

**National Institutes of Health Clinical Center
Bench to Bedside Program
Guidelines for How to Submit a Letter of Intent (LOI) and Full Proposal**

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If your LOI is approved, you will be able to return to proposalCentral and submit a full proposal.

[Submitting a Full Proposal](#) (Click link to be directed to instructions for that section.)

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(You can unsubmit your proposal if you need to make changes after submitting, but ***before*** the deadline.)

For questions about proposalCentral:

by e-mail: pcsupport@altum.com OR by phone: 800 875 2562 (Toll-free U.S. and Canada)
Normal Business Hours: 8:30am - 5:00pm Eastern Time (Available Monday – Friday)

Registering as a User on ProposalCentral (required to submit a LOI)

Creating a User Account

- 1) Go to: <https://proposalcentral.altum.com/>
- 2) Click the “Click here to Login, Register and Apply” link.



proposalCENTRAL
Application System

[FAQ](#) || [Customer Service](#) || [Help](#) || [Login](#)
Not Logged In

proposalCENTRAL is an e-grantmaking website shared by many government, non-profit, and private grant-making organizations. Over twenty thousand applicants and reviewers interact electronically with the grant-makers that are members of proposalCENTRAL. proposalCENTRAL is now part of the family of e-grantmaking solutions provided by [Altum, Inc.](#)

Applicants: Click here to Login, Register and Apply. (For grant opportunities, see below.)	Grant Writing Tips (from The Chronicle of Higher Education):
Grants/Contracts Officials: Click here to login.	" The Buck Starts Here " (2/21/2005) provides tips for first-time grant writers.
Peer Review Committee Members: Click here to log in.	" Words Worth Their Weight in Cash " (4/8/2005) offers suggestions for creating a persuasive narrative.

- 3) Click “Click here” to create your own user account.

[Home](#) [New User Registration](#) [Forgot Password](#)

Welcome to proposalCENTRAL Application System

New to proposalCENTRAL? [Click here](#) to create your own user account.

Existing users login below.

User ID or E-mail Address:

Password:

You may login using your userid or your registered e-mail address.

[Forgot Password?](#)

- 4) Create your own User ID and password and enter your first name, last name, and e-mail address. Also, you will need to select a Challenge Question from the drop down menu and provide an answer. When you have entered all of the information, you should read the Terms of Service and Acceptable Use Policy and check the boxes that you agree. When you have finished, click the **Save** button.

*User ID/ Login ID: Please enter a userid for this account.

*First Name: Please enter a first name

*Last Name: Please enter a last name

*Email: Please provide a primary e-mail address for this account. This e-mail address will be used for all correspondence and notifications from proposalCENTRAL, and the participating grant-makers. This e-mail address can be used in place of the userid to login.

*New Password: Please enter a password for this account. Passwords must be 6 to 12 characters in length, with at least one alpha and one numeric character

*Confirm Password: Please re-type the password for confirmation.

*Challenge Question: Please provide a challenge question and an answer below it. These will be used for verification by Customer Service or if the user forgets their password.

*Answer:

By checking the Boxes below, you represent that both you - and the person whom this profile represents - agree to the Terms of Service and will abide by the Acceptable Use Policy for proposalCENTRAL.

I agree to the [Terms of Service.](#)

I agree to the [Acceptable Use Policy.](#)

- 5) A note will appear indicating that the registration process is complete and an e-mail with your confirmation number has been sent to the e-mail address you listed.

Please Note: Your registration process is complete. An E-Mail has been sent to tomharry@example.com. The E-Mail contains a Confirmation Number. For first time login only, obtain the Confirmation number, Return to this site, Login using the User ID and Password you entered and enter the Confirmation Number when requested.

- 6) Check your e-mail and retrieve the confirmation number you were sent. You will need this number ONLY for the first time you log-in. When you have your confirmation number, return to: <https://pcdemo.altum.com/Login.asp> and enter your User ID or e-mail address and your password and click the **Login** button.

New to proposalCENTRAL? [Click here](#) to create your own user account.

Existing users login below.

**User ID or
E-mail Address:**

You may login using your userid or your registered e-mail address.

Password:

[Forgot Password?](#)

- 7) Enter the confirmation number you were sent and click the Submit Confirmation Number button. If you have lost your confirmation number, click the “Resend Confirmation Number to X” link and it will be resent to you.

Confirmation Number:

[Resend Confirmation Number to tomharry@example.com](#)

Completing Your Account Profile

Note – At this stage you are not required to complete all of the information below. However, all of the information added as part of your profile will automatically be pulled into all LOIs and all applications you start for all grantmakers that use proposalCentral. If any grantmaker requires this information to be completed in order to submit an application, you will have to return to your profile and complete it. Therefore, the more complete your profile is at the beginning, the less information you will have to add later when completing a LOI or full proposal. **We suggest that, at a minimum, you complete Section 1 Contact Information and select your institute/center** (steps 1-4). [Otherwise you can skip to the section on how to complete a LOI.](#)

- 1) You will need to select your Institute/Center. To do this click the “here” link at the top of the screen.

My Profile Other Profiles Add Profile Manage Proposals Professional Profile Institution Profile Grant Opportunities

Profile Hints & Tips: Click to Show/Hide

Contents of Professional Profile

You do not have any primary institution. Primary Institution is required, please click [here](#) to add a institution

- 2) In the text box next to “Enter Institution search string” enter either NIH, your institute’s full name or abbreviation and click the **Display Results** button.

Institution Search.

Please search and select applicable institution for your profile by using the search filters provided. If you do not find your institution in the search results, then please use the option "Create new Institution" button. Create new Institution

Enter Institution search string: e.g. if you are searching for "University of California, Los Angeles", then you can enter "Los Angeles" or you can use UCLA, which is the abbreviation.

Enter Institution City: Enter entire city name or first few characters

Select Institution State:

Select Institution Country:

Display Results
Reset Filter
Cancel

- 3) A list of the NIH institutes/centers will appear. Select the appropriate one and click the **Select** button. Note – The list below does not show all of the institutes/centers that are available, only a sample.

<input type="radio"/>	National Institute of Mental Health, NIH NIMH	Unconfirmed
<input type="radio"/>	National Institute of Neurological Diseases and Stroke, NIH NINDS	Unconfirmed
<input type="radio"/>	National Institute of Nursing Research, NIH NINR	Unconfirmed
<input type="radio"/>	National Institute on Aging, NIH NIA	Unconfirmed
<input type="radio"/>	National Institute on Alcohol Abuse and Alcoholism, NIH NIAAA	Unconfirmed
<input type="radio"/>	National Institute on Deafness and Other Communication Disorders, NIH NIDCD	Unconfirmed
<input type="radio"/>	National Institute on Drug Abuse, NIH NIDA	Unconfirmed
<input type="radio"/>	National Institutes of Health, National Cancer Institute, Pediatric Oncology Branch	Unconfirmed
<input type="radio"/>	National Institutes of Health, NIH	Confirmed
<input type="radio"/>	NIH - National Institutes of Neurological Disorders and Stroke	Confirmed
<input type="radio"/>	NIH - Extramural Programs: Office of Rare Disorders	Unconfirmed

Select
Cancel

- 4) Complete the information as shown and click the **Save** button when done. Note – You must click the **Save** button before navigating to the next page or your information will not be saved.

Click folders below to navigate to other parts of the profile

1) Institution & Contact Info Add

1. National Heart Lung and Blood Institute, NIH NHLBI

2) Degrees

3) Research Interests

1. General Interests

4) Personal Data for Applications

5) BioSketch

6) Enable other to access your profile

7) Account Information

Save
Delete This Contact Item
Next>>
Cancel

Institution: National Heart Lung and Blood Institute, NIH NHLBI Change Institution

Primary Institution:

Note: The institution you have selected has not been Confirmed by your institution's grants office. Please have your grants office contact proposalCENTRAL Customer Support at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by e-mail at pcsupport@altum.com to have the institution's profile Confirmed.

Position Title:
Please provide your title at the institution e.g. Provost, Department Head, Vice President.

Academic Rank:
If located at an academic institution, please provide your academic rank e.g. Full Professor, Associate Professor, Postdoctoral Student.

Division:

Department:

Sub-Dept:

Address:

Mail Stop:

Street:

City: State/Province: Zip/Postal Code:

Country:

Phone:

Work: Alt Work: Pager:

FAX: Mobile: Home:

- 5) Once the information has been saved, you can navigate to the next section by either clicking the **Next>>** button or the link to the section in the gray box on the left of the screen.

1. [National Heart Lung and Blood Institute, NIH NHLBI](#)

2. [Degrees](#) ←

3. Research Interests

4. [Personal Data for Applications](#)

5. [BioSketch](#)

6. [Enable other to access your profile](#)

7. [Account Information](#)

Primary Institution:

Note: The institution you have selected has not been Confirmed by your institution's grants office. Please have your grants office contact proposalCENTRAL Customer Support at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by e-mail at pcsupport@altum.com to have the institution's profile Confirmed.

Position Title:
Please provide your title at the institution e.g. Provost, Department Head, Vice President.

Academic Rank:
If located at an academic institution, please provide your academic rank e.g. Full Professor, Associate Professor, Postdoctoral Student.

