

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 5. Test and validate to ensure that the PI/Study Staff are able to copy an existing proposal and make changes |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 5: Copy Existing Proposal and make changes**

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| Step | Test Steps | Test Data | Expected Results | Notes |
| 1 | Open browser and paste in <https://pacsstg3.rfsuny.org/SponsoredPrograms/login> |  | * The SUNY PACS website login page is presented. |  |
| 2 | Log in as **GrantsPI**  (Test accounts have been provided) |  | * Log in is successful * **Inbox** displays |  |
| 3 | Click on Grants(tab on the Top), Open Proposal created in test case #3 (This should be listed in the first page where all the proposals are listed)Or any other Proposal | Click on proposal Your Name-Test 3 Non Grants.gov Proposal | * The proposal page will display | **NOTE: Save and Continue along the way as you proceed thru the below steps** |
| 4 | Click on the Copy Button on the bottom left hand side of the screen. |  | * COPY form displays |  |
| 5 | **COPY Form**  **Enter a Proposal Name**  **Use background Processing**  Click OK | Enter the new proposal name  Your Name-Test 4 Non Grants.gov Proposal.  Check the box | * Background process submitted | Note: This activity to copy a proposal could take a while depending on the information within the proposal. |
| 6 | Click on Grants on the top tool bar  The NEW proposal will now be listed in the list of Proposals |  | * New Draft proposal created. |  |
| 7 | Click on the New proposal name to Open the proposal  Select Edit Proposal to Make any changes as needed  NOTE: The copy also copies the Budget if one exists |  | * Changes Made are accepted |  |
| 8 | Click the submit for department review |  |  |  |
| **End of Test** |  |  |  |  |