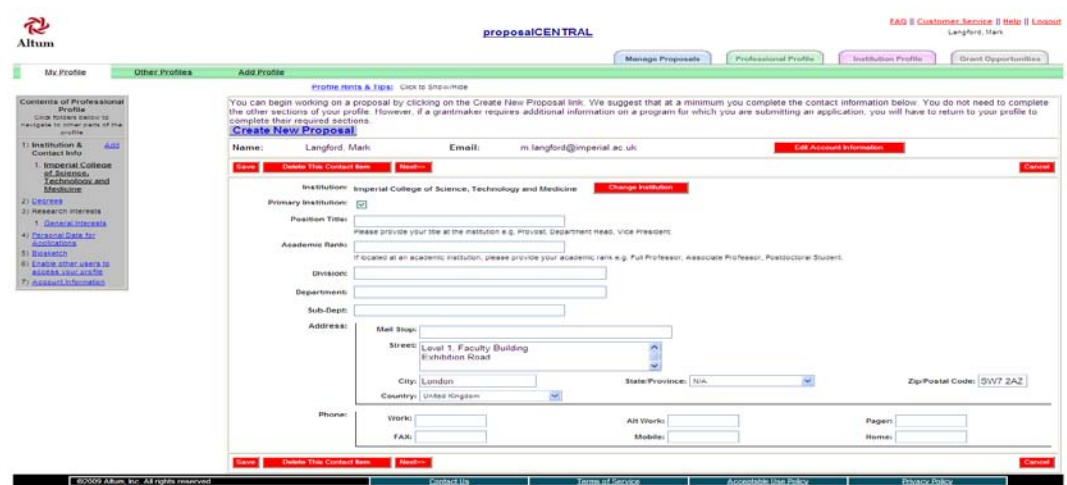


8. The following screen will appear:

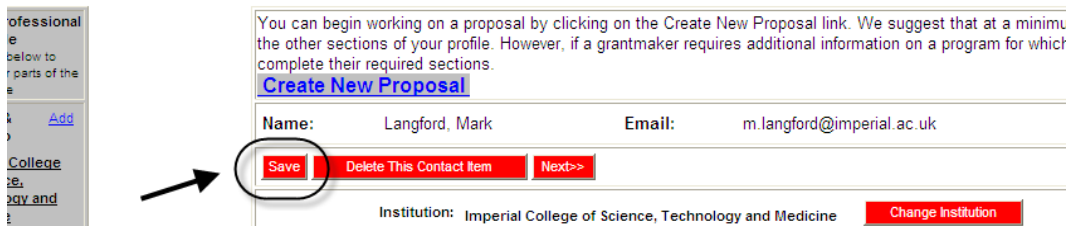


Select **Imperial College of Science, Technology and Medicine** from the list as above.

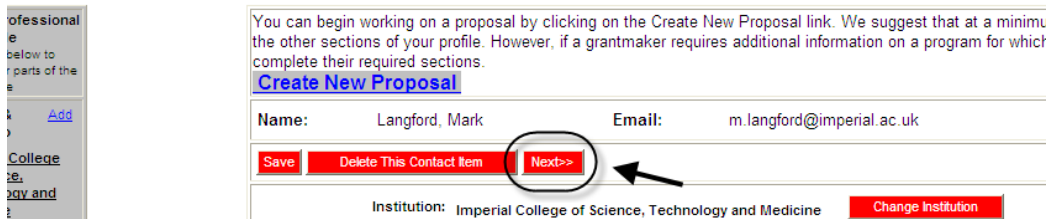
9. You will now be asked to complete your professional profile and save the details.



Click on **Save**



10. Click on **Next** and complete all sections.



ii.

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Langford, Mark

My Profile | Other Profiles | Add Profile

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

Name: Langford, Mark | Email: m.langford@imperial.ac.uk | [Edit Account Information](#)

[Save](#) | [Previous](#) | [Next](#) | [Cancel](#)

Please note that Grant makers could request the degree information as a comma separated list or require more details. If the application you are completing is asking for a comma separated list, please use the **Highest Degree(s)** and **Other Degree(s)** fields. Otherwise, use the **Baccalaureate Degree(s)** and **Post-Baccalaureate Degree(s)** sections to enter the Degree information.

