

Funding Proposal (FP) Workspace Quick Guide



The screenshot shows the 'Grants' section of the workspace. At the top, there are navigation tabs: 'My Dashboard', 'Home', 'Grants', 'Awards', and 'Agreements'. The 'Grants' tab is active. On the left, there is a sidebar with sections: 'Current State' (showing 'Draft'), 'Next Step' (showing 'Edit Funding Proposal'), 'Create New Agreement', and 'My Activities' (listing actions like 'Submit for Departmental Review', 'Withdraw', 'Send Email', etc.). The main content area is divided into several sections: 'Example Proposal 071323' (with a red box and arrow 2), 'FP00033676 Funding Proposal' (with a red box and arrow 3), 'PROPOSAL INFORMATION' (with 'SPECIALIST: Shazia Sheikh', 'DIRECT SPONSOR: National Institutes of Health', etc.), 'BUDGET INFORMATION' (with 'CURRENT PERIOD: 1', 'SPONSOR DEADLINE DATE: 7/13/2023', etc.), a workflow diagram (with a red box and arrow 5), and a 'History' table (with a red box and arrow 6). The workflow diagram shows stages: Draft, Dept. Review, Specialist Review, Sponsor Review, Award Anticipated, Advance Account, and Awarded. The History table has columns for Activity, Author, and Activity Date, with one entry: 'Created' by 'Doe (PI), Sandy' on '7/13/2023 7:14 AM'. Other numbered callouts include 1 (Current State), 4 (Budget Information), and 7 (My Activities).

1. Current State of project	The current state of the project. This will change depending on the actions taken and where it is currently in the workflow. It may also be seen in the workflow diagram (#5 below)	
2. Short Title of project	The short title of the project as entered in the project smartforms.	
3. Project ID	The RAPSS identifier for this project. This will be used in RAPSS notifications and will be used by your specialist when referring to the project.	
4. General project information	General information about the project including contacts, links to the SF424 record (if applicable), deadline dates and proposed project start and end dates.	
5. Workflow diagram	A depiction of where your project is in the process.	
6. Additional information	History	Actions taken by the department or specialist
	Related Activity	Agreements, follow-on submissions, and awards related to the project
	Compliance	eIRB, eIACUC, and eCOI activity related to this project
	Contacts and Reviewers	Departmental reviewers and individuals associated with this project.
	Attachments	Supporting documentation
7. My Activities	Actions you can take according to the project state (#1 above)	
8. Additional actions	View or edit the smartforms, print the smartforms, or create follow-on activity depending on the state of the project	

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