

Create a Funding Proposal

If you are a PI, study staff member, or a grants specialist, you can create funding proposals (New Application) in the IBISResearch system. This topic shows how to create a single-project proposal, and check it for errors and omissions. If you are applying for a multi-project opportunity (i.e., program project, center grant, etc.), you may not apply through IBISResearch. Contact the Specialist in ORA.

The 'Create' dropdown menu shows 'Grants' with a blue arrow labeled '1' pointing to 'Create Funding Proposal'. The 'General Proposal Information' form has a blue arrow labeled '2' pointing to the 'National Institutes of Health' selection in the 'Select the direct sponsor' field.

Where do I start?

1. From **My Inbox**, click **Create**, then, **Create Funding Proposal**.

How do I get the correct forms?

2. Fill out each page and click **Continue**. (Asterisked fields are required.)
 - * Which direct sponsor you select determines whether you are subsequently queried for Federal or non-Federal grant information. Once you specify the sponsor, Grants creates a budget you can complete.
3. To search for a Federal opportunity, type in one or more of these search criteria and click **Find**. Grants.gov returns matching opportunities, their requirements, and forms (if supported by Huron SF424). **Note:** Competition ID can only be used with other criteria.
4. To replace the currently attached forms with any supported updates, click **Refresh Form Support**.
5. Select the desired opportunity.

The 'Submission Information' form shows 'Federal' selected for 'Submission type', 'National Institutes of Health' for 'Direct sponsor', and 'PA-DD-R01' entered in the 'Opportunity ID' field. A table of search results is shown below, with a blue arrow labeled '5' pointing to the first row.

Package Id	Opp Id	Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instructions
PKG00027473	PA-DD-R01	G.g. Training and NIH Ext-UAT FOA (R01)	3/3/2016	3/3/2019	93.855	FORMS-D	
PKG00037235	PA-DD-R01	G.g. Training and NIH Ext-UAT FOA (R01)	8/16/2017	8/16/2020	93.865	FORMS-E	

How do I finish the proposal?

6. After completing all required fields and any optional fields you choose on the proposal pages, follow the completion instructions on the last page, and then click **Finish**.

Completion Instructions:

Next Steps

1. Click **Validate** to verify that all required questions in this proposal are complete. Correct any errors or omissions, and refresh the error report.
2. When no errors are reported, click **Finish**.
3. From the proposal workspace, complete the primary budget and any other budgets you add for this project.
4. Generate the SF424 and supply any required information not auto-populated from the proposal. (Upload any SF424 attachments to the SF424 opportunity.)
5. Start the institutional approval cycle by submitting the proposal for department review.

Exit Save Finish

What Next?

Complete the proposal budget per your department's requirements. See **Fill Out Budgets for a Proposal**.