

myProposals Aggregators: Completing the Supplemental Information, Notes, and Summary/Submit Tabs

Supplemental Information Tab

- The **Supplemental Info** tab consists of multiple subtabs.
- Please complete all fields in each subtab.
- The **Save and Continue** button will navigate to **Notes** and not to the next **Supplemental Info** subtab. You must click the next tab.

Indirect Cost Rate

Step	Task
1.	Type the applicable Rate .
2.	Select the cost rate basis.
3.	Select the appropriate location.
4.	Select the appropriate explanation.
5.	Type additional comments regarding project F&A.
6.	Click the Save button.

Additional Compliance Attributes

Step	Task
1.	Click the Additional Compliance Attributes tab.
2.	Review the Additional Compliance Attributes .
3.	In Attributes Reviewed? , select Yes to complete tab (required).
4.	Click Yes to the radio buttons if applicable and complete the descriptions if applicable.
5.	Click the Save button.

Additional Project Approvals

Step	Task
1.	Click the Additional Project Approvals tab.
2.	Review the Additional Project Approvals .
3.	In Additional Project Approvals Reviewed? , select Yes to complete tab (required).
4.	Click Yes to the radio buttons if applicable.
5.	Click the Save and Continue button to advance to the next screen.

Project Characteristics

Step	Task
1.	Click the Project Characteristics tab.
2.	Review the Project Characteristics .
3.	In the Proj Characteristics Reviewed? , select Yes to complete tab (required).
4.	Click Yes to the radio buttons if applicable.
5.	Click the Save button.

Additional Project Approvals

Step	Task
1.	Click the Additional Projects Approvals tab.
2.	Click Yes to the radio button if applicable.
3.	Click the Save and Continue button to advance to the next screen.

Notes

Enter notes that you will send to either the **Department** or **Central Office** to review with the proposal. Notes cannot be deleted or edited. If you need to amend a note, add a new note.

Step	Task
1.	Click the +Add Note button.
2.	Select a Topic.
3.	Enter Text.
4.	Click the Add button.
5.	Repeat these steps to add additional Notes if necessary.
6.	Click the Save and Continue button to advance to the next screen.

Summary/Submit

The Summary/Submit tab will include a recap of the entire proposal on subtabs. Please review each subtab for accuracy.

Step	Task
1.	Once you have reviewed the entire proposal for accuracy, click the Submit to Central Office button.

Once submitted to Central Office, the proposal is locked for editing.