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

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.
1) Title Page
2) Download Templates & Instructions
3) Enable Other Users to Access this Proposal
4) Applicant/PI
5) Institution & Contacts
6) Key Personnel
7) General and Technical Abstract & Project Coding
8) Assurances & Certification
9) Application Sections
10) PI Data Sheet
11) Validate
12) Print Signature Pages
13) Submit

Support Links
Grantmaker Website
Program Guidelines
Email to Program Admin

Proposal Identifiers
Proposal ID: 307678

Tracking Number:
Unassigned

Grantor ID:
Unassigned

Enable Other Users to Access this Proposal

<<Previous Next>>   Cancel Exit

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".

Proposal Access Rights

Del	Auto Notify	Role	Name	E-Mail	Permissions
			Rujanuruks, Catherine	crujanuruks@mednet.ucla.edu	Administrator

Accept Changes

Proposal Access User Selector

User Selector User ID/E-Mail [rman@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

<<Previous Next>>   Cancel Exit

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Del	☐		Man, Raellen	rman@mednet.ucla.edu	View
					View
					Edit
					Administrator

Accept Changes

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