**Create a Proposal (Grants.Gov)**



**Work Instructions:**

1. Log into Click Portal.
2. Click the **Grants** tab at the top and then the **Create Funding Submission** button to create a new funding proposal.

Note: You can also expand the Grants menu on the left and click Create Funding Submission.

1. Complete each page, paying attention to the fields listed below. Click **Continue** in the Navigation Bar to move through the pages. Required fields are marked with an asterisk (\*).

**Proposal Description & Contacts**

* **2.0 Program Director / Principal Investigator…:** A Biosketch for the PI (in PDF format) is required Grants.Gov submissions.
* **7.0 Select team members that have EDIT rights:** Select users that can edit the proposal, budget, and SF424. These users will not receive any email notifications.
* **8.0 Select team members that have READ only rights:** Select users that can only view the proposal, budget, and SF424. These users will not receive any email notifications.

**Additional Personnel**

* When you click **Add** for institutional investigator or key personnel, a page opens for you to complete.

**5.0 This individual is a:** The system updates question 6.0 depending on your answer here. If you select, “Senior/Key Person…,” question 6.0 defaults to Yes and the person is added to the Credit Distribution page. If you select one of the other options, question 6.0 defaults to No.

Steps for updating the Credit Distribution page are covered in other work instructions.

**General Proposal Information**

* **3.0 Indicate how the forms will be submitted…:** Select **Click Grants via Grants.Gov**. This adds the Federal Grant Information page to the proposal in which you will enter the federal opportunity ID.
* **8.0 Is this an on campus submission…:** The option selected impacts the F&A rates used in the budgets.

**Campus Specific Documents**

* **1.0 Please download the following files…:** Click a link to open the document. Save the document to your computer and complete it. When done, return to this page and then click **Add** to upload the completed document to the proposal.

**Federal Grant Information**

* **1.0 Opportunity ID (PA or RFA Number):** Type the federal opportunity ID (or another ID one of the other boxes) and click **Find**. A table appears with the matching Grants.Gov opportunities. Select the opportunity from the table (option button at the left of the row).
1. When finished answering all the required fields on the SmartForm pages, on the Completion Instructions page (last page), click **Finish** to be redirected to the proposal workspace.

Your proposal has not yet been submitted for review. Your next step is to update the credit distribution for the proposal. While the proposal is in the draft state, you can also perform the following activities from the proposal workspace:

* Continue to update your proposal by clicking **Edit Funding Proposal**.
* Withdraw your proposal before you have submitted it for review by clicking **Withdraw Proposal (Prior to submission to sponsor).**
* Email the proposal team or specialist regarding your proposal by clicking **Email Proposal Team** or **Email Specialist**.

