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"



GRANTING ACCESS TO PROPOSAL

- 1. Click "3) Enable Other Users to Access this Proposal" under the <u>Proposal Sections</u> 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

proposalCENTRAL Access

FAQ || Customer Service || Help || IXI Close Window Rujanuruks, Catherine American Cancer Society© proposalCENTRAL Proposal To: American Cancer Society Research Scholar Grants Title (Applicant): Role of Cathelicidin in colon cancer metastasis (Rujanuruks, Catherine) Deadline: 10/15/2013 5:00:00 PM (U.S. Eastern Time) Proposal Sections Click name below to go to that section. Enable Other Users to Access this Proposal <<Previous Next>> Cancel Exit Hints & Tips for Access Permissions. Click to ShowHide 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: Title Page Download Templates & Instructions Enable Other Users to Access this Proposal View (View only, Cannot change any details.) Edit (Can view and change information in the graphication. Cannot Submit or view this Access Permission screen) Administrator (Can view, edit and usumit the application. Can give access rights to others.) this Proposal Aspectantics Institution & Contacts | Key Personnel General and Technical Abstract & Project Coding Assurances | Assurances | Aspectation Sections 10 | Lotal Sheet 11 | Maidata 13 | Submit Support Links Steps to Give Another Person Access to Your Grant Application: Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalCHTAR system. They are not registered. After them to register the same way that you do. They do not need to completely fill out their Professional Phole - only the required fields of first and last name. Cherk the last of the person you wint to give access to in the 'User DE-Mail' field of the "Proposal Access User Selector" section at the bottom of the science them clock the "Fire User" buttom. The person will now be added to the last at the top of the page of users who have access to you replaction. The forking access persons in a "Yew". The science there for the person you have just added - View, Edit, or Administrator - then click the "Access Changes" buttom. 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". Support Links Proposal Access Rights Grantmaker Websit rogram Guidelines Email to Program Del Auto Notify Role Name E-Mail Permissions Proposal Identifiers Proposal ID: 307678 Rujanuruks, Catherine crujanuruks@mednet.ucla.edu Administrator Tracking Number Unassigned Accept Changes Grantor ID: Unassigned Proposal Access User Selector User Selector User ID/E-Mail mma@mednet.ucla.edu Enter the E-Mail address or User ID of the User and press the button to select. Find User Enable Other Users to Access this Proposal Cancel Exit evious Next>>

American Cancer Society®	proposalCE	TRAG <u>Customer Service</u> <u>Help</u> <u>IXI Close Viin</u> NTRAL Rujanuruka, Catherine
Proposal To: American C itle (Applicant): Role of	ncer Society Research Scholar Grants Cathelicidin in colon cancer metastasis (Rujanuruks, Catherine)
	Deadline: 10/15/2013 5:00:00 PN	(U.S. Eastern Time)
Proposal Sections	Enable Other	Jsers to Access this Proposal
go to that section.	< <previous next="">></previous>	Cancel Ex
1) <u>Title Page</u> 2) <u>Download</u> <u>Templates &</u> Instructions	Hints & Tips for Access Permissions: Click to ShowHide 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:	
3) Enable Other Users to Access this Proposal	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.)	
5) Institution &	Steps to Give Another Person Access to Your Grant Application:	
Contacts 6) Key Personnel 7) General and Technical Abstract 8. Project Coding	 Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalICHITRAL system. If they are not registered, direct them to register the same way that you ddi. They do not need to completely flu out they Professional Professi	
8) <u>Assurances &</u> <u>Certification</u> 9) <u>Application</u> <u>Sections</u> 10) <u>PI Data Sheet</u> 11) Validate	have access to your application. The default access perm 3. Finally, select the permissions level for the person you ha button. Note: This process only gives access to your application, access Professional Profile.	ssion is "View." is just added - View, Edit, or Administrator - then click the "Accept Changes" to your Professional Profile must be done separately from within the
12) <u>Print Signature</u> Pages 13) <u>Submit</u> Support Links	Auto Notify: To enable your co-investigators, department or gran access below and check the box "Auto Notify".	s administrators to receive system notifications, add them with at least "View"
Grantmaker Website	Proposal Access Rights	
Email to Program Admin	Del Auto Notify Role	Name E-Mail Permissions
Proposal Identifiers Proposal ID: 307678	Del Rujanur	ks, Catherine crujanuruks@mednet.ucla.edu Administrator 💌
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		Edit Accept Changes
Grantor ID: Unassigned		
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Grantor ID: Unassigned	Proposal Access User Selector	

DOM Fund Manager's Manual