myProposals Aggregators: Completing the Basics Tab – Proposal Details

Create a Proposal

Step	Task
1.	Click **Researcher**.
2.	Click **Create Proposal**.
3.	Select a **Proposal Type**.
4.	Select the **Lead Unit.** **OR** Type in the chart and org for the unit (Examples: 1-101000, 2-101000, 4-100000, 9C637000, 9S637000, 9U637000).
5.	Select the **Activity Type**.
6.	Select the **Project Dates**.
7.	Enter the **Project Title**. **NOTE**: There is a 200 character limit.
8.	a. Enter text in **Sponsor** to automatically search (optional). b. Select the sponsor. **NOTE**: Searches are done by acronym and then sponsor name (Example: NSF). **OR** a. Click the **Sponsor Lookup** icon. b. Enter in search criteria by **Sponsor Code**, **Sponsor Name**, **Acronym** or other fields (optional). **NOTE**: Use * for wildcards. c. Click the **Search** button. d. Locate the sponsor, and click the **Select** button. **NOTE**: If sponsor cannot be located in the system, select **Sponsor Not Listed**, and then click the **Can't find a sponsor? Find 'Sponsor Not Listed' or Type '116851' and click here to request a new sponsor here** link.
9.	Click the **Save and Continue** button.

Proposal Details

Step	Task
1.	Enter in a **Prime Sponsor Code** if funds originated from a source other than the **Sponsor** (optional). a. Enter text in **Prime Sponsor Code** to automatically search (optional). b. Select the sponsor. **OR** a. Click the **Sponsor Lookup** icon. b. Enter in search criteria by **Sponsor Code**, **Sponsor Name**, **Acronym** or other fields (optional). **NOTE**: Use * for wildcards. c. Click the **Search** button. d. Locate the sponsor, and click the **Select** button.
2.	Click the **Save and Continue** button to advance to the next screen.