Highest Degree(s):
List highest degree(s) separated by commas. Use Standard abbreviations e.g., Ph.D., M.D., D.V.M., M.P.H.

Other Degree(s):
List other degree(s) separated by commas. Use Standard abbreviations e.g., B.S., B.A., M.S.

Baccalaureate Degree(s): [Add New Degree](#)

Year	Degree	Other	Institution	Year Of Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post Baccalaureate Degree(s): [Add New Degree](#)

Year	Degree	Other	Institution	Year Of Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) | [Previous](#) | [Next](#) | [Cancel](#)

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iii.

Contents of Professional Profile

Click folders below to navigate to other parts of the profile

- Contact Information [Add](#)
 - [Imperial College of Science, Technology and Medicine](#)
- Degrees
- Research Interests
 - [General Interests](#)
- Personal Data for Applications
- Biosketch
- Enable other users to access your profile
- Account Information

iv.

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

Name: Langford, Mark | Email: m.langford@imperial.ac.uk | [Edit Account Information](#)

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Some grant-makers in proposalCENTRAL request private information in order to monitor the operation of their review and award process to detect - and deal appropriately with - any instances of real or apparent imbalances with respect to age, sex, race, or ethnicity of the proposed applicant/principal investigator/program director. The information you provide is handled separately from the application and is not part of the review process. Not all of the information in this section of your profile is requested by every grant-maker. In most cases, providing this information is optional; if you do not wish to provide the information, leave the field blank or select the option to not provide the information on grant applications.

Birth Info: Date Of Birth: City: County: Place Of Birth: State: Country:

Hometown: City: Zip Code: County: State: Country:

Gender: Male Female

Race and Ethnicity: The following race and ethnicity questions are structured similar to the U.S. Census and the corresponding definitions of the selection options are provided. The information is not required in your profile (select the "Do Not Provide" option), but the information is helpful to the grant organizations which analyze the demographics of their applicants.

Race: Primary Race: Please select the race that you consider your primary race.

Hispanic or Latino
 Not Provided
 American Indian or Alaska Native - American Indian or Alaska Native, a person having origins in any of the original peoples of North, Central, or South America, and who maintains tribal affiliation or community attachment.
 Asian - Asian, a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 Black or African American - Black or African American, a person having origins in any of the black racial groups of Africa. Terms such as "Negro" or "Negro" can be used in addition to "Black or African American."
 Native Hawaiian or other Pacific Islander - Native Hawaiian or Other Pacific Islander, a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 White - White, a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity: Not Hispanic or Latino Do you consider your ethnicity to be Hispanic or Latino? Definition: a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Disability: Status: Type: Description:

Citizenship: U.S. Citizenship: Residence Status: Please indicate your status with regard to United States citizenship or permanent/temporary residence.
 Citizen or Permanent Resident of: In what country are you a citizen of?
 U.S. Visa Type: In what country are you a permanent resident?
 If you are a temporary resident of the United States, please indicate the type of visa.
 If you have a United States Social Security Number (SSN), some grantors require this information to identify people in their database. You can enter the information now or later during the application process if required. If you do not wish to provide your SSN or do not have one, enter "Not Provided".
 Some grant applications require this information. You can enter the information now or later during the application process if required. If you do not wish to provide your Passport number or do not have one, enter "Not Provided".

Other Site Profiles: Biomed Experts ID: Enter your **BIOMED EXPERTS ID**. For more information, click the link for Biomed Experts.
 Research Crossroads ID: Enter your **RESEARCH CROSSROADS ID**. For more information, click the link for Research Crossroads.

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This now completes your proposalCENTRAL Account Registration

C	Help
1.	<p>For more information refer to the help section on the proposalCENTRAL webpage.</p> <p>https://proposalCENTRAL.altum.com/help.asp</p> <p>Need Help? Get help quickly from proposalCENTRAL Customer Support by e-mail or by phone!</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</p> <p>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.</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