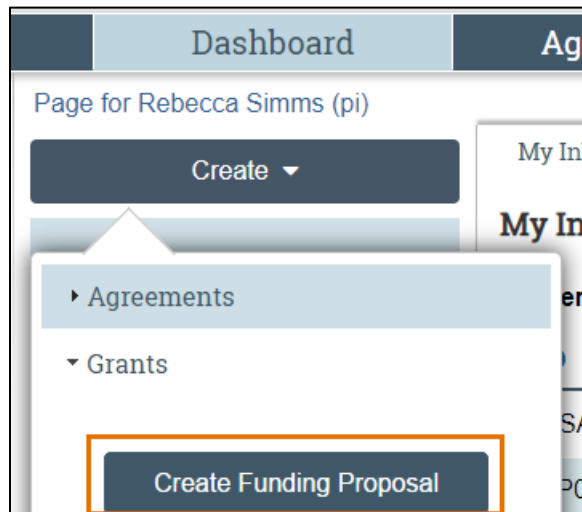


**ResearchUVA Powered by Huron Training**  
**Create and Submit a Proposal: Basics**  
<https://mpclkuvastage.huronclick.com/GrantsTest>

**Exercise 1: Create a Funding Proposal**

- Log in as yourself using your UVA username and password
- From the Dashboard, click **Create** >> **Create Funding Proposal**



**Exercise 2: Complete the Funding Proposal SmartForm**

**General Proposal Information Page**

- Type of application:** leave as is
- Short title of proposal:** name the Funding Proposal with the date, your own initials and "Funding Proposal Training" (e.g., "0405 MC Funding Proposal Training")
  - ① *Short title: this is what appears throughout ResearchUVA PBH*
- Long title of proposal:** repeat the short title
  - ① *Long title: this is the full title of the project and what appears on SF424 forms*
- Program director / Principal Investigator / Project lead / Fellow:** [Change the PI to Rebecca Simms](#)
  - ① *Note: when using ResearchUVA PBH after Go-Live, a department administrator who creates a proposal on the PI's behalf can update this field to be the PI's name*
- Select the direct sponsor:** [National Institutes of Health \(NIH\)](#)
  - ① *Once you specify the sponsor, the Grants module automatically creates a budget for you that you can complete (we will cover budgets in a separate training session)*
  - ① *Alternate Sponsor Note: If you do not frequently manage NIH submissions and would like to use a different sponsor, note that you will want to fill out the Submission Information page as appropriate for your sponsor and NOT use the instructions below*
- Complete the rest of the form page as outlined in the demonstration and click **Continue**

**Personnel Page**

- Program director / Principal investigator /Project lead /Fellow:** Do not add a fellow. Attach the sample biosketch [here](#)
- Responsible department / division / institute:** for training purposes, leave as is (even if this is not your department)
  - ① *This field is auto populated with the PI's department*
  - ① *Note: when using ResearchUVA PBH after Go-Live, the name of the department can be changed, if necessary*
- Administrative Personnel:** Add your name to Question 4a. This will give you access to the proposal

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- Complete the rest of the form as outlined in the demonstration, adding at least one person to each remaining question, and click **Continue**


**Submission Information Page**

- ① *Questions 1 and 2 pre-populate based on answers on the prior pages*
- 3. Will this application be submitted system-to-system?** [select yes](#)
- 4. Type a package ID, opportunity ID, or CFDA number, and click Find**
  - a. Enter Opportunity ID: [PA-GN-R01](#) and click **Find**
  - b. Click Find and
- Select the **radio button** next to the Package Id and click **Continue** to save the page and move to the next page

**Funding Opportunity Announcement**

- ① *Verify that the forms are fully supported. There is no data entry on this page*
- Click **Continue**

**Budget Periods and Key Dates Page**

- Application submission deadline:** [select a date in the future](#)
- Modular Budget?** [Select no](#)
- Budget periods:** for training purposes, reduce the number of budget periods to only [3 budget periods](#). Click **Continue**
- Internal submission deadline:** click the **help text icon**  (**question mark icon**) to review the internal deadlines and [enter a date that is appropriate for your submitting unit](#)
- ① *Help text works in a similar fashion throughout the system. If you see a help text icon, you can click it for more information*

**All other Funding Proposal SmartForm Pages**

- Complete all required fields and any optional fields you choose on the SmartForm
- Navigate to the Completion Instructions page and review the completion instructions carefully
- Click **Finish**. You are now directed to the workspace of this Funding Proposal

**Exercise 3: Use Activities and Submit Proposal to Department Review**

- Click **Manage Ancillary Reviews** and enter the following mandatory information. Click **OK** to complete the activity
  - a. **Person:** [Tom Bivens](#)
  - b. **Review Type:** [Multi-PI Certification](#)
  - c. **Response required?** [No](#)
- Complete other activities to practice using activities
- ① *Remember that you can “hover over” the activity name with your cursor to see a brief description of each activity*
- Click **Submit for Department Review** and then **OK** to move the Funding Proposal to the Department Review State
- Navigate to the History tab to view the history of the Funding Proposal

**Training Conclusion**

Thank you for attending today’s training session. We will copy this proposal for our subsequent Funding Proposal training sessions. If time allows today, use the Copy activity to create two (2) copies of your Funding Proposal