

GRAMS Funding Proposal Quick Guide for Principal Investigators (PIs)

Step 1: Access your Funding Proposal (FP)

Your GCA Specialist will create a Funding Proposal for you after a [GCS Request Form](#) has been submitted to GCA. Your Specialist will provide you your FP # that you will be able to access from your GRAMS Dashboard in the “My Inbox” section. Select the appropriate FP from your Inbox to navigate to your Funding Proposal Workspace (image below). Select “Edit Funding Proposal” to open your FP Smart Form.

Step 2: Complete the Funding Proposal SmartForm

Complete each page of the Funding Proposal SmartForm. Enter information regarding the proposal, personnel, and compliance information. Once all information is complete, you can run the ‘Validate’ feature check for completeness before selecting “Finish”.

Step 3: Develop the Budget

Complete your project budget by adding personnel costs and all other costs. Create additional budgets, cost share budgets, or subaward budgets if needed. See GRAMS Budget Development Guide for additional quick tips.

Step 4a: Complete SF424 Application (only for Grants.gov Submissions)

In most instances, your GCA Specialist will have already created an initial SF424 application for you. It can be accessed by selecting the SF424 Link from your Funding Proposal Workspace and then selecting “Edit Grant Application”. See SF424 Application Guide for additional information and instructions for completing.

Step 4b: Upload Proposal Attachments (for NON-Grants.gov Submissions – i.e. Research.gov; ProposalCentral; email submissions; etc.)

Upload the needed proposal document(s) by clicking on the ‘Add Attachments’ activity. If your application is required to be completed/assembled in an external submission portal (i.e. Research.gov), please download/print a completed copy of the application from the submission portal and upload that single file to GRAMS.

Step 5: Certification

Certify your Funding Proposal. Ensure all required members of your Proposal Team (i.e. Co-PIs/Co-Is and Senior/Key Personnel) have also Certified.

Step 6: Review Proposal and Submit for Review

Review your proposal for completion. Click the Submit for Department Review activity to submit the proposal for review. The proposal will go to the PI’s Department for review, then College for review, and lastly to the GCA Specialist for review. The Dept/College Reviewers or GCA Specialist can send the Funding Proposal back to the PI for Clarifications at any point during the Review process.

The screenshot displays the GRAMS Funding Proposal Workspace for proposal GFP0002637. The interface is divided into several sections:

- Left Sidebar:** Contains navigation links. Annotations include:
 - 1:** Points to the 'Next Steps' section.
 - 6:** Points to the 'Submit For Department Review' link.
 - 5:** Points to the 'Certify' link.
 - 4b:** Points to the 'Add Attachments' link.
- Top Header:** Shows the proposal title 'A Great Project' and the ID 'GFP0002637 Funding Proposal'.
- Proposal Information Table:**

Proposal Information		Budget Information	
PD/PI:	[Redacted]	Starting Date:	1/1/2027
Department:	Physics	Number of Periods:	3
Specialist:	[Redacted]	Total Direct:	\$0
Sponsors:	National Institutes of Health	Total Indirect:	\$0
Sponsor Submission Deadline:	6/25/2026	Total:	\$0
Certified:	No		
SF424 Link:	SF-42400001574		
- Workflow Diagram:** A flowchart showing the review process: Draft → Department Review → Specialist Review → Sponsor Review → Complete. It also includes loops for 'Clarification Requested' and 'Changes Required'.
- Working Budgets Table:**

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[Edit]	7/18/2025 3:52 PM	Draft	Federal	\$0	yes
- Right Sidebar:** Contains a 'Validate' button (annotated with **2**) and a list of proposal sections: General Proposal Information, Personnel, Submission Information, Funding Opportunity Announcement, Budget Periods and Key Dates, Intellectual Property, Compliance Review, Additional Proposal Information, and Completion Instructions.