Division:

Department:

Sub-Dept:

Address:

Mail Stop:

Street:

City: State/Province: Zip/Postal Code:

Country:

Phone:

Work: Alt Work:

FAX: Mobile: Pager:

Home:

Save Delete This Contact Item **Next>>** ← Cancel

- 6) You can add Baccalaureate Degree(s) and Post Baccalaureate Degree(s) by clicking the **Add New Degree** button and then typing the name of degree, institution and year and then click **Add New Degree** button again. In addition, enter the highest and other degrees and click the **Save** button.

Name: Harry, Tom Email: tomharry@example.com [Edit Account Information](#)

Save <<Previous Next>> Cancel

Highest Degree(s):
List highest degree(s) separated by commas. Use Standard abbreviations e.g., Ph.D., M.D., D.V.M., M.P.H.

Other Degree(s):
List other degree(s) separated by commas. Use Standard abbreviations e.g., B.S., B.A., M.S.

Baccalaureate Degree(s): [Add New Degree](#)

		Degree	Institution	Year Of Degree
Edit	Del	Chemistry	Johns Hopkins University	1980

Post Baccalaureate Degree(s): [Add New Degree](#)

		Degree	Institution	Year Of Degree
Edit	Del	MPH	Harvard School of Public Health	1982
Edit	Del	PhD	Georgetown University	1988

Save <<Previous Next>> Cancel

- 7) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 3 General Interests, if you want to add information regarding your research interests and expertise, enter the information and click the Save button. Also, if you would like to select keywords that apply to your research areas, double click on the words that apply and they will appear in the box on the right. Note – You can use the letters above the keys words to jump to a different section of keywords, which are in alphabetical order.

- 8) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 4 Personal Data for Applications, you can enter as much (or little) information as you choose. If you enter information, remember to click the **Save** button in order to save.

- 9) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 5 BioSketch, you can attach your most current biosketch to your profile. To do this, click the “Click here” link.

Name: Harry, Tom Email: tomharry@example.com [Edit Account Information](#)

[Save](#) [<<Previous](#) [Next>>](#) [Cancel](#)

No Biosketchs Found

[Click here](#) to add a new biosketch.

[Save](#) [<<Previous](#) [Next>>](#) [Cancel](#)

Either enter a URL link or browse for the file and upload. Once the link or file is uploaded, add a description and click the Save button.

[Save](#) [<<Previous](#) [Next>>](#) [Cancel](#)

Description:

An attachment may take one of several forms:

An attachment can be a web site, in which case enter the complete URL starting with *HTTP://www.* below.

An attachment can be a file located on your local disk, in which case press the browse button below, then locate the file in the dialog box which appears.

Enter URL:

- OR -

Upload Document: [Browse...](#)

[Save](#) [<<Previous](#) [Next>>](#) [Cancel](#)

Once the biosketch has been added, you can review or delete by clicking either the **Show** or **Del** buttons, respectively. You can also add another biosketch if you want by clicking the “Click here” link and repeating the process.

Name: Harry, Tom Email: tomharry@example.com [Edit Account Information](#)

[Save](#) [<<Previous](#) [Next>>](#) [Cancel](#)

Description	File Type	File Size	Date	View	Delete
DR. TOM HARRY'S BIOSKETCH AS OF 8.5.08	.PDF	26.1 KB	8/5/2008	Show	Del

[Click here](#) to add a new biosketch.

[Save](#) [<<Previous](#) [Next>>](#) [Cancel](#)

- 10) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 6 Enable other to access your profile, you can allow other users, such as an assistant, to access your profile to either view or edit it. To add a user, enter their e-mail address and click **Add User** button. You can adjust their permissions from the drop down menu and then click the **Save** button.

The screenshot shows a web interface for editing account information. At the top, it displays the current user's details: Name: Harry, Tom and Email: tomharry@example.com. There are buttons for 'Save', '<<Previous', 'Next>>', and 'Cancel'. Below this is a table with columns: Delete, Name, E-Mail Address, and Edit Permissions. The table contains two rows of user data. The first row shows 'Tom Harry' with email 'tomharry@example.com' and 'Administrator' permissions. The second row shows 'Joan Jones' with email 'joanjones@example.com' and 'View' permissions. Below the table is an 'Add User' button and a text box for entering a user's login or email address. A note at the bottom states: 'To allow another user access to this Professional Profile enter the User's Login or E-Mail Address above and press the Add User button.'

Delete	Name	E-Mail Address	Edit Permissions
Delete	Tom Harry	tomharry@example.com	Administrator
Delete	Joan Jones	joanjones@example.com	View
			Administrator
			Edit
			View

- 11) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 7 Account Information, you can change basic information about your account, such as User ID, e-mail address, password, challenge questions, your name, etc. After adding/changing the information, click the **Save** button.

The screenshot shows a web form for updating account information. It includes fields for Prefix, First Name (Tom), Middle Name, Last Name (Harry), Suffix, Primary E-Mail Address (tomharry@example.com), User Login/ID (tomharry), Current Password, New Password, Confirm Password, Select Challenge Question (Mother's maiden name?), Answer (Tom), and Alternate Email 1. There are 'Save', '<<Previous', and 'Cancel' buttons at the top. Explanatory text is provided for several fields: 'Please enter a first name', 'Please enter a last name', 'Please provide a primary e-mail address for this account. This e-mail address will be used for all correspondence and notifications from proposalCENTRAL and the participating grant-makers. This e-mail address can be used in place of the user id to login.', 'Anytime, if the primary email, user login, password or challenge question information is changed, then the current password is required', 'Please enter a password for this account. Passwords must be 6 to 12 characters in length, with at least one alpha and one numeric character', 'Confirm new password.', and 'Please provide a challenge question and an answer below it. These will be used for verification by Customer Service or if the user forgets their password.'

Submitting a LOI

- 1) (1) If you are not already logged in to the system and you need to log-in and begin a LOI, [read these instructions](#).
- (2) If you are already logged-in to the system and you want to begin an LOI, [read these instructions](#).
- (3) If you have already started an LOI and you want to log-in again and access your in-progress LOI to continue working on it, [read these instructions](#).

(1) If you are not already logged in to the system and you need to log-in and begin a LOI, read these instructions.

Go to: <https://proposalcentral.altum.com> and click the “Click here to Login, Register and Apply” link.

Applicants: Click here to Login, Register and Apply .  (For grant opportunities, see below.)	Grant Writing Tips (from The Chronicle of Higher Education):
Grants/Contracts Officials: Click here to login .	"The Buck Starts Here" (2/21/2005) provides tips for first-time grant writers.
Peer Review Committee Members: Click here to log in .	"Words Worth Their Weight in Cash" (4/8/2005) offers suggestions for creating a persuasive narrative.

Enter your User ID and password and click the **Login** button. If you are a new user, please refer to the section on how to [create a new user account](#). If you have forgotten your password, click the “Forgot Password?” link and it will be e-mailed to you.

Existing users login below.

User ID or E-mail Address:

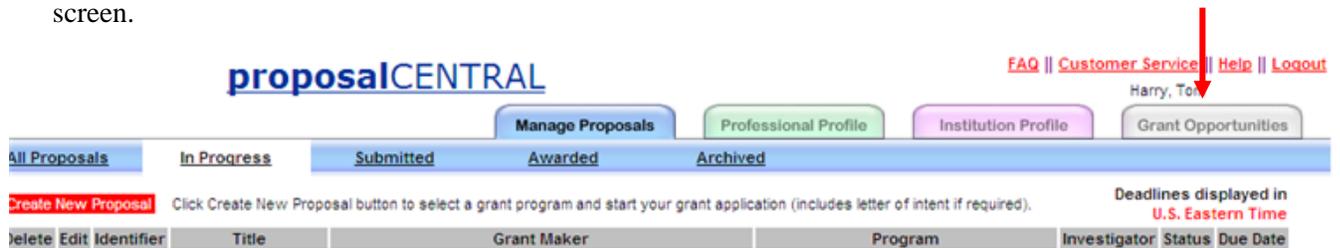
You may login using your userid or your registered e-mail address.

Password:

[Forgot Password?](#)

Important Notices:

If you are starting a LOI for the first time click on the gray Grant Opportunities tab at the top right of the screen.

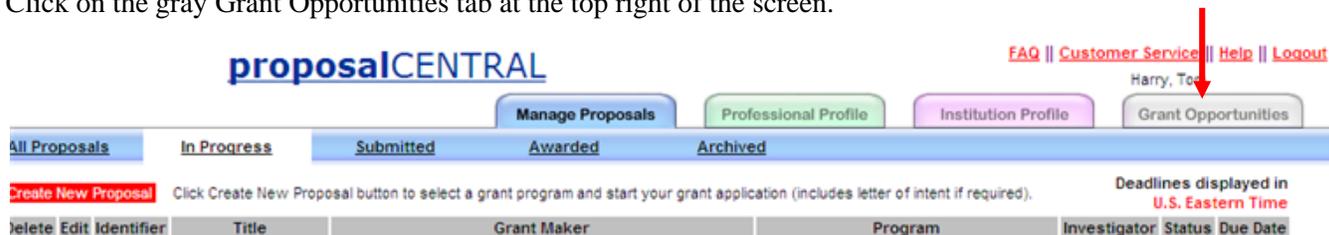


Filter the list of grant opportunities by selecting National Institutes of Health Clinical Center from the drop down menu and click the **Filter List by GrantMaker** button.

