

GRANTING ACCESS TO proposalCENTRAL

Revised October 18, 2013

INITIATING PROPOSAL

1. Log into proposalCENTRAL <https://proposalcentral.altum.com/>
2. Click on "Create New Proposal" in upper left corner
3. Locate the appropriate grant and click "Apply Now" on far right
4. Confirm/Change the Lead Institution is "The Regents of the University of California, Los Angeles"

The screenshot shows the proposalCENTRAL Application System interface. At the top, there are navigation tabs: 'All Proposals', 'In Progress', 'Submitted', 'Awarded', and 'Archived'. A red box highlights the 'Create New Proposal' button. Below this is a table of proposals with columns for 'Delete', 'Edit', 'Identifier', 'Title', 'Grant Maker', 'Program', 'Investigator', 'Status', and 'Due Date'. A red arrow points to the 'proposalCENTRAL' logo. Below that, the 'All Opportunities' page is shown, with a dropdown menu open for 'Grant Maker'. The dropdown menu lists various organizations, and 'The Regents of the University of California, Los Angeles' is highlighted with a green box. To the right of the dropdown is a table with columns for 'LOI Deadline', 'Proposal Deadline', 'Contact Information', 'Apply', and 'FAQ'.

The screenshot shows the 'Institution & Contacts' form. On the left, there is a sidebar with 'Proposal Sections' and 'Support Links'. The 'Institution & Contacts' section is highlighted with a green box. The main form area has a 'Save' button, a 'Print' button, and navigation arrows. Below these are instructions for selecting the lead institution. The 'Lead Institution' field is set to 'The Regents of the University of California, Los Angeles'. There is a 'Change Institution' button. Below that is the 'Address' section with fields for 'Street', 'City', 'State', 'Zip', 'Country', 'Phone', and 'Fax'. The 'Address' field is filled with 'University of California, Los Angeles, Office of Contract and Grant Administration, 11000 Kinross Avenue, Suite 211, Los Angeles, CA 90095, United States, (310) 794-0102, (310) 794-0531'. There is a note about checks payable to UC Regents. Below the address is a section for 'Contact' information with fields for 'Name', 'Email', and 'Phone'. The 'Contact' field is filled with 'Gilbert, Cindy', 'cgilbert@research.ucla.edu', and '310-267-4814'. There is a 'Click Save before completing the sections below.' instruction. At the bottom, there is a section for 'Requested Contacts' with a table and an 'Add' button.

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1. Click "3) Enable Other Users to Access this Proposal" under the Proposal Sections in the toolbar on the far left
2. Enter email address or proposalCENTRAL User ID in the Proposal Access User Selector field & click "Find User"
3. Change Permissions using the drop down menu in the far right
4. Click "Accept Changes" to save

Permissions to Grant Fund Manager = Edit
Office of Contract & Grant Administration Analyst = Administrator

American Cancer Society proposalCENTRAL [FAQ](#) | [Customer Service](#) | [Help](#) | [X Close Window](#)
Rujanuruk, Catherine

Proposal To: American Cancer Society Research Scholar Grants
Title (Applicant): *Role of Cathelicidin in colon cancer metastasis* (Rujanuruk, Catherine)
Deadline: 10/15/2013 5:00:00 PM (U.S. Eastern Time)

Enable Other Users to Access this Proposal Cancel Exit

Proposal Sections
Click name below to go to that section:
1) Title Page
2) Download Templates & Instructions
3) **Enable Other Users to Access this Proposal**
4) Application Section
5) PI Data Sheet
6) Validate Pages
7) Print Signature Pages
8) Submit

Hints & Tips for Access Permissions. Click to Show/Hide
This screen allows you to give other users access to your grant application. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- View (View only. Cannot change any details.)
- Edit (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- Administrator (Can view, edit and submit the application. Can give access rights to others.)

Steps to Give Another Person Access to Your Grant Application:

1. Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.
2. Enter the "userid" of the person you wish to give access to in the "User ID/E-Mail" field of the "Proposal Access User Selector" section at the bottom of the screen then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."
3. Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Accept Changes" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.

Auto Notify: To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least "View" access below and check the box "Auto Notify".

Del	Auto Notify	Role	Name	E-Mail	Permissions
<input type="checkbox"/>	<input type="checkbox"/>		Rujanuruk, Catherine	crujanuruk@mednet.ucla.edu	Administrator

Proposal Access User Selector
User Selector User ID/E-Mail Enter the E-Mail address or User ID of the User and press the button to select.

Enable Other Users to Access this Proposal Cancel Exit



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Rujanuruk, Catherine

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<input type="checkbox"/>	<input type="checkbox"/>		Rujanuruk, Catherine	crujanuruk@mednet.ucla.edu	Administrator
<input type="checkbox"/>	<input type="checkbox"/>		Man, Raelen	rman@mednet.ucla.edu	View

Proposal Access User Selector
User Selector User ID/E-Mail Enter the E-Mail address or User ID of the User and press the button to select.