

## myProposals Aggregators: Completing the Basics Tab – Delivery Information and Sponsor & Program Information

### *Delivery Info*

Step	Task
1.	Select who will submit the proposal to the sponsor (Central Office or Unit) in <b>Submission By</b> .
2.	Select a <b>Submission Type</b> . <b>NOTE: Electronic</b> includes submission via email or website.
3.	Enter the <b>Number of copies</b> (if applicable).
4.	Enter the <b>Sponsor Mailing Address</b> or <b>Electronic Submission System</b> . <b>NOTE:</b> For <b>Electronic Submission System</b> , specify the agency or electronic system information. <b>UIUC Only NOTE:</b> If you selected <b>US Mail</b> , the <b>Sponsor Mailing Address</b> is required.
5.	Click the <b>Save and Continue</b> button to advance to the next screen.

### *Sponsor & Program Information*

Step	Task
1.	Enter the <b>Sponsor deadline</b> in Central Standard Time. <b>NOTE:</b> Time is entered in military time <b>OR</b> using AM/PM (Examples: 17:00 or 05:00 PM). <b>NOTE:</b> If this is a subaward, enter the deadline to submit to the <b>Submitting Institution</b> and not the <b>Prime Sponsor deadline</b> .
2.	Select the <b>Sponsor Deadline Type</b> .
3.	Select the <b>Notice of Opportunity</b> .
4.	Enter the <b>Opportunity ID</b> . <b>NOTE:</b> This is the funding opportunity announcement number.
5.	Enter the <b>Temporary Application ID</b> (if applicable).
6.	Enter the <b>Final Sponsor Proposal ID</b> (if applicable). <b>NOTE:</b> This is the identifying number given by the sponsor upon submission of an application (NSF Proposal ID, Grants.gov Tracking #).
7.	Click the <b>Save and Continue</b> button to advance to the next screen.