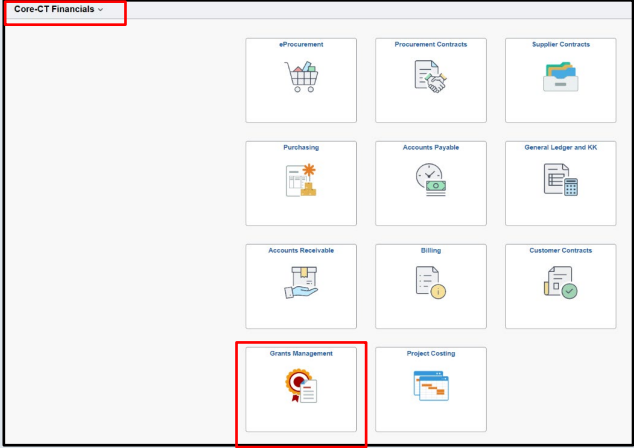
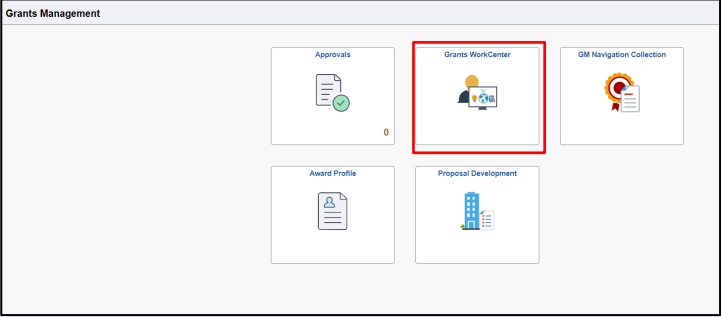
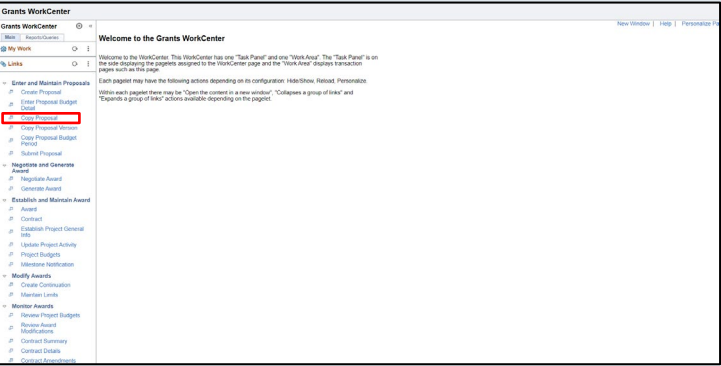


Copy a Grant Proposal

Purpose:

This job aid will help you Copy a Grant Proposal in Core-CT.

Steps	Screenshots
<p>1. Navigate to the Copy Proposal page: Nav Bar > Menu > Core-CT Financials > Grants > Proposals > Copy Proposal OR Core-CT Financials > Grants Management > Grants > Grants Workcenter > Copy Proposal</p>	
<p>2. Select Core-CT Financials then select the Grants Management Tile</p>	 <p>The screenshot shows a grid of application tiles under the 'Core-CT Financials' dropdown menu. The tiles include: eProcurement, Procurement Contracts, Supplier Contracts, Purchasing, Accounts Payable, General Ledger and KK, Accounts Receivable, Billing, Customer Contracts, Grants Management (highlighted with a red box), and Project Costing.</p>
<p>3. Click the Grants Workcenter Tile</p>	 <p>The screenshot shows the 'Grants Management' dashboard. It features several tiles: Approvals, Grants WorkCenter (highlighted with a red box), GM Navigation Collection, Award Profile, and Proposal Development.</p>
<p>4. Then, Copy Proposal</p>	 <p>The screenshot shows the 'Grants WorkCenter' interface. On the left, there is a navigation menu with various options. The 'Copy Proposal' option is highlighted with a red box. The main content area displays a 'Welcome to the Grants WorkCenter' message.</p>

Copy a Grant Proposal

Steps

5. Use the lookup icon to select a valid **Business Unit**.
6. Use the lookup icon to select a valid **Proposal ID** or enter any other search criteria.
7. Click the **Search** button.

Screenshots

Copy Proposal
Find an Existing Value

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*Business Unit = [dropdown] [lookup icon]

Proposal ID begins with [dropdown] [lookup icon]

Version ID begins with [dropdown] [lookup icon]

PI ID begins with [dropdown] [lookup icon]

Sponsor ID begins with [dropdown] [lookup icon]

Type = [dropdown] [dropdown]

Status = [dropdown] [dropdown]

Department ID begins with [dropdown] [lookup icon]

Short Title begins with [dropdown] [lookup icon]

Template Proposal begins with [dropdown] [lookup icon]

Show fewer options
Case Sensitive

Search Clear

8. Update the **To Start Date** and **To End Date** fields with the new proposal's Start and End Dates.
9. Click the **Copy** button.

Copy Proposal

From Proposal: CON0000008 *To Proposal: NEXT [lookup icon]

From Version ID: V101 To Version: NEXT

From Start Date: 10/01/2017 To Start Date: 10/01/2017 [calendar icon]

From End Date: 12/31/2018 To End Date: 12/31/2018

Budget Period

Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	10/01/2017	12/31/2018	10/01/2017 [calendar icon]	12/31/2018 [calendar icon]

Project

From Project ID: 00000000000006 Jobs for Veterans Slate Grant (JVSG) - LVER To Project ID: NEXT [lookup icon]

Budget

Copy	From Budget ID	To Budget ID
<input checked="" type="checkbox"/>	147501	147501 [lookup icon]

Copy

Return to Search Previous in List Next in List Notify

Copy a Grant Proposal

Steps

Screenshots

10. The **To Proposal** field will display the new, copied **Proposal ID**.

11. The **To Project ID** field will display the new, copied **Project ID**. This value can be changed when Generating Award.

From Proposal	CON0000008	To Proposal	CON0000146
From Version ID	V101	To Version	V101
From Start Date	10/01/2017	To Start Date	10/01/2017
From End Date	12/31/2018	To End Date	12/31/2018

Budget Period

Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	10/01/2017	12/31/2018	10/01/2017	12/31/2018

Project

From Project ID	DOL000000000005	Jobs for Veterans State Grant (JVSG) - DVOP	<input checked="" type="checkbox"/>	To Project ID	00000000000272
			<input checked="" type="checkbox"/> Primary Project		

Budget

Copy	From Budget ID	To Budget ID
<input checked="" type="checkbox"/>	147501	147501

Copy

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

12. Navigate to the Maintain Proposal page to view the new, copied proposal. All fields are editable in the new proposal.