

 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 nameYour 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 barThe 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 proposalSelect Edit Proposal to Make any changes as neededNOTE: The copy also copies the Budget if one exists |  | * Changes Made are accepted
 |  |
| 8 | Click the submit for department review |  |  |  |
| **End of Test** |  |  |  |  |