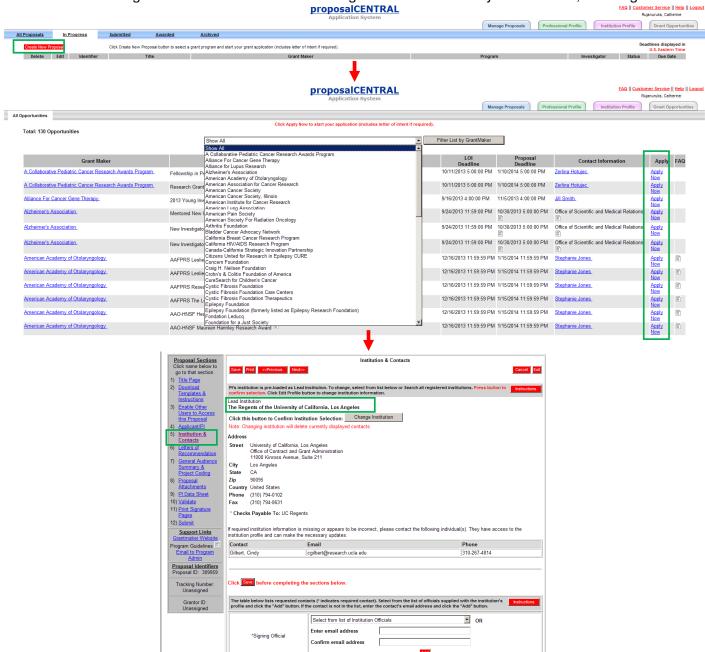
proposalCENTRAL Access DOM Fund Manager's Manual

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 DOM Fund Manager's Manual

