

myProposals Aggregators: Completing Budget & Cost Sharing and Approval/Access Tabs

Budget and Cost Sharing

Step	Task
1.	Click the +Add Budget button.
2.	Enter the Direct Cost , and F&A Cost for each Budget Period . NOTE: Total Sponsor Cost cannot be modified. Total Sponsor Cost will update automatically.
3.	Click the Period Start Date or Period End Date to modify the Budget Periods (optional).
4.	Click the +Add Budget Period to add additional budget periods (optional).
5.	Click the Save button.
6.	If your proposal does not commit cost share, skip to step 10. Otherwise, click on Cost Sharing .
7.	Click the +Add Cost Sharing button (optional).
8.	Enter the Source Type , Amount , and Cost Share Type . NOTE: If Continued Effort is selected, complete Unit Details and Contributed Effort Individual . All values are converted into dollars. NOTE: If Hard Match is selected, complete Unit Details . NOTE: If Third Party Entity is selected, complete Third Party Entity information.
9.	Click the Save button. NOTE: Total Cost Sharing amount should reflect the sum of all proposed cost share commitments on the project.
10.	Click the Return to Proposal button.
11.	Click the Save and Continue button to advance to the next screen.

Approval/Access

By default, **TBD** will be entered for the **Approval – Unit Head**. You must edit and enter a name for each **Unit Head**. To update:

Step	Task
1.	For each Approver listed, click the Edit button under Actions .
2.	Enter the NetID of the Unit Head .
3.	Type in text in the Reason (if necessary).
4.	Click the Save button. NOTE: The Full Name will not update until you tab out of the field, press the Save , Save and Continue button at the bottom of the screen, or press the Tab key. NOTE: The Unit Head cannot be the same person as the proposal Aggregator or PI .

Add Approval will add an additional approver to this proposal. You may need to add additional approval for a Unit Head or Unit Executive to a proposal.

Step	Task
1.	Click the Add Approval button.
2.	Enter the UIN or Net ID of the approver.
3.	Click the radio button to select the approver.
4.	Click the Continue... button.
5.	Select the appropriate role.
6.	Click the Add Permission button.
7.	Once the approver has been added, click the Edit button under Actions .
8.	Enter a Reason for adding this approver to the proposal (optional).
9.	Enter the Unit using Chart and three-digit org (Example: 1-101).
10.	Click the Save button at the bottom of the screen.
11.	Repeat these steps to add additional Approvals if necessary.

Add Access will add additional users to this proposal. These additional users can have the roles of **Aggregator Document Level** (creator, editor, and delete access) or **Proposal Viewer Document Level** (only able to view the proposal).

Step	Task
1.	Click the Add Access button.
2.	Enter the UIN or Net ID of the approver.
3.	Click the Continue... button.
4.	Click the radio button to select the user.
5.	Click the Continue... button.
6.	Select the appropriate role.
7.	Click the Add Permission button.
8.	Repeat these steps to grant additional access if necessary.
9.	Click the Save and Continue button to advance to the next screen.

Cost Share Approver Document Level & Contributed Effort Approver Document Level cannot be added on this screen. These are automatically added on the Cost Share screen.