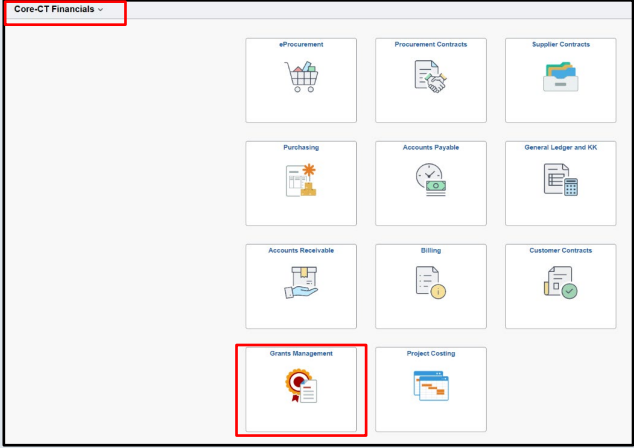
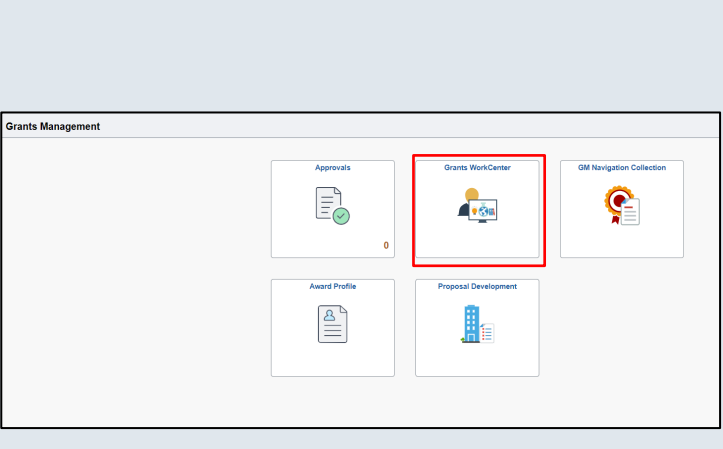
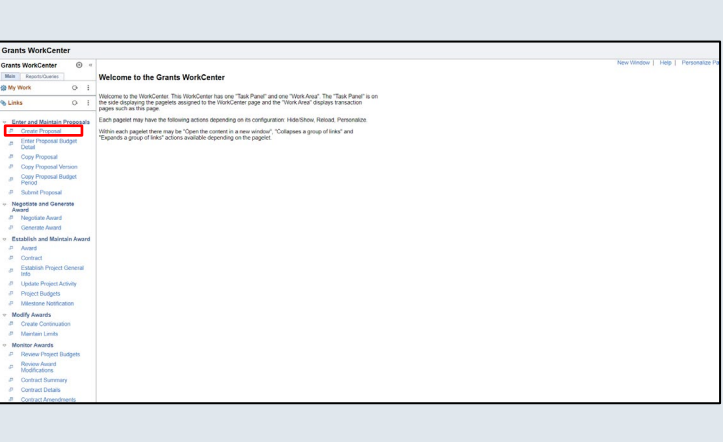


# Update Proposal Status

## Purpose:

This job aid will help you update the status of a Grant Proposal in Core-CT.

Steps	Screenshots
<p>1. Navigate to the <b>Maintain Proposal</b> page: <b>Nav Bar &gt; Menu &gt; Core-CT Financials &gt; Grants &gt; Proposals &gt; Maintain Proposal OR Core-CT Financials &gt; Grants Management &gt; Grants Workcenter &gt; Create Proposal</b></p>	
<p>2. Select <b>Core-CT Financials</b> then select the <b>Grants Management Tile</b></p>	 <p>The screenshot shows the 'Core-CT Financials' dropdown menu. The 'Grants Management' tile, which features a ribbon icon, is highlighted with a red box.</p>
<p>3. Click the <b>Grants Workcenter Tile</b></p>	 <p>The screenshot shows the 'Grants Management' page. The 'Grants WorkCenter' tile, which features a person and a computer icon, is highlighted with a red box.</p>
<p>4. Then, <b>Create Proposal</b></p>	 <p>The screenshot shows the 'Grants WorkCenter' page. In the left-hand navigation pane, the 'Create Proposal Budget Award' link is highlighted with a red box.</p>

## Update Proposal Status

### 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

**Maintain Proposal**

**Find an Existing Value** + Add a New 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 = [ ] [ ]

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. In the **Status** section, select a valid **Proposal Status** from the dropdown menu.

**Status**

\*Proposal Status: Draft

Submit Status: Accepted Award  
Award Pending  
Awarded  
Declined by Sponsor  
Discontinued

Generate Status: Draft  
Institution Approved  
Not Funded  
Pending Approval  
Pending Funding  
Refused by Institution  
Rejected  
Submitted  
Withdrawn

Facilities & Admin Requested  
 Foreign Application/Component  
 NIH Modular Grant

9. Click the **Save** button.

Save
Return to Search
Previous in List
Next in List
Notify
Refresh