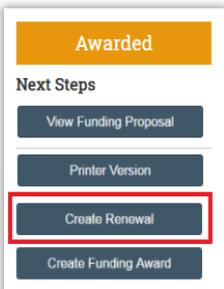
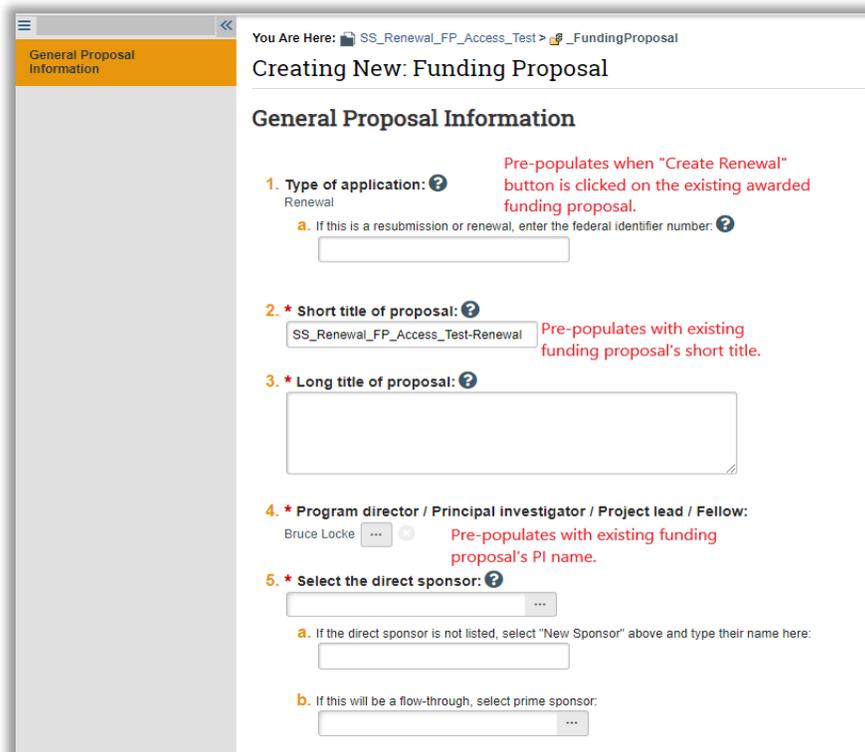


RAMP GRANTS: HOW TO START A RENEWAL FUNDING PROPOSAL

Renewal funding proposals are created from an existing funding proposal that is in the “Awarded” state. A renewal funding proposal must be started by the PI.



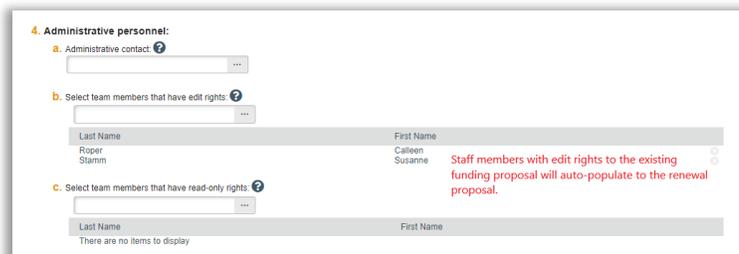
Clicking the “Create Renewal” button opens the General Proposal Information page of the smartform. Notice the Type of application in field 1 is “Renewal.” To generate a funding proposal ID for the renewal, the required fields on the first page of the renewal funding proposal smartform must be completed and saved.



The screenshot shows the 'Creating New: Funding Proposal' smartform. The 'General Proposal Information' section includes the following fields:

- 1. Type of application:** Renewal. Pre-populates when “Create Renewal” button is clicked on the existing awarded funding proposal.
- a.** If this is a resubmission or renewal, enter the federal identifier number.
- 2. * Short title of proposal:** SS_Renewal_FP_Access_Test-Renewal. Pre-populates with existing funding proposal's short title.
- 3. * Long title of proposal:** (Empty text area)
- 4. * Program director / Principal investigator / Project lead / Fellow:** Bruce Locke. Pre-populates with existing funding proposal's PI name.
- 5. * Select the direct sponsor:** (Dropdown menu)
- a.** If the direct sponsor is not listed, select “New Sponsor” above and type their name here.
- b.** If this will be a flow-through, select prime sponsor.

After completing the first page smartform, the PI must confirm that edit rights have been granted to team members that will need access to the proposal application in the Administrative personnel field on the Personnel page.



The screenshot shows the 'Administrative personnel' section of the smartform:

- 4. Administrative personnel:**
 - a. Administrative contact:** (Dropdown menu)
 - b. Select team members that have edit rights:** (Dropdown menu)
 - Table with columns: Last Name, First Name.

Roper	Callen
Stamm	Suzanne

 Staff members with edit rights to the existing funding proposal will auto-populate to the renewal proposal.
 - c. Select team members that have read-only rights:** (Dropdown menu)
 - Table with columns: Last Name, First Name.

There are no items to display	
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