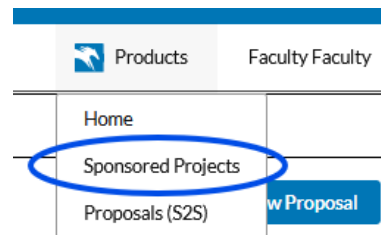


After login, select **Sponsored Projects** under Products in top right header.

From the Proposals Dashboard, + **Start New Proposal** in top right header.
Options:

1. **Create NEW Project** (not related to any existing proposals or awards)
 - Enter a title for your project (Create)
2. **ADD Proposal to Project** (related to existing proposals or awards)
 - Search by Project Title or Number (Add)



After successfully creating a Proposal, proceed with completing each Section in the Proposal Form (1) ,
Route for Review (2), and Certify (3).

1

As you complete each **Proposal Section**, red icon will turn green.

2

When you have answered all questions and loaded documents, **Route for Review**.

3

Certify Proposal before it can be routed for review.

Once Certified, you can see where your proposal is in the Routing & Approval process.

Proposal Form Routing Configuration:

Principal Investigator	OSPR or CFR	Department Chair	Center Director (if applicable)	CFR and/or OSPR
Develop & Certify	Initial Review	Simultaneous Review		Final Review & Approval
Feedback and revisions as needed		Conditional Reviews or Notifications (e.g., Dean of Research, Legal, IRB, IACUC, Space)		Submission