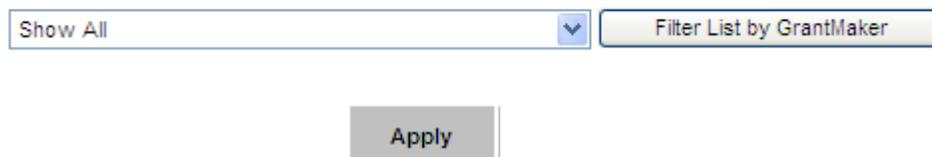
Click the “Apply Now” link. [Apply Now](#). [Now click here to be redirected to Step 2](#). The rest of Step 1 pertains to accessing an already started LOI or beginning an LOI when you are already logged in.

(2) If you are already logged-in to the system and you want to begin an LOI, read these instructions.

Click on the gray Grant Opportunities tab at the top right of the screen.



Filter the list of grant opportunities by selecting National Institutes of Health Clinical Center from the drop down menu and click the **Filter List by GrantMaker** button.



Click the “Apply Now” link. [Apply Now](#) . [Now click here to be redirected to Step 2](#). The rest of Step 1 pertains to accessing an already started LOI.

(3) If you have already started an LOI and you want to log-in again and access your in-progress LOI to continue working on it, read these instructions.

Go to: <https://proposalcentral.altum.com> and click the “Click here to Login, Register and Apply” link.

Applicants: Click here to Login, Register and Apply .  (For grant opportunities, see below.)	Grant Writing Tips (from The Chronicle of Higher Education):
Grants/Contracts Officials: Click here to login .	"The Buck Starts Here" (2/21/2005) provides tips for first-time grant writers.
Peer Review Committee Members: Click here to log in .	"Words Worth Their Weight in Cash" (4/8/2005) offers suggestions for creating a persuasive narrative.

Enter your User ID and password and click the **Login** button. If you have forgotten your password, click the “Forgot Password?” link and it will be e-mailed to you.

Existing users login below.

User ID or E-mail Address:

You may login using your userid or your registered e-mail address.

Password:

[Forgot Password?](#)

Important Notices:

Click on the In Progress tab under the blue Manage Proposals tab.

[FAQ](#) || [Customer Service](#) || [Help](#) || [Logout](#)

Harry, Tom

[Manage Proposals](#) [Professional Profile](#) [Institution Profile](#) [Grant Opportunities](#)

[All Proposals](#) [In Progress](#) [Submitted](#) [Awarded](#) [Archived](#)

[Create New Proposal](#) Click Create New Proposal button to select a grant program and start your grant application (includes letter of intent if required). **Deadlines displayed in U.S. Eastern Time**

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
Del	Edit	59279	LOI: Translating Benchside Work to Improved Care for Patients with Lung Disease	National Institutes of Health Clinical Center	Bench to Bedside Program	LOI: Harry, Tom	LOI in Progress	9/24/2008

This will bring you to the list of all the LOIs and proposals that you have in progress. Click the Edit button next to the LOI you wish to work on. This will take you to your LOI or full proposal.

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
Del	Edit	59279	LOI: Translating Benchside Work to Improved Care for Patients with Lung Disease	National Institutes of Health Clinical Center	Bench to Bedside Program	LOI: Harry, Tom	LOI in Progress	9/24/2008

- Enter the title of your project next to the Project Title box and click the **Save** button. (Note – If you are returning to a LOI that you already started, this will already be done. However, you can edit the Project Title by entering a new title and clicking the **Save** button.

[FAQ](#) || [Customer Service](#) || [Help](#) || [Logout](#)

Jones, Joan

LOI To: National Institutes of Health Clinical Center *Bench to Bedside Program*
 Title (Applicant): *LOI In Progress (Jones, Joan)*

Deadline: 9/24/2008 (U.S. Eastern Time)

LOI Sections

Complete each section of the LOI below. Click the Next button to save and go to the next section or click directly on the sections listed below.

- [Project Title](#)
- [Enable Other Users to Access this Proposal](#)
- [Principal Investigator](#)
- [Institution](#)
- [Summary Information](#)
- [Validate](#)
- [Submit](#)

Proposal Sections

LOI must be submitted and approved before Proposal can be completed.

Support Links

[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Proposal Identifiers

LOID: 59170

Project Title

[Save](#) [Print](#) [Next>>](#) [Cancel](#) [Exit](#)

Enter a title for your application, then press Save.
 Press Next to save any changes and go to the next proposal section. [Instructions](#)

* Project Title Do not exceed 75 characters.

Project Title

[Save](#) [Print](#) [Next>>](#) [Cancel](#) [Exit](#)

To navigate your way through the LOI, you can either click on the links in the gray box on the left side of the screen or click the << Previous or Next>> buttons in red. Remember to click the Save buttons to ensure all information is saved.

- 3) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 2 Enable Other Users to Access this Proposal, you can allow other individuals to view, edit, or have administrative rights for your LOI. In order to add a person, enter their User ID or e-mail address and click the **Find User** button. **NOTE – THIS PERSON MUST ALREADY BE A REGISTERED USER IN PROPOSALCENTRAL.** If this person has not created a profile, please refer them the section on how to [create a new user account](#). Once they have an account, they can be added. After a user has been added to your LOI, you can set their permissions by selecting the level you want from the drop down menu and click the **Accept Changes** button.

Del	Auto Notify	Role	Name	E-Mail	Permissions
<input type="checkbox"/>	<input type="checkbox"/>		Harry, Tom	tomharry@example.com	Administrator
<input type="checkbox"/>	<input type="checkbox"/>		Jones, Joan	joanjones@example.com	View

<<Previous **Next>>**

Cancel **Exit**

- 4) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 3 Principal Investigator the information you completed in your profile will automatically be imported in the LOI. The items you need to complete in order to submit your LOI are marked with a red asterisk (*). If there are any items that are showing as blank but marked with a *, click on the **Edit Professional Profile** button and you will be directed to your profile. If all of the information is there, you can move to the [next step](#).

Complete those items in the profile that are required for the LOI submission and then click the **Return to LOI/Proposal** button.

[Return to LOI / Proposal](#) ←

Be sure to save changes to the profile before returning.

Name: Harry, Tom **Email:** tomharry@example.com [Edit Account Information](#)

[Save](#) [Delete This Contact Item](#) [Next>>](#) [Cancel](#)

Institution: National Heart Lung and Blood Institute, NIH NHLBI [Change Institution](#)

Primary Institution:

Note: The institution you have selected has not been Confirmed by your institution's grants office. Please have your grants office contact proposalCENTRAL Customer Support at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by e-mail at pcsupport@altum.com to have the Institution's profile Confirmed.

Position Title:
Please provide your title at the institution e.g. Provost, Department Head, Vice President.

Academic Rank:
If located at an academic institution, please provide your academic rank e.g. Full Professor, Associate Professor, Postdoctoral Student.

Division:

Department:

Sub-Dept:

Address:

Mail Stop:

Street:

City: **State/Province:** **Zip/Postal Code:**

Country:

If you missed information and there are still items that are showing as blank but marked with a *, click on the **Edit Professional Profile** button again and you will be directed to your profile. Please keep in mind that all information marked by a * is required in order to submit an application.

- 5) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 4 Institution you need to make sure the correct Lead Institution is listed. If the correct institution is selected, [proceed to the next step](#). If not, click the **Change Institution** button.

Institution

[Save](#) [Print](#) [<<Previous](#) [Next>>](#) [Cancel](#) [Exit](#)

PI's institution is pre-loaded as Lead Institution. To change, select from list below or Search all registered institutions. Press button to confirm selection. Click Edit Profile button to change institution information. [Instructions](#)

Change Lead Institution
National Heart Lung and Blood Institute, NIH NHLBI Click this button to Change the Lead Institution
National Heart Lung and Blood Institute, NIH NHLBI

[Change Institution](#) ←

Note: Changing institution will delete currently displayed contacts.

If required institution information is missing or appears to be incorrect, please contact the following Administrator(s) of this Institutional Profile. The Administrator will make the necessary updates to the Institutional Profile.

Administrator	Email	Phone
Pringer, Patricia	ppringer@nih.gov	301-402-2435

Institution

[Save](#) [Print](#) [<<Previous](#) [Next>>](#) [Cancel](#) [Exit](#)

In the text box next to “Enter Institution search string” enter either NIH, your institute’s full name or abbreviation and click the **Display Results** button.

Institution Search.

Please search and select applicable institution for your profile by using the search filters provided. If you do not find your institution in the search results, then please use the option "Create new Institution" button. Create new Institution

Enter Institution search string: e.g. If you are searching for "University of California, Los Angeles", then you can enter "Los Angeles" or you can use UCLA, which is the abbreviation.

Enter Institution City: Enter entire city name or first few characters

Select Institution State:

Select Institution Country:

Display Results
Reset Filter
Cancel

A list of the NIH institutes/centers will appear. Select the appropriate one and click the **Select** button. Note – The list below does not show all of the institutes/centers that are available, only a sample.

