**Using GrantPro to Submit External Grant Proposals**

Important things to know about GrantPro:

- No PINs are necessary. You are authenticated by your email username and password.

- It is wise to log out of GrantPro when you have finished your session. However, if your session is inactive after 20 minutes, you will be logged out automatically.

- GrantPro is a secure process. Only you, the GrantPro Administrator, and those required to approve your grant proposal (see below) will have access to your grant proposal information.

In GrantPro, your external grant proposal will go through the following stages. All steps are handled electronically; there will be no paper routing. You will be guided through this process by GrantPro and the Office of Academic Grants. You will be notified by email of each status change. You may also log into GrantPro at any time and see the status of your proposal.

- **Preliminary Inquiry Form Draft:** You will fill out a Preliminary Inquiry Form, which remains in draft status until you specifically tell GrantPro to submit it to your Department Chair for approval.

- **Department Chair Approval:** Upon submission by you, your Preliminary Inquiry Form will be routed to your Department Chair. Upon Chair approval, the form will be then routed to the Office of Academic Grants for review. If your Inquiry is not approved, it will be placed back in Draft status. You will be notified by email in either case.

- **Review by Office of Academic Grants:** The Office of Academic Grants will review your Inquiry, and route it to the appropriate Vice Presidents and/or division heads for their approval. You will be notified by email that the inquiry is awaiting VP approval.

- **VP approval:** Each indicated VP/division head must approve your Preliminary Inquiry Form. Once they have all approved, notification is sent to both you and the Office of Academic Grants, who will then work with you to develop your final Proposal documents. If for some reason a VP does not approve, the Office of Academic Grants will work with you to resolve the issue. When all the VPs have reviewed your inquiry, you will be notified of its status.

- **Finalization of Grant Proposal:** Once your final budget and proposal documents have been developed, you will upload them into GrantPro and submit the final proposal to the Office of Academic Grants, who will review everything before submission to the funding source.

- **Submission to the Funding Source:** The Office of Academic Grants will review your final proposal. If the proposal is to be mailed, the Office of Academic Grants will submit the documents and notify you by email. In some cases the grant must be applied for electronically by the Principal Investigator; in this case you will be notified by email when you may do so.
• **Notification of award/decline:** The Office of Academic Grants will update the information in GrantPro.

• **Archived:** Past funded or denied proposals will be archived at the beginning of each academic year. Only you and GrantPro administrators have access to your archived proposals.

**Instructions:**

1. **Create a new Preliminary Inquiry Form.** From your Applicant Menu, under External Grants, choose Begin New Proposal. You will fill in the Preliminary Inquiry Form. You may either submit it to your Department Chair at this time, or leave it in Draft status.

2. **Changing a draft Inquiry Form.** From the Applicant Menu, under External Grants, choose View Your Proposals. You may change any proposal listed under the "Draft" category. Click on the funding source. You can then make any changes to the Inquiry Form:
   - You are not required to fill in all of the above information at this time. Your Inquiry Form remains in draft status until you specifically tell GrantPro to submit it.
   - If you are NOT submitting the proposal, simply click Next. When you click Next, you will be taken back to the View Your Proposals page.

3. **Submitting a Preliminary Inquiry Form.** To submit your proposal, click on Submit for Department Chair Review, and click on NEXT.

4. **Submitting a final proposal.** From the Applicant Menu, under External Grants, choose View Your Proposals. If your proposal is listed under “Inquiry Form Approved by Division Heads,” then you finalize the proposal information and upload your final proposal document(s) and budget.
   - At the top of the page will be information from your Preliminary Inquiry Form, and below will be information about your Final Proposal. You may have to change the Final Proposal information, as things may have changed since you filled out the Preliminary Inquiry. Check this over carefully.
   - You may upload one(1) budget document (.xls, .doc, .txt, or .pdf). Each budget document will replace the previously uploaded budget document.
   - You may submit up to three(3) proposal documents (.doc, .txt, or .pdf). Each document #1 will replace the previously uploaded document #1, and document #2 will replace the previous document #2, etc.
   - In order to be accepted by the Office of Academic Grants, your proposal must include at least one proposal document.
• You don't have to submit to the Office of Academic Grants at this time, in which case just click on NEXT at the bottom of the page.

• If you are ready to submit your final proposal information, then click on Submit to Office of Academic Grants, then click on NEXT.

If you need additional assistance, please contact Dr. Ed Hamilton in the Office of Academic Grants and Foundation Relations (375-2409).