Major and Minor URFO Proposals

Creating a New Proposal
Getting to the Create Screen

1. the   "Proposal" button.

Create New Proposal Screen

The create screen has eight required fields. Once all fields are completed, click "Create Proposal" in the lower right corner to create a proposal record and move on to the Setup Questions screen.

PI Name: This field defaults to the logged in user. If the logged in user is not the PI, begin typing the PI's name in the text box and select the appropriate person from the list.

Create a New Proposal or Copy from Existing: For an URFO proposal, accept the default value **Create a New Proposal**.

Proposal Type: For an URFO proposal, accept the default value of **New**.

Funding Selection: For an URFO proposal, choose the third option in the pulldown menu:

In the text box below, type "urfo" to then select either **URFO – Major Programs** or **URFO – Minor Programs**. All the programs with January deadlines are Major Programs. The only Minor Programs are Small Grants and Publication Subvention. You will have a chance to select the specific major or minor program on a later screen.

Project Title: Enter at least