<input type="radio"/>	National Institute of Mental Health, NIH NIMH	Unconfirmed
<input type="radio"/>	National Institute of Neurological Diseases and Stroke, NIH NINDS	Unconfirmed
<input type="radio"/>	National Institute of Nursing Research, NIH NINR	Unconfirmed
<input type="radio"/>	National Institute on Aging, NIH NIA	Unconfirmed
<input type="radio"/>	National Institute on Alcohol Abuse and Alcoholism, NIH NIAAA	Unconfirmed
<input type="radio"/>	National Institute on Deafness and Other Communication Disorders, NIH NIDCD	Unconfirmed
<input type="radio"/>	National Institute on Drug Abuse, NIH NIDA	Unconfirmed
<input type="radio"/>	National Institutes of Health, National Cancer Institute, Pediatric Oncology Branch	Unconfirmed
<input type="radio"/>	National Institutes of Health, NIH	Confirmed
<input type="radio"/>	NIH - National Institutes of Neurological Disorders and Stroke	Confirmed
<input type="radio"/>	NIH - Extramural Programs: Office of Rare Disorders	Unconfirmed

Select
Cancel

- 6) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 5 Summary Information enter the information requested. **In order to make sure you do not lose any information, click the Save button after every box is completed.**

Save
Print
<<Previous
Next>>
Cancel
Exit

Click Save before completing the sections below.

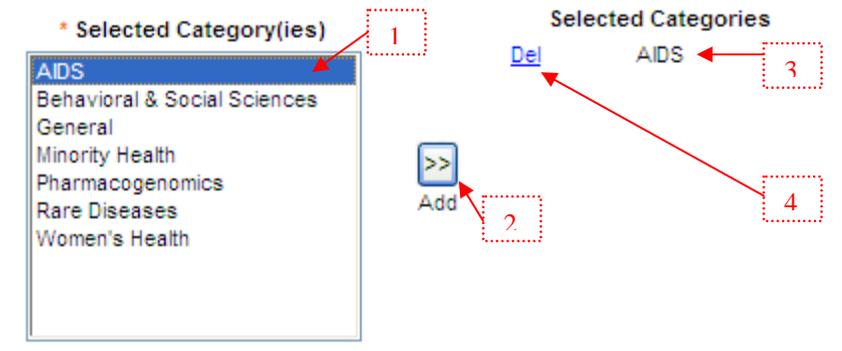
* Summary of overall project: (State clearly the aims of the team as a whole; include a brief explanation of the contributions of each project collaborator.)

* Estimated Budget: (Provide a general estimate for budget required with a projection of how costs might be distributed between intramural and extramural.)

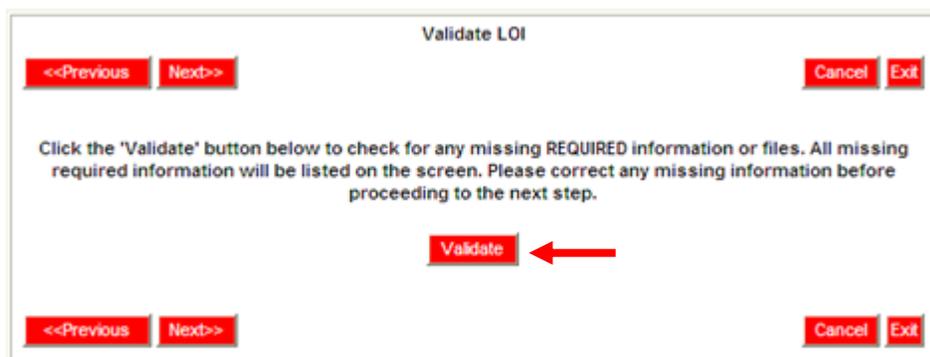
* Proposed Collaborators (list names, IC's or institutions):

Save

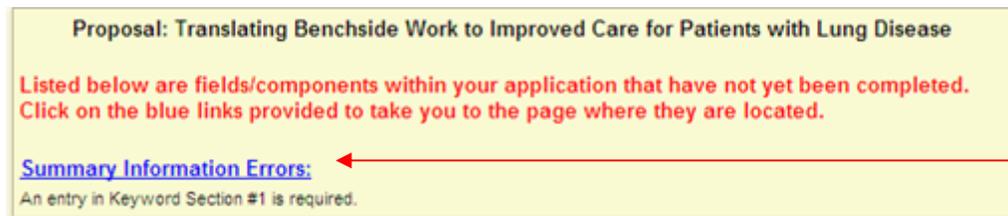
In order to select the categories for the project, click on the category (1) and then click the >> button to add the category (2). You will then see the category added under the Selected Categories (3). If you want to delete a category that you added, click the “Del” link (4). You can add multiple categories by repeating steps 1 and 2.



- 7) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 6 Validate, click on the **Validate** button. This will check your application to see if you are missing any information that is required to submit the application. If you are, there will be links provided at the top of the screen to return to those sections. If not, you will be given a message indicating that the application is ready to be submitted. **Note – The application is not submitted until Section 7 Submit; Validation does NOT submit your application.**

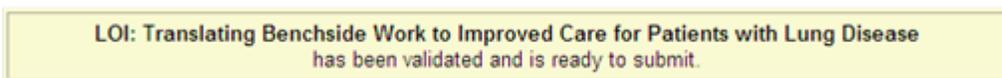


EXAMPLE MESSAGE INDICATING THAT THERE IS MISSING INFORMATION.



The “Summary Information Errors” is a link to the page with the missing information.

EXAMPLE MESSAGE INDICATING LOI IS READY TO BE SUBMITTED.



- 8) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 7 you will submit your LOI by clicking the **Submit** button.

Submit LOI

<<Previous Cancel Exit

To submit your LOI, please click the 'Submit' button below. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Submit ←

Important Notice:
We recommend that you verify that the status of your Letter of Intent has changed to 'LOI Submitted'. For best results, you should logout and close all proposalCENTRAL browser windows. Login again and verify that your LOI is listed with the status of 'LOI Submitted'.

<<Previous Cancel Exit

The following message will then appear and you will receive a confirmation e-mail.

Note: Your LOI has been submitted. You will receive a confirmation e-mail shortly.

Submitting a Full Proposal

- 1) If you are already logged-in skip to [step 3](#). If you are not logged into the system, go to: <https://proposalcentral.altum.com> and click the “Click here to Login, Register and Apply” link.

Applicants: Click here to Login, Register and Apply . (For grant opportunities, see below.)	Grant Writing Tips (from The Chronicle of Higher Education):
Grants/Contracts Officials: Click here to login .	"The Buck Starts Here" (2/21/2005) provides tips for first-time grant writers.
Peer Review Committee Members: Click here to log in .	"Words Worth Their Weight in Cash" (4/8/2005) offers suggestions for creating a persuasive narrative.

- 2) Enter your User ID and password and click the **Login** button. If you have forgotten your password, click the “Forgot Password?” link and it will be e-mailed to you.

Existing users login below.

User ID or E-mail Address:

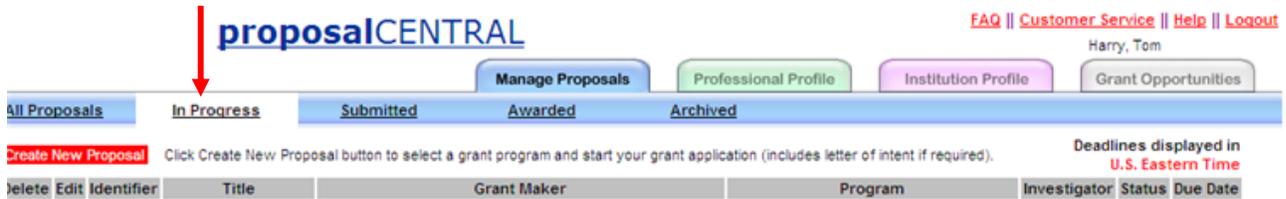
Password:

You may login using your userid or your registered e-mail address.

[Forgot Password?](#)

Important Notices:

- 3) Click on the In Progress tab under the blue Manage Proposals tab.



- 4) This will bring you to the list of all the LOIs and proposals that you have in progress. **If a full proposal required an LOI approval, you can only have access to the full proposal AFTER the LOI has been approved.** Click the **Edit** button next to the Proposal. This will take you to your full proposal. Note – The Status is **LOI**: Approved and **Proposal**: In Progress.

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status
Del	Edit	59278	<i>Proposal:</i> Translating Benchside Work to Improved Care for Patients with Lung Disease <i>LOI:</i> Translating Benchside Work to Improved Care for Patients with Lung Disease	National Institutes of Health Clinical Center	Bench to Bedside Program	<i>Proposal:</i> Harry, Tom <i>LOI:</i> Harry, Tom	<i>Proposal:</i> In Progress <i>LOI:</i> Approved

- 5) If the Project Title is still accurate, then you can move on to the next section by clicking either the **Next>>** button or the link to the section in the gray box on the left of the screen. If you would like to change it, change the text and click the **Save** button.

