

Submit a Grant Proposal

Purpose:

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

Steps	Screenshots
 Navigate to the Submit Proposal page: I Proposals > Submit Proposal OR Core Workcenter > Submit Proposal Output Output	Nav Bar > Menu > Core-CT Financials > Grants > -CT Financials > Grants Management > Grants
2. Select Core-CT Financials then select the Grants Management Tile	Core-CT Financials ~
	Perthasting
	Accents Restrictle
	Grants Management
3. Select Grants Workcenter Tile	Grants Management
	Approvals Grants WorkCenter Control WorkCent
	Award Profile

4. Then, Submit Proposal

Grants WorkCenter	
Grants WorkCenter 💮 🐇	New Window
Main Reports/Queries	Welcome to the Grants WorkCenter
🏟 My Work 🛛 😔 🗄	
S Links ○ !	- Welcome to the WorkGenter. This WorkGenter has one 'Task Panel' and one 'Work Area'. The 'Task Panel' is on the side displaying the pagelets assigned to the WorkGenter page and the 'Work Area' displays transaction pages such as this page.
· Enter and Maintain Proposals	Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.
P Create Proposal	Within each pagelet three may be "Open the content in a new window", "Collapses a group of links" and "Swrands" a page of links" "content works works and the second second second second second second second second
Enter Proposal Budget Detail	coloring a floop of suits, activity strategies or deforming out the ballocity
Copy Proposal	
Copy Proposal Version	
Copy Proposal Budget	
P Submit Proposal	
· Negodate and Generate	1
Award Negotiste Award	
Generate Award	
· Establish and Maintain Award	
P Award	
P Contract	
Establish Project General Info	
Update Project Activity	
Project Budgets	
Mestone Notification	
 Modify Awards 	
Create Continuation	
 Mantain critics 	
monitor Awards Review Project Budgets	
" Modifications	
Contract Summary Contract Details	
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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.

Screenshots

Submit Proposal
Find an Existing Value
✓ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.
Nose from recent searches ✓ ✓ Saved Searches Choose from saved searches ✓
"Business Unit = V DOLM1 Q.
Proposal ID begins with 🗸
Version ID begins with 🗸
PIID begins with v Q
Sponsor ID begins with 🗸
Type = 🗸
Status = 🗸
Department ID begins with 🗸
Short Title begins with 🗸
Template Proposal begins with 🗸
 Show fewer options
Search Clear

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

Submission Official					
Proposal ID Version ID	CON V101	Title UI PI Name			
Proposal Status Proposal Valid Fron Received Sponsor Proposal IE Sponso Location	Health and Human Services (HHS)	2	*Submit Status Proposal Valid To Transmission By	Not Submitted Not Submitted Submitted	~
Submitted Or Return To Maintain Proposal Save Return to Search Pr Submission Official	evrous in List	Notify			



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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.

	Proposal ID Version ID	CON V101 PI	Title Name	UI .	
Approvers					Q I I I I I I I I I View All
		□ Submit for Approval			+ -
	*Administrative			Q	□ Approved
	Financial			Q	□ Approved
	*Signing Official			Q	□ Approved
Return To Maint	ain Proposal				
Save	teturn to Search	Previous in List Next in List	Notify		
ubmission C	fficial				

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.

Submission Official					
Proposal ID Version ID	CON V101	Title PI Name	UI		
Proposal Status	Submitted		*Submit Status	Submitted	~]
Proposal Valid From			Proposal Valid To		
Received			Transmission By		~
Sponsor Proposal ID					
Sponsor Location	Health and Human Services (HHS)				
Submitted On	03/19/2024 10:04:50 AM				
Return To Maintain Proposal					
Save Return to Search Pre	vious in List Next in List	Notify			
Submission Official					



Steps

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Screenshots

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

FI	oposal	Projects	Duugets	Resources	Ceruncations	Reports	Autachments				
			Proposal ID	CON0000009				Version ID	V101		
			Description	RESEA				Currency	USD	Add to	My Proposals
		Reference	Award Number	UI31511EZ0			Federal Awar	d Identification Number	UI-31511-18-60-	A-9	
			*Title	RESEA					Start Ap	proval Process	
		Lo	ong Description	Unemploymer Eligibility Asse	t Insurance (IU) Re	employment Ser	vices and				
				170 characters	remaining						
			*PI ID	510642							
*Sponsor II Pre-Award Administrato				FED019	Health and	I Human Service	es (HHS)	Status			
								Pr	oposal Status /	Awarded Submitted	
			Purpose					Ge	enerate Status	Contract Generated	1
Proposal Type				New						In Approval Pro	cess
			Confidence %					Facilities & Adm	nin Requested ation/Component	Ωv	lork Flow By Pass
Jue	Ву	Budget E:	kpress	Add	tional Information		CFDA	NIH Modular Gr	ant		
			*Start Date	01/01/2018		*End Dat	e 09/30/2019		No. Periods		Build Periods