

TIP SHEET #1 FOR SUBMISSION OF BENCH-TO-BEDSIDE PROPOSALS VIA PROPOSALCENTRAL ACCOUNT SET-UP AND LETTER OF INTENT

For questions about proposalCentral, email pcsupport@altum.com or call toll-free 800.875.2562
For questions re: Bench-to-Bedside Program, email Benchtobedside@nih.gov or call Julie Orlando at 301.402.0102 or Pat Piring at 301.402.2435

Creating an account:

- (1) Before using the system, you must create a user account –one-time only.
- (2) Go to website at [HTTPS://PROPOSALCENTRAL.ALTUM.COM/](https://PROPOSALCENTRAL.ALTUM.COM/)
- (3) Select box for applicants: **Need an account? Create one now!**

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

Print this tip sheet and have it available as you visit the site for the 1st time!

- (4) Select "Create One Now" to create new account.
- (5) On next screen, complete all required fields noted with an *; then, accept terms/policies.
- (6) When complete, you will receive email with confirmation #. You will need this # only when you log in as a user for first time.
- (7) Return to [HTTPS://PROPOSALCENTRAL.ALTUM.COM/](https://PROPOSALCENTRAL.ALTUM.COM/) and log in with user ID, password, then on next screen insert your confirmation #.
- (8) The first step in completing your application is to build your profile.
- (9) When you log in, there will be a screen requesting your "Professional Profile." Click on the "Add" link next to Institution and Contact Info."
- (10) Enter NIH on the search string, then select your institute/center; scroll to the bottom and click **"Select"**
- (11) The next screen begins your professional profile – you are **NOT** required to complete all of these fields! Complete **ONLY** full name, address, phone/email/fax on the first screen and hit **"Next"**. The next screen will ask for degree information; complete that screen but **SKIP** the research interests, personal data, and biosketch screens, these are **NOT** required!
- (12) Be sure to select **"save"** for any information entered; then, return to the prior page by clicking the **"Previous"** link and then select link titled **"Create New Proposal"**
- (13) If you are ready to start the letter of intent, begin at #3 (LOI section) below.

Past account users:

- (1) Go to website at [HTTPS://PROPOSALCENTRAL.ALTUM.COM/](https://PROPOSALCENTRAL.ALTUM.COM/)
- (2) Under Applicant Log-in, enter in your user name and password.
- (3) If you have forgotten your user name and/or password, click forgot your password? And proposal central will email you your account information.
- (4) If you have any problems logging into the site, call the help line at *toll-free 800-875-2562*

To submit Letter of Intent (LOI):

- (1) If you have already registered in the system as a user, log in at [HTTPS://PROPOSALCENTRAL.ALTUM.COM/](https://PROPOSALCENTRAL.ALTUM.COM/)
- (2) Click red button on left side titled **"Create New Proposal"**
- (3) Scroll down (alphabetically) to National Institutes of Health and click on **"Apply Now"** in far right column. Be sure to apply to the Bench-to-Bedside Program specifically.
- (4) Type in proposal title, select **"save"**, then **"next"**
- (5) The next screen allows you to give other users access to your Bench-to-Bedside application. This individual must first register with proposalCentral before you can allow access. If already registered, select name under the "Proposal Access User Selector" section on the bottom of the page. Colleagues may edit the proposal but the online application **MUST BE INITIATED AND SUBMITTED BY THE INTRAMURAL INVESTIGATOR.**
- (6) The next screens are self-explanatory – remember to always select **"save"**, then **"next"** to advance.
- (7) You will be asked to validate your letter before submitting it. At this time, the system will check your LOI for any fields that are missing information. Once you have completed all of the fields during the validation process and are prepared to submit your letter, hit **"submit"** button.
- (8) If you submit your letter before the LOI deadline, you have until the deadline to log back into the system for changes. To edit, unsubmit your proposal, make changes, and then, **re-submit**. NO changes can take place after the deadline.
- (9) PI will receive email re: decision by Scientific Director(s) to approve/reject LOI.
- (10) Once approved, PI may begin submission of full proposal (see Tip Sheet#2 to submit full proposal).