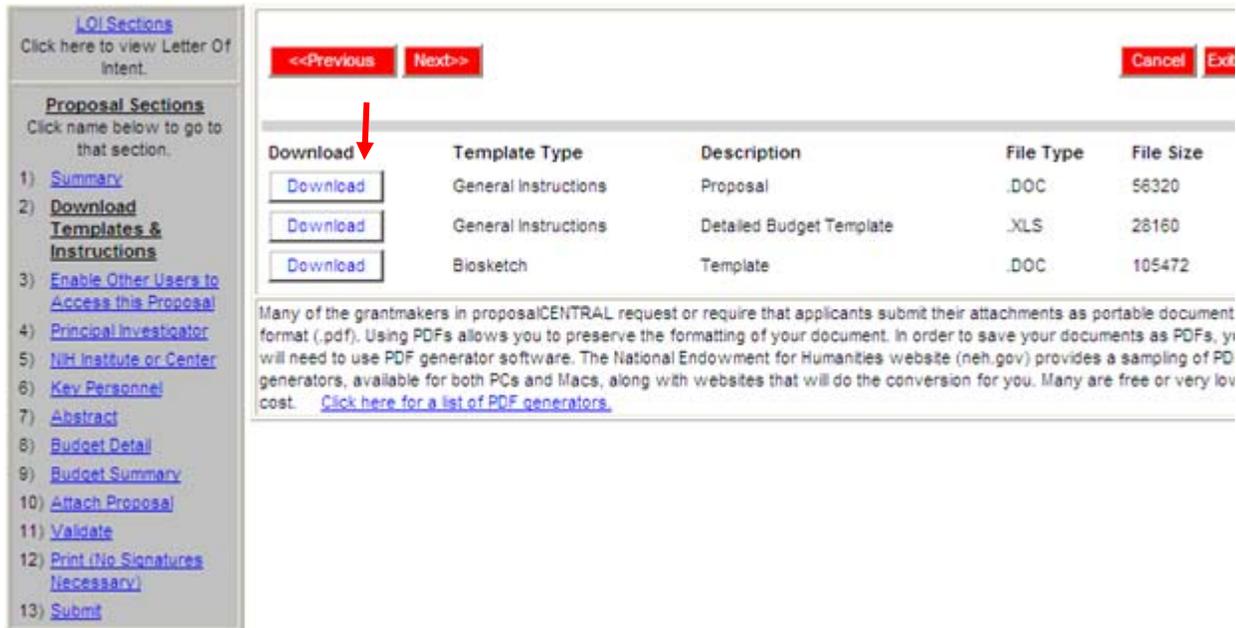
Summary

Enter a title for your proposal, then press Save.
Press Next to save any changes and go to the next proposal section.

* Project Title 75 characters maximum.

Summary

- 6) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 2 Download Templates & Instructions, download the templates and instructions by clicking the **Download** buttons next to the documents.



The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of sections under 'Proposal Sections', with 'Download Templates & Instructions' highlighted. The main content area features a table with columns for 'Download', 'Template Type', 'Description', 'File Type', and 'File Size'. A red arrow points to the 'Download' button in the first row of the table. Below the table is a paragraph of text providing information about PDF generators.

Download	Template Type	Description	File Type	File Size
Download	General Instructions	Proposal	.DOC	56320
Download	General Instructions	Detailed Budget Template	.XLS	28160
Download	Biosketch	Template	.DOC	105472

Many of the grantmakers in proposalCENTRAL request or require that applicants submit their attachments as portable document format (.pdf). Using PDFs allows you to preserve the formatting of your document. In order to save your documents as PDFs, you will need to use PDF generator software. The National Endowment for Humanities website (neh.gov) provides a sampling of PDF generators, available for both PCs and Macs, along with websites that will do the conversion for you. Many are free or very low cost. [Click here for a list of PDF generators.](#)

You will be prompted to either Open or Save the document. If you choose to Open, you can also save the document once after it has been opened.



- 7) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 3 Enable Other Users to Access this Proposal, the users you added during the LOI process will appear. If you would like to add a person, enter their User ID or e-mail address and click the **Find User** button. **NOTE – THIS PERSON MUST ALREADY BE A REGISTERED USER IN PROPOSALCENTRAL.** If this person has not created a profile, please refer them the section on how to [create a new user account](#). Once they have an account, they can be added. After a user has been added to your LOI, you can set their permissions by selecting the level you want from the drop down menu and click the **Accept Changes** button. If you want to delete a person, click the “Del” link on the left side of the table.

The image shows two screenshots from a web application. The top screenshot is titled "Proposal Access Rights" and displays a table with columns: Del, Auto Notify, Role, Name, E-Mail, and Permissions. Two rows are visible: one for Harry, Tom (tomharry@example.com) with Administrator permissions, and one for Jones, Joan (joanjones@example.com) with View permissions. A dropdown menu is open for the second row, showing options: View, Edit, and Administrator. An "Accept Changes" button is at the bottom. The bottom screenshot is titled "Proposal Access User Selector" and features a "User Selector" field, a "User ID/E-Mail" input field, and a "Find User" button. Below the input field is a note: "Enter the E-Mail address or User ID of the User and press the button to select." Navigation buttons include "<<Previous", "Next>>", "Cancel", and "Exit".

- 8) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 4 Principal Investigator the information you completed in your profile/LOI will automatically be imported in the proposal. The items you need to complete in order to submit your proposal are marked with a red asterisk (*). If there are any items that are showing as blank but marked with a *, click on the **Edit Professional Profile** button and you will be directed to your profile. If all of the information is there, you can move to the [next step](#).

The image shows a screenshot of the "Principal Investigator" profile form. On the left is a sidebar with a list of sections: Summary, Download Templates & Instructions, Enable Other Users to Access this Proposal, Principal Investigator (highlighted), NIH Institute or Center, Key Personnel, Abstract, Budget Detail, Budget Summary, Attach Proposal, Validate, Print/No Signatures Necessary, and Submit. Below this are "Support Links" and "Proposal Identifiers" (LOI ID: 59279, Proposal ID: 59278, Tracking Number: Unassigned, Grantor ID: Unassigned). The main form area has a header: "(NOTE: PI must be an NIH Intramural researcher) The person who initially creates the proposal is pre-loaded as the PI. Contact information from the PI's profile is shown below. To update profile, click Edit Profile. To change PI, select from list and click button to confirm selection." Below this is a dropdown menu for the Principal Investigator: "Harry, Tom - National Heart Lung and Blood Institute, NIH NHLBI". A second note says: "Contact information from the selected PI's Professional Profile is displayed below. (To update this information, click Edit Profile below)." An "Edit Professional Profile" button is highlighted with a red arrow. The form fields include: PI Name (Prefix, * First Tom, Middle, * Last Harry, Suffix), * PI Institution (National Heart Lung and Blood Institute, NIH NHLBI), * Highest Degree(s) (Ph.D., M.P.H.), Other Degree(s) (B.A.), * Position/Title (Department Head), Academic Rank (Professor), Division (Division of Lung Disease), Department, Address (45 Center Drive, Bethesda, MD, 20814), * E-mail (tomharry@example.com), * Country (United States), and Phone (Work: 301-444-5555, AltWork, Fax, Pager, Mobile, Home). A red asterisk (*) is next to the Country field with a note: "(U.S. citizens or non-U.S. citizens with Permanent Resident status only.)". At the bottom are "Save", "Print", "<<Previous", "Next>>", "Cancel", and "Exit" buttons.

Complete those items in the profile that are required for the proposal submission and then click the **Return to LOI/Proposal** button.

Return to LOI / Proposal

Be sure to save changes to the profile before returning.

Name: Harry, Tom **Email:** tomhary@example.com [Edit Account Information](#)

[Save](#) [Delete This Contact Item](#) [Next>>](#) [Cancel](#)

Institution: National Heart Lung and Blood Institute, NIH NHLBI [Change Institution](#)

Primary Institution:

Note: The institution you have selected has not been Confirmed by your institution's grants office. Please have your grants office contact proposalCENTRAL Customer Support at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by e-mail at pcsupport@altum.com to have the institution's profile Confirmed.

Position Title: Department Head
Please provide your title at the institution e.g. Provost, Department Head, Vice President.

Academic Rank: Professor
If located at an academic institution, please provide your academic rank e.g. Full Professor, Associate Professor, Postdoctoral Student.

Division: Division of Lung Disease

Department: _____

Sub-Dept: _____

Address:

Mail Stop: _____

Street: 45 Center Drive

City: Bethesda **State/Province:** MD **Zip/Postal Code:** 20814

Country: United States

If you missed information and there are still items that are showing as blank but marked with a *, click on the **Edit Professional Profile** button again and you will be directed to your profile. Please keep in mind that all information marked by a * is required in order to submit an application.

- 9) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 5 NIH Institute or Center, the Lead Institute selected from the LOI will appear. Please fill in the text box next to Branch and click the **Save** button.

Click here to view Letter Of Intent.

[Save](#) [Print](#) [<<Previous](#) [Next>>](#) [Cancel](#) [Exit](#)

Proposal Sections
Click name below to go to that section.

- Summary
- Download Templates & Instructions
- Enable Other Users to Access this Proposal
- Principal Investigator
- NIH Institute or Center**
- Key Personnel
- Abstract
- Budget Detail
- Budget Summary
- Attach Proposal
- Validate
- Print the Signatures (Necessary)
- Submit

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Proposal Identifiers
LOI ID: 59279
Proposal ID: 59278
Tracking Number: Unassigned
Grantor ID: Unassigned

Pf's institution (NIH Institute or Center) is pre-loaded as Lead Institution. To change, select from list below or Search all registered institutions. **Press button to confirm selection.** Click **Edit Profile** button to change institution information.

Lead Institute
National Heart Lung and Blood Institute, NIH NHLBI [Change Institution](#)

Branch: _____

Address
Street: 9000 Rockville Pike
City: Bethesda
State: MD
Zip: 20892
Country: United States
Phone: 301-999-9999
Fax: _____

Note: Changing institution will delete currently displayed contacts.

