

Submit a Grant Proposal

Purpose:

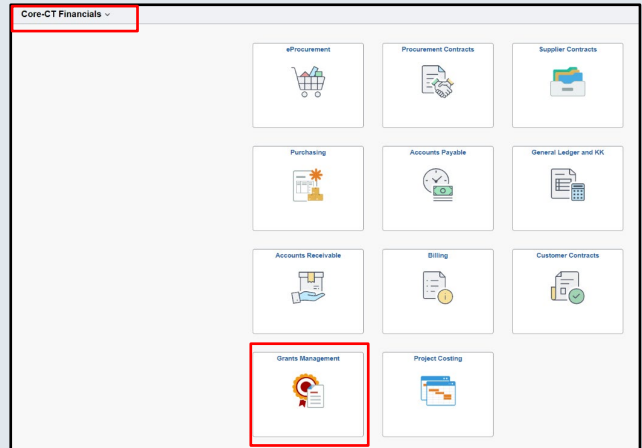
This job aid will help you submit a Grant Proposal in Core-CT.

Steps

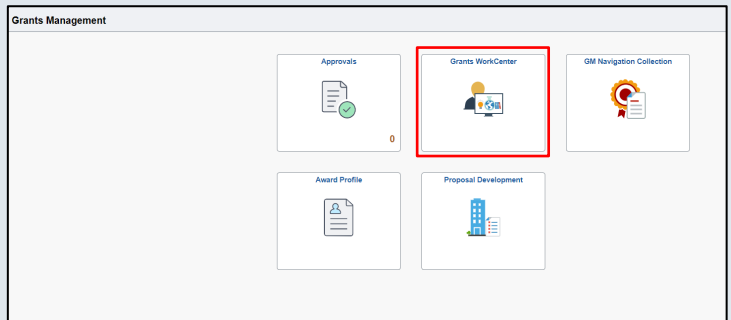
Screenshots

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**

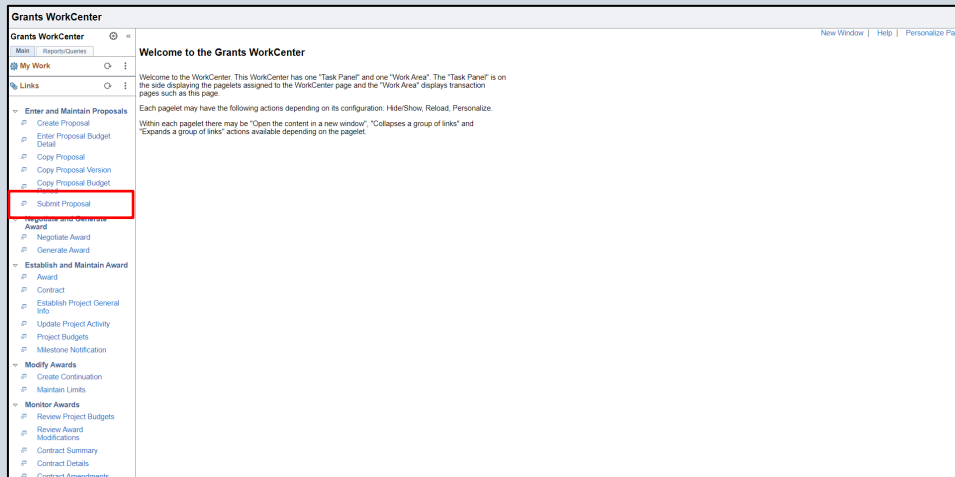
2. Select **Core-CT Financials** then select the **Grants Management Tile**



3. Select **Grants Workcenter Tile**



4. Then, **Submit Proposal**



Submit a Grant Proposal

Steps

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.

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

*Business Unit = DOLM1

Proposal ID begins with

Version ID begins with

PI ID begins with

Sponsor ID begins with

Type =

Status =

Department ID begins with

Short Title begins with

Template Proposal begins with

^ Show fewer options

Case Sensitive

Search Clear

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

Submission Official

Proposal ID CON Title UI
Version ID V101 PI Name

Proposal Status Draft *Submit Status Not Submitted

Proposal Valid From Proposal Valid To Not Submitted

Received Submitted

Sponsor Proposal ID Transmission By

Sponsor Health and Human Services (HHS)

Location

Submitted On

[Return To Maintain Proposal](#)

Save Return to Search Previous in List Next in List Notify

Submission | Official

Submit a Grant Proposal

Steps

Screenshots

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.

Submit a Grant Proposal

Steps

Screenshots

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

The screenshot displays the 'Proposal' tab of a grant submission system. The interface includes a navigation bar with tabs for 'Proposals', 'Projects', 'Budgets', 'Resources', 'Certifications', 'Reports', and 'Attachments'. The main content area shows the following details:

- Proposal ID:** CON0000009
- Description:** RESEA
- Reference Award Number:** UI31511EZ0
- Federal Award Identification Number:** UI-31511-18-60-A-9
- Version ID:** V101
- Currency:** USD
- ^Title:** RESEA
- Long Description:** Unemployment Insurance (IU) Reemployment Services and Eligibility Assessment (RESEA) (170 characters remaining)
- ^PI ID:** 510642
- *Sponsor ID:** FED019
- Health and Human Services (HHS)**
- Pre-Award Administrator:** (field is empty)
- Purpose:** (field is empty)
- Proposal Type:** New
- Confidence %:** (field is empty)
- Status:** Proposal Status: Awarded; Submit Status: Submitted
- Generate Status:** Contract Generated
- In Approval Process
- Facilities & Admin Requested
- Foreign Application/Component
- NIH Modular Grant
- Work Flow By Pass

At the bottom of the form, there are fields for ***Start Date** (01/01/2018), ***End Date** (09/30/2019), **No. Periods**, and a **Build Periods** button. Navigation links for 'Due By', 'Budget Express', 'Additional Information', and 'CFDA' are also present.