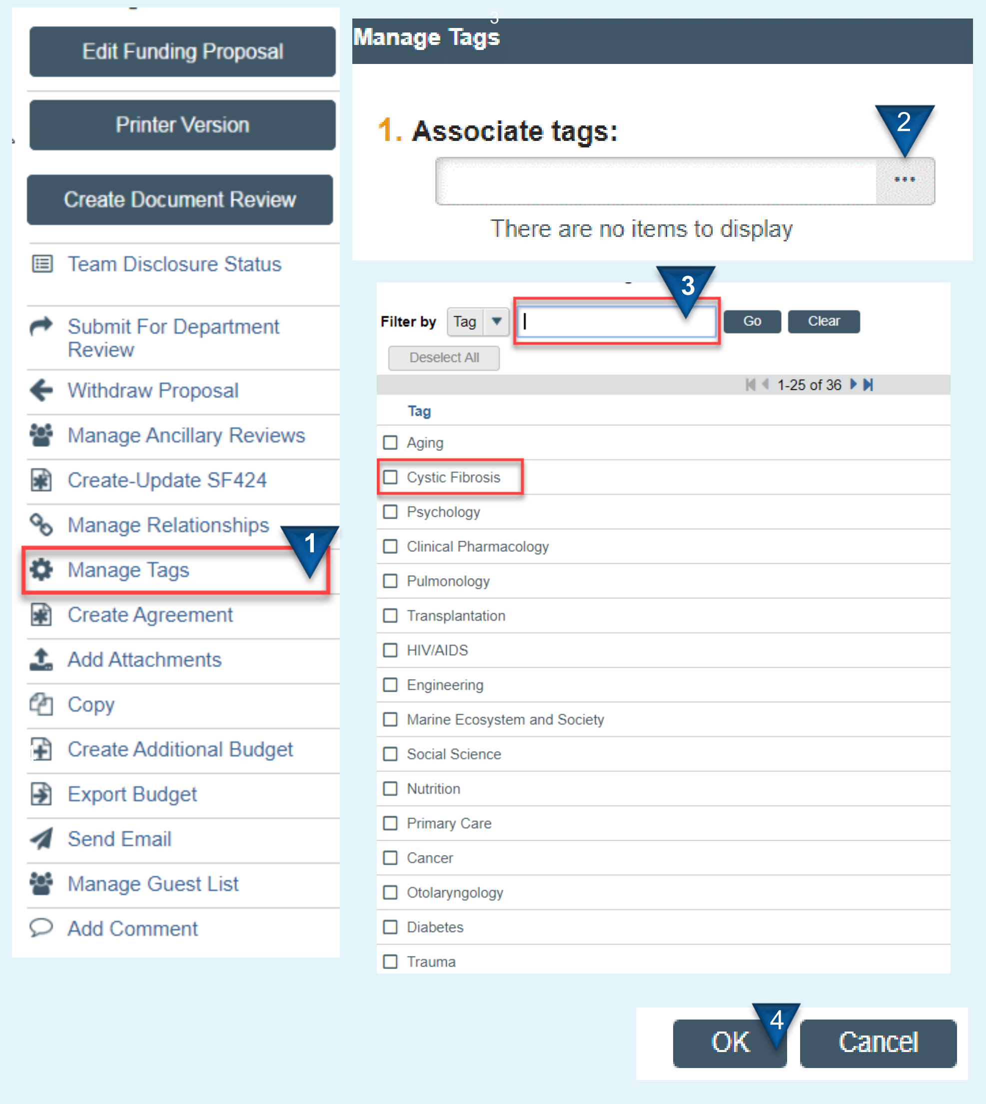
How to Manage Tags

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.



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.