

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 4: 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 5: 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.

Draft FP00000309

A Great Project

Next Steps

- Edit Funding Proposal** (1)
- Printer Version
- COI Disclosure Status
- Submit For Department Review** (5)
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Additional Budget

Proposal Information

PD/PI: [Redacted]
Department: Physics
Specialist: [Redacted]
Sponsors: National Institutes of Health
Sponsor Submission Deadline: 10/25/2021
SF424 Link: SF-4240000062 (4)

Budget Information

Starting Date:
Number of Periods:
Total Direct:
Total Indirect:
Total:

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total
National Institutes of Health (3)	[Edit]	7/9/2021 1:31 PM	Draft	Federal	\$298,572

Review Flow: Draft → Department Review → Specialist Review → Sponsor Review → Complete. Loops for Clarification Requested and Changes Required exist between stages.

Right Sidebar (2): Validate (circled in red), Compare, << >>

- General Proposal Information
- Personnel
- Submission Information
- Funding Opportunity Announcement
- Budget Periods and Key Dates
- Intellectual Property
- Compliance Review
- Additional Proposal Information
- Completion Instructions