If required institution information is missing or appears to be incorrect, please contact the following Administrator(s) of this Institutional Profile. The Administrator will make the necessary updates to the Institutional Profile.

Administrator	Email	Phone
Pringer, Patricia	ppringer@nih.gov	301-402-2435

NIH Institute or Center

[Save](#) [Print](#) [<<Previous](#) [Next>>](#) [Cancel](#) [Exit](#)

- 10) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 6 Key Personnel, you will need to add the other key personnel on the proposal. In order to do this, enter the individual's e-mail address (one person at a time) next to the "Enter e-mail address" and "Confirm email address" boxes and click the **Add** button. Note – A person does not need to be registered in proposalCentral to be added.

When the person has been added, another screen will appear. If they are already a registered user of proposalCentral, the information from their profile will automatically populate the screen. If they are not already a user, the information will be blank. The items you need to complete in order to submit your proposal are marked with a red asterisk (*). If there are any items that are showing as blank but marked with a *, you will need to complete them and then click the **Save** button. If you do not click the **Save** button, no information will be added. Note – When you click **Save**, you do NOT get a confirmation message, but you will see the information stays. In order to continue with the application when done, click the "Close Window" link at the top of the screen.

Contact Screen - Key Personnel

INSTRUCTIONS: Enter contact information below for the person that you selected. Click 'Save' to save your changes. When you are done, click 'Save' and then 'Close Window'. (NOTE: 'Close Window' does not save any changes made to the screen since the last 'Save'). If you want to delete this person as a contact or change the contact to a different person, close the window and click 'Del' next to this contact in the Key Personnel table. From that screen, follow the instructions to 'Add' a new person.

[Save](#) [Close Window](#)

Edit Key Personnel Info for Joan Jones

* Role

* %Effort Enter % effort proposed for this key person on this project.

Name Prefix * First Middle * Last Suffix

E-Mail

Degrees

Position/Title

Please select the contact's institution from the list of institutions registered with proposalCENTRAL. If the institution is not listed, contact the appropriate institution office and have them register with [proposalCENTRAL](#).

* Search and Select Institution [Search Institution](#)

Division

Department

Mail Stop

* Street Address

* City State

Once you have added key personnel, you can Edit or Delete (Del) their information by clicking the appropriate link under the Action column.

Key Personnel

Print <<Previous Next>> Cancel Exit

Provide contact information for other key project personnel, other than the PI, in the table below. Instructions

Role	Name	Title	Institution	Email	Phone	Effort	Action
NIH Co-Investigator	Jones, Joan	Science Director	Clinical Center NIH CC	joanjones@example.com	301.222.3333	10	Edit Del

INSTRUCTIONS:
To add a new contact to the table above, enter the e-mail address of the person you wish to add. Click 'Add'. Complete the contact form. (Note: If the person is already registered in proposalCENTRAL, some information will be pre-loaded into the contact form). To edit the person's contact information, click, 'Edit' (in the far right Action column). To delete a person from the table, click 'Del'. (Note: Changes that you make to the person's contact information will be for this proposal only. Permanent changes must be made in the person's Professional Profile).

Enter email address

Confirm email address

Add

Print <<Previous Next>> Cancel Exit

- 11) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 7 Abstract, enter the General Audience Summary and Scientific Abstract. **In order to make sure you do not lose any information, click the Save button after every box is completed.** Note – The Research Areas section will already be complete as that information was supplied in the LOI.

Save Print <<Previous Next>> Cancel Exit

Please provide a General Audience Summary below (< 3,000 characters. Text only. No special characters or formatting. See instructions for details.). Instructions

* General Audience Summary

Technical Abstract Instructions

* Scientific Abstract

Click **Save** before completing the sections below.

Please select one or more research areas that are applicable to this project.

* Research Areas Selected Research Areas

Behavioral and Social Sciences	<input type="button" value="Add"/>	Selected Research Areas
General		ADS
Minority Health & Health Disparities		
Pharmacogenomics		
Rare Diseases		
Women's Health		

- 12) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 8 you will need to complete budget information. **Note – BEFORE completing this section, you should have completed the Detailed Budget Template that was downloaded in Section 2. You will need the information from the Detailed Budget Template in order to complete Section 8 Detailed Budget. Click here for an example of a completed Detailed Budget Template. The information shown on that form will be used to illustrate the example below.**

Note – At the top of the screen, the year that you can **NOT** click on is the current year. The example below is Year 1. Make sure to enter Start and End Dates for both Year 1 and 2. *Keep in mind that they are subject to change upon approval of proposal.* After you enter the Start Date and End Date for Year 1 and Year 2, you will need to click the **Save** button (on each page) in order for these dates to be saved.



ALL INFORMATION BELOW IS PER THE EXAMPLE DETAILED BUDGET PROVIDED AT THE END OF THIS TUTORIAL. PLEASE REVIEW THE EXAMPLE BEFORE CONTINUING.

- (1) NHLBI is the first institution. Type “NHLBI” in the column for institution, add the total cost as shown in Year 1 Total Cost cell and keep the label as “Direct Cost” since only direct costs are allowed for intramural. When all the information has been added, click the **Save** button.

Category	Name of IC or Institution	Cost	Select Direct or Indirect (if allowable)
Add Intramural	Del NHLBI	35000	Direct Cost

- (2) If there is not another blank line to enter text under the Intramural category, click the **Add** button to add another blank line. NCI is the 2nd institution. Type “NCI” in the column for institution, add the total cost as shown in Year 1 Total Cost cell and keep the label as “Direct Cost” since only direct costs are allowed for intramural. When all the information has been added, click the **Save** button. If there are any additional blank lines, click the “Del” link to the left to delete the unused lines line(s).

Category	Name of IC or Institution	Cost	Select Direct or Indirect (if allowable)
Add Intramural	Del NHLBI	\$35000	Direct Cost
	Del NCI	\$35000	Direct Cost
	Del	\$0	Direct Cost
		\$70000	

- (3) Johns Hopkins University is the first extramural institution. Type “Johns Hopkins University” in the column for institution, and add the **Sub Total of Direct Costs** as shown in Year 1 Sub Total of Direct Costs cell and

keep the label as “Direct Cost” since this amount is for direct cost only. The indirect costs will be added separately. When all the information has been added, click the **Save** button.

Add	Extramural			
Del	<input type="text" value="Johns Hopkins University"/>	<input type="text" value="\$30000"/>	<input type="text" value="Direct Cost"/>	<input type="button" value="v"/>

- (4) If there is not another blank line to enter text under the Extramural category, click the **Add** button to add another blank line. Continuing the work on Johns Hopkins University, in the next line enter “Johns Hopkins University” again and enter in the Indirect Costs for Year as shown in the Year 1 Indirect Cost cell and select Indirect Costs from the drop down menu and click the **Save** button.

Add	Extramural			
Del	<input type="text" value="Johns Hopkins University"/>	<input type="text" value="\$30000"/>	<input type="text" value="Direct Cost"/>	<input type="button" value="v"/>
Del	<input type="text" value="Johns Hopkins University"/>	<input type="text" value="\$10500"/>	<input type="text" value="Indirect Cost"/>	<input type="button" value="v"/>

- (5) If there is not another blank line to enter text under the Extramural category, click the **Add** button to add another blank line. University of Virginia is the second institution. Type “University of Virginia” in the column for institution, and add the **Sub Total of Direct Costs** as shown in Year 1 Sub Total of Direct Costs cell and keep the label as “Direct Cost” since this amount is for direct cost only. The indirect costs will be added separately. When all the information has been added, click the **Save** button.

Add	Extramural			
Del	<input type="text" value="Johns Hopkins University"/>	<input type="text" value="\$30000"/>	<input type="text" value="Direct Cost"/>	<input type="button" value="v"/>
Del	<input type="text" value="Johns Hopkins University"/>	<input type="text" value="\$10500"/>	<input type="text" value="Indirect Cost"/>	<input type="button" value="v"/>
Del	<input type="text" value="University of Virginia"/>	<input type="text" value="\$35000"/>	<input type="text" value="Direct Cost"/>	<input type="button" value="v"/>

- (6) If there is not another blank line to enter text under the Extramural category, click the **Add** button to add another blank line. Continuing the work on University of Virginia, enter “University of Virginia” again and enter in the Indirect Costs for Year as shown in the Year 1 Indirect Cost cell and select Indirect Costs from the drop down menu and click the **Save** button.

Add	Extramural			
Del	<input type="text" value="Johns Hopkins University"/>	<input type="text" value="\$30000"/>	<input type="text" value="Direct Cost"/>	<input type="button" value="v"/>
Del	<input type="text" value="Johns Hopkins University"/>	<input type="text" value="\$10500"/>	<input type="text" value="Indirect Cost"/>	<input type="button" value="v"/>
Del	<input type="text" value="University of Virginia"/>	<input type="text" value="\$35000"/>	<input type="text" value="Direct Cost"/>	<input type="button" value="v"/>
Del	<input type="text" value="University of Virginia"/>	<input type="text" value="\$15750"/>	<input type="text" value="Indirect Cost"/>	<input type="button" value="v"/>

If there are any additional blank lines, click the “Del” link to the left to delete the unused line(s).

When you are done, the total shown should match your Year 1 Total of Intramural and Extramural Costs Including Direct Costs on your spreadsheet.

