

How to Manage Tags

Tags are used to identify certain attributes about a proposal for reporting purposes. They were previous called scientific classification. Principal Investigators are the individuals who are best suited to identify the tags of a project.

The screenshot shows the 'Manage Tags' interface. On the left is a sidebar with various actions, where 'Manage Tags' is highlighted with a red box and a blue callout '1'. The main area has a header 'Manage Tags' and a section '1. Associate tags:' with a search bar and a blue callout '2' pointing to the search bar's dropdown arrow. Below the search bar is the text 'There are no items to display'. A 'Filter by' dropdown is set to 'Tag', with a search input field containing a vertical bar and a blue callout '3' pointing to it. Below the search bar is a 'Deselect All' button and a list of tags. The tag 'Cystic Fibrosis' is highlighted with a red box. At the bottom, there are 'OK' and 'Cancel' buttons, with a blue callout '4' pointing to the 'OK' button.

Manage Tags

From the Funding Proposal follow the steps below to manage tags.

1. On the *Proposal Workspace*, click the **Manage Tags** activity.
2. In the *Manage Tags* window, click the “...” button to add one or more tags.
3. Select One or More Grant Tags that best describes the scientific classification of your project. You may type in the text box and click Go to search or scroll the list and choose as many as apply.
4. When complete, click *OK* to return to the Workspace.