

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.

Proposal Sections

General Information	✓
Key Personnel	!
Summary Budget	!
Institutional Considerations	!
Performance Sites	!
Regulatory Compliance	!
Intellectual Property	!
Conflicts Of Interest	!
Foreign Support & Collaboration	!
Export Control	!
Additional Information	!

My Actions

Complete Review
Route for Review

My Actions

Complete Review
Certify Proposal
Route for Review

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

Proposal Sections

General Information	✓
Key Personnel	✓
Summary Budget	✓

Routing

Proposal Form	Routing	History	Access
Routing for Review			
Review Order ▲		Team	

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
<i>Feedback and revisions as needed</i>		<i>Conditional Reviews or Notifications (e.g., Dean of Research, Legal, IRB, IACUC, Space)</i>		