Core-CT

Initiate Workflow
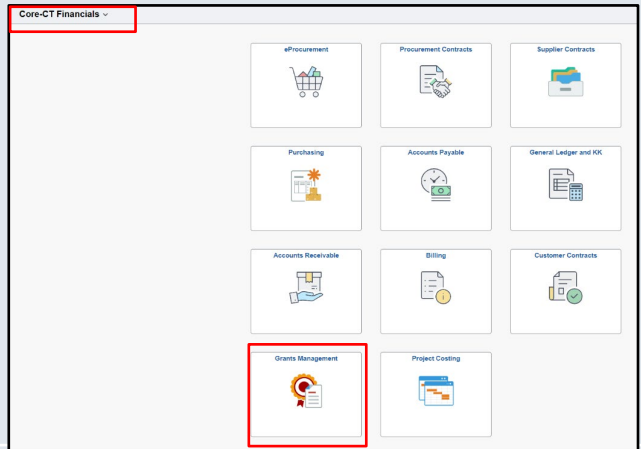
Purpose:

This job aid will help you initiate Workflow for a Grant Proposal in Core-CT.
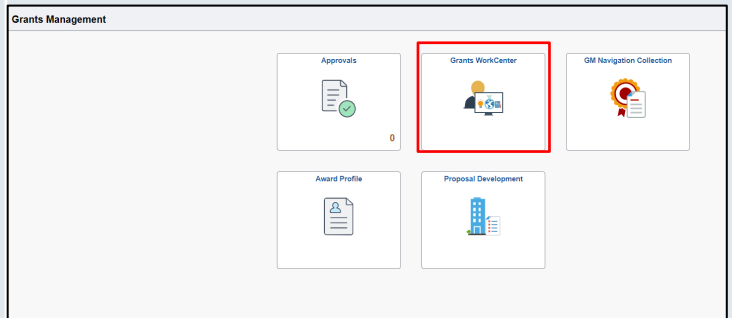
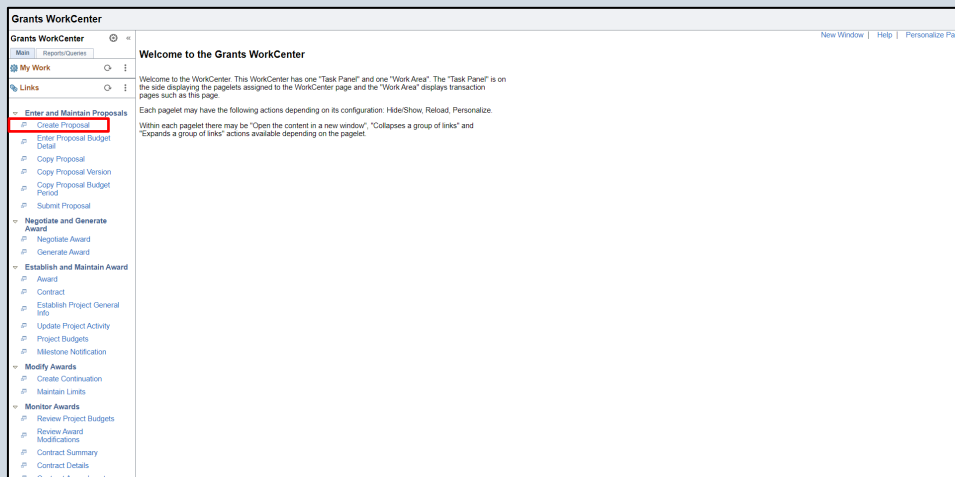| Steps	Screenshots
1. Navigate to the **Maintain Proposal** page: **Nav Bar > *Menu* > *Core-CT Financials* > *Grants* > *Proposals* > *Maintain Proposal* OR *Core-CT Financials* > *Grants Management* > *Grants Workcenter* > *Create Proposal***	
2. Select **Core-CT Financials** then select the **Grants Management Tile**	
3. Select **Grants Workcenter Tile**	
4. Then, **Create Proposal**	

![Core-CT logo]

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Steps	Screenshots
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.	

8. Click on the **Resources** tab and verify that the accurate **Professionals** are included as **Workflow Eligible**.

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Steps	Screenshots

9. Click on the **Proposal** tab.

10. Click on the **Start Approval Process** button.

11. Click the **Yes** button in the popup message.

Are you sure you want to trigger Component Approval Process? (9395,1190)

This will trigger Proposal Component Approval Workflow process.

Yes | No

12. The **Proposal Status** displays **Pending Approval** and the proposal fields are locked for editing.