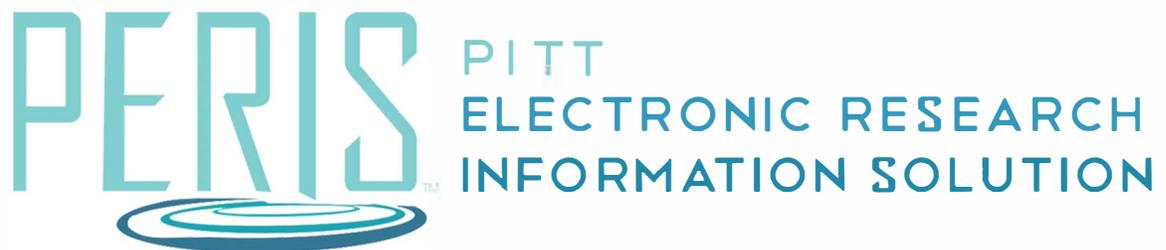




University of Pittsburgh



## Quick Reference

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# Creating a Funding Proposal – Completing Proposal Description & Contacts

**1**

**Grants**  
Create Funding Proposal

**2**

**Proposal Description & Contacts**  
1.0 \* Title of proposal: ?

**3**

2.0 \* Principal Investigator / Program Director / Fellow: ?  
Test Study Staff ...  
If a fellowship, please identify the Mentor:

**4**

Biosketch: [None] Upload  
Other Support: [None] Upload

**5**

\* Is this a multi-PI Submission?  
 Yes  No Clear

**6**

3.0 \* Department Administrator:

**7**

4.0 \* Type of Application: ?  
 New  
 Revision  
 Resubmission  
 Renewal

**8**

5.0 \* Select Direct Sponsor: ?

If Sponsor does not appear in list, enter name here:

**9**

If flow through, select Prime Sponsor:

If Prime Sponsor does not appear in list, enter name here: **10**

## Where do I start?

1. After logging in click *Create Funding Proposal*.

## How do I complete the Proposal Description & Contacts SmartForm?

2. Enter the Title of your proposal.
3. Select the Principal Investigator by clicking ... Enter the name in the text box. Click *Go* and then *OK*.
4. Upload the Biosketch and Other Support documents.
5. Is this a multi-PI Submission? Answer *Yes* or *No*. If *Yes* all Principal Investigators will be required to complete a PI Certification.
6. Select the Department Administrator by searching the the progressive text box or click ...
7. Select the Type of Application
8. Select the Direct Sponsor by typing in the progressive text box or click ...
9. If the Sponsor is not found enter it in the text box.
10. If necessary, enter the flow through Prime Sponsor. If it is not found enter it in the text box that follows.

11

\* Is this a NIH Tethered Application or NSF Collaborative Proposal?

Yes  No [Clear](#)

12

6.0 \* Are there other personnel associated with this funding proposal included on the budget?

Yes  No [Clear](#)

13

Proposal Access Rights Definition:

7.0 Select team members that have **EDIT** rights (in addition to the PI and Department Administrator):

Last Name	First Name
There are no items to display	

8.0 Select team members that have **READ** only rights: ?

14

Continue >>

11. Is this an NIH Tethered or NSF Collaborative proposal? Answer *Yes* or *No*.

12. Are there other personnel associated with this funding proposal (including key personnel, co-investigators and department staff) who will be included on the budget? Answer *Yes* or *No*.

13. Use the progressive text box or ... to add team members that should have Edit or Read rights to the funding proposal.

### What's next?

14. Clicking *Continue* will take you to the next SmartForm.