Category	Name of IC or Institution	Cost	Select Direct or Indirect (if allowable)
Intramural			
<input type="button" value="Add"/>			
<input type="button" value="Del"/>	NHLBI	\$35000	Direct Cost
<input type="button" value="Del"/>	NCI	\$35000	Direct Cost
		\$70000	
Extramural			
<input type="button" value="Add"/>			
<input type="button" value="Del"/>	Johns Hopkins University	\$30000	Direct Cost
<input type="button" value="Del"/>	Johns Hopkins University	\$10500	Indirect Cost
<input type="button" value="Del"/>	University of Virginia	\$35000	Direct Cost
<input type="button" value="Del"/>	University of Virginia	\$15750	Indirect Cost
		\$91250	
Sub Total:		\$161250	
Total Costs:		\$161250	
Max: \$135,000 per year (excluding Extramural Indirect Costs).			

Total Intramural and Extramural Costs		
	Excluding Indirects	Including Indirects
Total Year 1 Costs	\$135,000.00	\$161,250.00
Total Year 2 Costs	\$135,000.00	\$161,250.00
Total Costs	\$270,000.00	\$322,500.00

This box is pulled from the completed [Detailed Budget Template](#).

After completing steps 1-6, click on the Year 2 button at the top of the screen and repeat the steps using the Year 2 amounts shown in your spreadsheet.

Year 1

At the bottom of both the Year 1 and Year 2 pages, there is a section to include the Extramural Grant Account Numbers. Type in the name of the first Extramural institution you added to the section above, in this example Johns Hopkins University and then in the box to the right include the institution's existing extramural grant account number. Repeat this for the 2nd institution, in this example the University of Virginia then include their existing extramural grant account number. Click the **Save** button after this information has been entered. **NOTE – You will need to do this on both the Year 1 and Year 2 pages.**

Name of 1st Extramural Institution Listed Above	<input type="text" value="Johns Hopkins University"/>	1st Institution Existing Extramural Grant Account Number	<input type="text" value="12345678"/>
Name of 2nd Extramural Institution Listed Above	<input type="text" value="University of Virginia"/>	2nd Institution Existing Extramural Grant Account Number	<input type="text" value="87654321"/>

13) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 9 Budget Summary, you do NOT need to do anything. All of the information you entered in the previous section will be carried over to show summary information on this page.

Print	<<Previous	Next>>			Cancel	Exit
Start and End dates for the project (mm/dd/yyyy)						Instructions
Click on column header to edit detail.						
		<u>Year 1</u>	<u>Year 2</u>	Total		
Start Date		5/1/2009	5/1/2010			
End Date		4/30/2010	4/30/2011			
Intramural and Extramural Costs for each budget period below:(U.S. Dollars)						Instructions
Intramural		\$70000	\$70000	\$140000		
Extramural		\$91250	\$91250	\$182500		
Sub Total:		\$161250	\$161250	\$322500		
Total Costs:		\$161250	\$161250	\$322500		
Max: \$135,000 per year (excluding Extramural Indirect Costs).						
Print	<<Previous	Next>>			Cancel	Exit

14) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 10 Attach Proposal, you will upload the required attachments for your proposal. In order to submit a proposal, you must upload a completed Detailed Budget Summary and Proposal. Both of these documents have templates that you can download in [Section 2](#) or in Section 10 (at bottom of screen). Also, biosketches and references are optional (i.e. you can submit an application without them). **NOTE – All documents must be in PDF in order to upload. If you have questions about converting to PDF, please call proposalCentral (contact information at bottom of page).** In order to upload a document:

(1) Click the **Browse...** button and then select the document from your files.

Download all templates from Section 2 and upload the required templates here. The Detailed Budget Summary and Proposal are required. Biosketches and References are optional.

Describe Attachment: (Please Provide a meaningful description for this attachment)

* Select Appropriate Attachment Type: ▼

Allowable File Type:

* Select File From Your Computer to attach: **Browse...** ←

- (2) Select the type of attachment by using the drop down menu from the Select Appropriate Attachment Type.

Download all templates from Section 2 and upload the required templates here. The Detailed Budget Summary and Proposal are required. Biosketches and References are optional.

Describe Attachment: (Please Provide a meaningful description for this attachment)

* Select Appropriate Attachment Type: ▼

Allowable File Type:

* Select File From Your Computer to attach:

- (3) Add additional information about the type of attachment in the box to the right of Describe Attachment. Note – You do NOT have to put in additional information if necessary. For instance, in this example, no additional information is necessary because the attachment type label adequately describes it. However, if you had multiple biosketches to upload, you may want to use the Describe Attachment to differentiate between different individual's biosketches, for example: Dr. Smith's Biosketch and Dr. Doe's Biosketch. Or, labeling the sources of the letter(s) of reference.

Download all templates from Section 2 and upload the required templates here. The Detailed Budget Summary and Proposal are required. Biosketches and References are optional.

Describe Attachment: (Please Provide a meaningful description for this attachment)

* Select Appropriate Attachment Type: ▼

Allowable File Type:

* Select File From Your Computer to attach:

- (4) Once you have selected the file and the attachment type (and described attachment if necessary), click the **Upload Attachment** button.

Download all templates from Section 2 and upload the required templates here. The Detailed Budget Summary and Proposal are required. Biosketches and References are optional.

Describe Attachment: (Please Provide a meaningful description for this attachment)

* Select Appropriate Attachment Type:

Allowable File Type:

* Select File From Your Computer to attach:

←

The section in orange will indicate which required attachments have been uploaded. In this example, no attachments have been uploaded yet.

Current list of uploaded attachments are listed in the table below:
(Files with a red highlight cannot be assembled for printing)

Att. Type	Desc.	Ext.	Size	Date	Del	Show
No attachments currently uploaded.						

The section in yellow will indicate which required attachments still need to be uploaded. In this example, both attachments still need to be uploaded.

Required attachments that have not been uploaded are listed in the table below. Optional attachments that have not been uploaded are not shown.

Allowable File Types	Att. Type	Max.File Size in KB
.PDF	Detailed Budget Summary	10000
.PDF	Proposal	10000

- 15) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 11 Validate, click on the **Validate** button. This will check your application to see if you are missing any information that is required to submit the application. If you are, there will be links provided at the top of the screen to return to those sections. If not, you will be given a message indicating that the application is ready to be submitted. **Note – The application is not submitted until Section 13 Submit; Validation does NOT submit your application.**

Validate Proposal

<<Previous Next>> Cancel Exit

Click the 'Validate' button below to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Validate

<<Previous Next>> Cancel Exit

EXAMPLE MESSAGE INDICATING THAT THERE IS MISSING INFORMATION.

Proposal: Bench to Bedside Program LOI for Tutorial

Listed below are fields/components within your application that have not yet been completed. Click on the blue links provided to take you to the page where they are located.

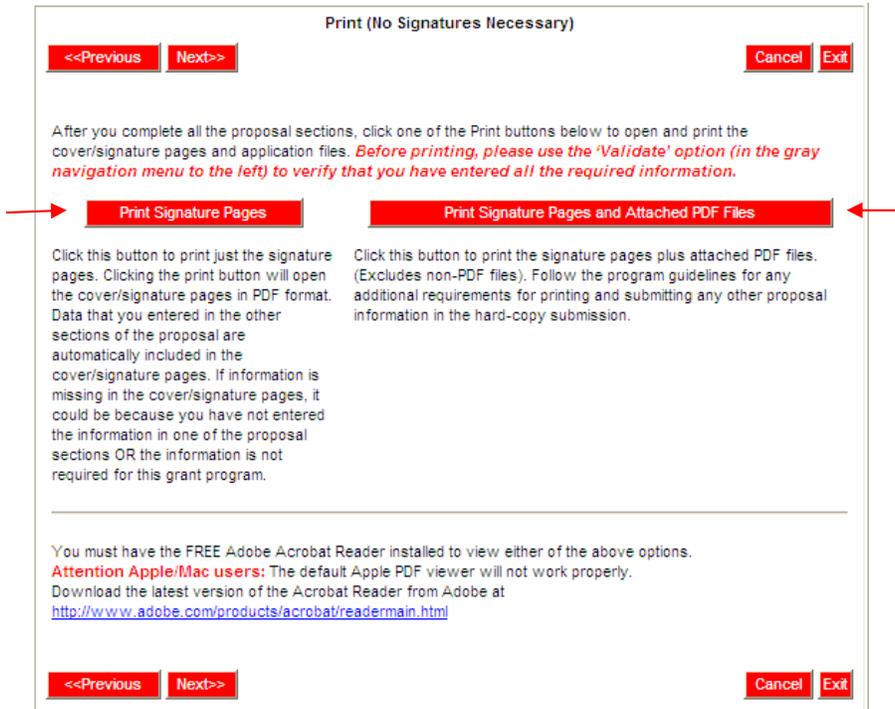
[Abstract Errors:](#) ← The “Abstract Errors” is a link to the page with the missing information.

An entry in General Audience Summary is required.
An entry in Scientific Abstract is required.

