Core-CT

Submit a Grant Proposal
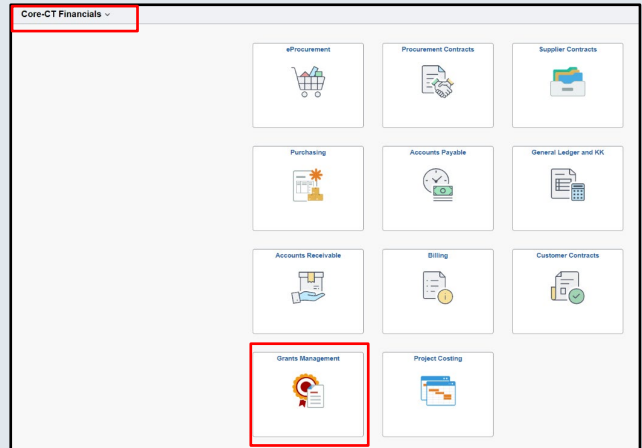
Purpose:

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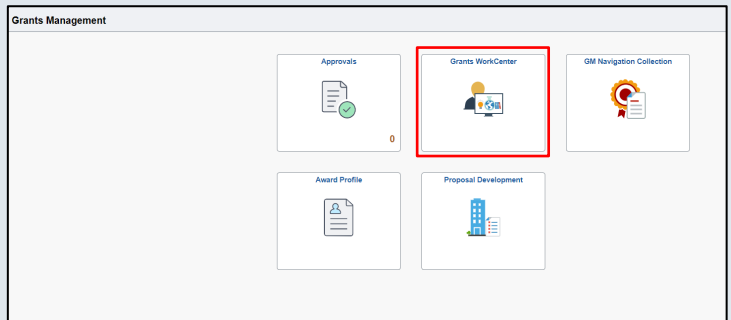
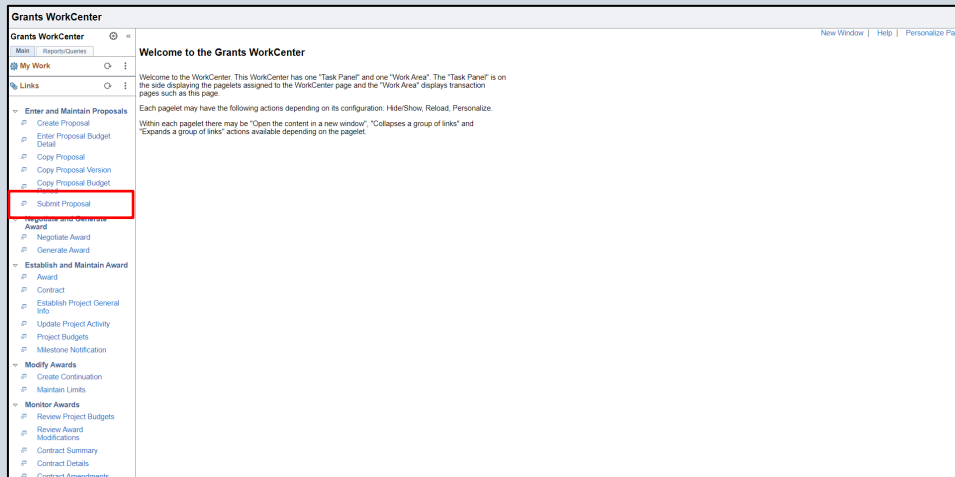| Steps	Screenshots
1. Navigate to the **Submit Proposal** page: **Nav Bar > *Menu > Core-CT Financials > Grants > Proposals > Submit Proposal** OR *Core-CT Financials > Grants Management > Grants Workcenter > Submit Proposal*	
2. Select ***Core-CT Financials*** *then select* the ***Grants Management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

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

8. Select **Submitted** from the **Submit Status** dropdown menu.

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9. Click the **Official** tab.

10. Use the lookup icons to select the **Administrative, Financial and Signing Official** employees for the proposal.

11. Click the **Save** button.

12. Click the **Submission** tab.

13. The **Proposal Status** displays **Submitted** and the **Submitted On** date and timestamp have updated.

14. Click on the **Version ID** hyperlink to navigate to the proposal.

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15. The **Proposal Status** and the **Submit Status** have updated.