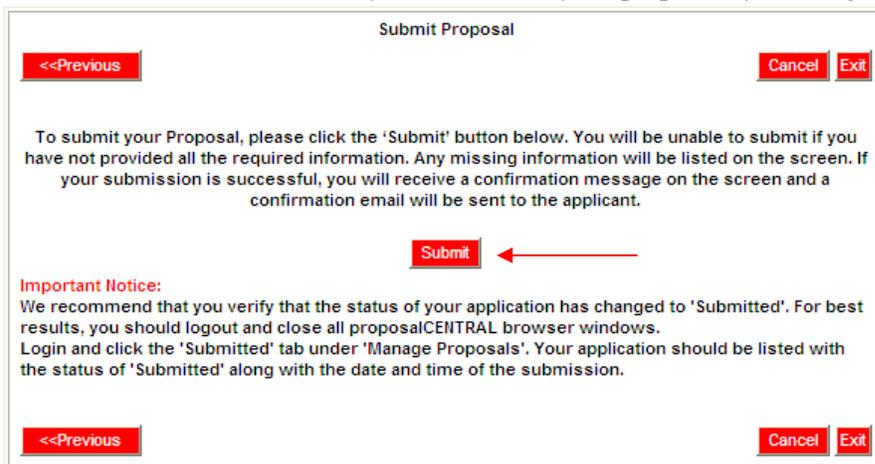
EXAMPLE MESSAGE INDICATING PROPOSAL IS READY TO BE SUBMITTED.

Proposal: Bench to Bedside Program LOI for Tutorial
has been validated and is ready to submit.

- 16) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 12 Print (No Signatures Necessary), you can print the face page material by clicking the **Print Signature Pages** button. And, the **Print Signature Pages and Attached PDF Files** button will combine the face page materials and PDF uploads into one PDF file. Many applicants find this helpful so they can save their proposal material to their files. After you click on either button, a PDF will be created and you can save the PDF by going to your File menu and clicking Save. **NOTE – ALTHOUGH THE FACE PAGE HAS DESIGNATED SPACE FOR SIGNATURES, DO NOT HAVE THE PROPOSALS SIGNED.**



- 17) To get to the next section, click either the **Next>>** button or the link to the section in the gray box on the left of the screen. In section 13 Submit you will submit your proposal by clicking the **Submit** button.



The following message will then appear and you will receive a confirmation e-mail.

Note: Your Proposal has been submitted. You will receive a confirmation e-mail shortly. Your Proposal has been moved to the Submitted tab under Manage Proposals.

Example of Completed Budget Template

The red numbers in boxes relate to the steps listed in [Section 8 Budget Detail](#).

Costs	Intramural						Extramural					
	IC: NHLBI			IC: NCI			Institution: Johns Hopkins University			Institution: University of Virginia		
	Year 1	Year 2	Total	Year 1	Year 2	Total	Year 1	Year 2	Total	Year 1	Year 2	Total
Personnel	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$30,000.00	\$10,000.00	\$10,000.00	\$20,000.00
Supplies	\$10,000.00	\$10,000.00	\$20,000.00	\$3,000.00	\$3,000.00	\$6,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$10,000.00
Contract Costs	\$4,000.00	\$4,000.00	\$8,000.00	\$17,000.00	\$17,000.00	\$34,000.00	\$3,000.00	\$3,000.00	\$6,000.00	\$4,000.00	\$4,000.00	\$8,000.00
Equipment	\$16,000.00	\$16,000.00	\$32,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$7,000.00	\$7,000.00	\$14,000.00	\$16,000.00	\$16,000.00	\$32,000.00
Sub Total of Direct Costs	\$35,000.00	\$35,000.00	\$70,000.00	\$35,000.00	\$35,000.00	\$70,000.00	\$30,000.00	\$30,000.00	\$60,000.00	\$35,000.00	\$35,000.00	\$70,000.00
Indirect Costs <i>(extramural only)</i>	N/A	N/A	N/A	N/A	N/A	N/A	\$10,500.00	\$10,500.00	\$21,000.00	\$15,750.00	\$15,750.00	\$31,500.00
TOTAL COSTS	\$35,000.00	\$35,000.00	\$70,000.00	\$35,000.00	\$35,000.00	\$70,000.00	\$40,500.00	\$40,500.00	\$81,000.00	\$50,750.00	\$50,750.00	\$101,500.00

Notes:

- 1) The 3 tables below will automatically calculate as information is added to the budget table above. Do NOT alter tables below.
- 2) The Total Intramural and Extramural Costs can not exceed \$135,000 per year (excluding the Extramural Indirect Costs).

Intramural Costs		Extramural Costs		Total Intramural and Extramural Costs		
				Excluding Indirects		Including Indirects
Total Year 1 Costs	\$70,000.00	Total Year 1 Costs	\$91,250.00	Total Year 1 Costs	\$135,000.00	\$161,250.00
Total Year 2 Costs	\$70,000.00	Total Year 2 Costs	\$91,250.00	Total Year 2 Costs	\$135,000.00	\$161,250.00
Total Intramural Costs	\$140,000.00	Total Extramural Costs	\$182,500.00	Total Costs	\$270,000.00	\$322,500.00



[Click here to return to instructions for Section 8 Budget Detail.](#)

Un-Submitting a Full Proposal

If you submit your full proposal before the deadline and you realize you made a mistake and would like to correct your proposal, you can unsubmit it and make corrections. **NOTE – YOU CAN ONLY UNSUBMIT BEFORE THE DEADLINE; AFTER THE DEADLINE HAS PASSED YOU CAN NOT UNSUBMIT.**

- 1) If you are already logged-in skip to [step 3](#). If you are not logged into the system, go to: <https://proposalcentral.altum.com> and click the “Click here to Login, Register and Apply” link.

Applicants: Click here to Login, Register and Apply. (For grant opportunities, see below.)	Grant Writing Tips (from <i>The Chronicle of Higher Education</i>):
Grants/Contracts Officials: Click here to login.	"The Buck Starts Here" (2/21/2005) provides tips for first-time grant writers.
Peer Review Committee Members: Click here to log in.	"Words Worth Their Weight in Cash" (4/8/2005) offers suggestions for creating a persuasive narrative.

- 2) Enter your User ID and password and click the **Login** button. If you have forgotten your password, click the “Forgot Password?” link and it will be e-mailed to you.

Existing users login below.

User ID or E-mail Address:

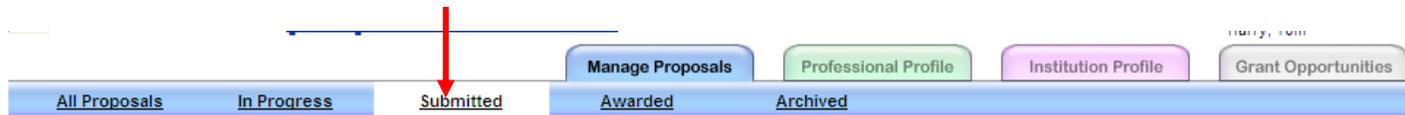
Password:

You may login using your userid or your registered e-mail address.

[Forgot Password?](#)

Important Notices:

- 3) Click on the Submitted tab under the blue Manage Proposals tab.



- 4) This will bring you to the list of all the proposals that you have submitted. Click the “Unsubmit” link next to the Proposal.

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Date (EST)
UnSubmit	View	59285	<i>Proposal:</i> Bench to Bedside Program LOI for Tutorial <i>LOI:</i> Bench to Bedside Program LOI for Tutorial	National Institutes of Health Clinical Center	Bench to Bedside Program	<i>Proposal:</i> Harry, Tom <i>LOI:</i> Harry, Tom	<i>Proposal:</i> Submitted <i>LOI:</i> Approved	<i>Proposal:</i> 8/6/2008 4:44:41 PM <i>LOI:</i> 8/6/2008 1:14:37 PM

This will take you to the In Progress tab under the blue Manage Proposals tab. You can then edit the proposal by clicking the **Edit** button.

The screenshot shows a web interface for managing proposals. At the top, there are several tabs: 'All Proposals', 'In Progress', 'Submitted', 'Awarded', and 'Archived'. Above these tabs are larger buttons for 'Manage Proposals', 'Professional Profile', 'Institution Profile', and 'Grant Opportunities'. A red arrow points to the 'In Progress' tab. Below the tabs, there is a 'Create New Proposal' button and a text instruction: 'Click Create New Proposal button to select a grant program and start your grant application (includes letter of intent if required)'. To the right, it says 'Deadlines displayed in U.S. Eastern Time'. Below this is a table with columns: 'Delete', 'Edit', 'Identifier', 'Title', 'Grant Maker', 'Program', 'Investigator', 'Status', and 'Due Date'. The first row of data shows a proposal with identifier '59285', title 'Proposal: Bench to Bedside Program LOI for Tutorial', grant maker 'National Institutes of Health Clinical Center', program 'Bench to Bedside Program', investigator 'Proposal: Harry, Tom', status 'Proposal: In Progress', and due date '10/20/2008 5:00:00 PM'. A red arrow points to the 'Edit' button in the first row.

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
Del	Edit	59285	Proposal: Bench to Bedside Program LOI for Tutorial LOI: Bench to Bedside Program LOI for Tutorial	National Institutes of Health Clinical Center	Bench to Bedside Program	Proposal: Harry, Tom LOI: Harry, Tom	Proposal: In Progress LOI: Approved	10/20/2008 5:00:00 PM LOI: 8/6/2008 1:14:37 PM

Follow the instructions for the [proposal submission](#) in order to submit it again. You can unsubmit as many times as you want **BEFORE** the deadline.