

How to Find Detailed Proposal Information

This job aid describes how to navigate to the Request homepage, where you can view detailed information about a proposal.

Steps

1. Search for a grant from either the GMAS homepage or by clicking [Advanced project search](#). Navigate to the Segment homepage.

2. Scroll down and select the [Requests](#) link on the Request component bar.
3. On the resulting screen (Request List), you will see a list of all requests for this segment, as well as their type, status, date due, and amount requested. Select the link to the request in which you are interested.

<u>Request Id</u>	<u>Title</u>	<u>Type</u>	<u>Status</u>	<u>Due</u>
227686	Connecting for Health Initiative (CFH): Second Phase	Initial request	Awarded	07-02-2004

4. This brings you to the Request Homepage, where you can view detailed information about that request, including:
 - **Request attributes** –type of request, current status
 - **Request information** –Tub, Org, PI, Title, Sponsor, A-21 code, etc.
 - **Submission requirements** – date due to sponsor and mailing instructions.
 - **Budget** –links to the budgets for each budget period.
 - **Approval attributes** –summary of what approvals are required for the request.
 - **Approvals** –status, due date and party responsible for each approval that is needed for the request.
 - **Cost sharing** – if the request includes cost sharing, the information will be listed here.
 - **Signatures** –names of all required signatories on the request, as well as the dates they signed the request
 - **Accounts** –accounts that have been created as a result of the request
 - **Subagreements** – if the request contains any subagreements, information about them can be found here
 - **Research Staff** – lists research staff that have been entered as associated with the request
 - **IFI** – lists if there is any Interfaculty Involvement on the request
 - **Other School Info** (FAS only) –if there are other schools involved in the request, they are listed here.
 - **Sponsor notices** – Once the sponsor has sent a notice associated with this request, it will be listed here.
 - **Documents** (i.e. proposal) – this is the document repository for the request. All proposal-related documents are uploaded here and can be viewed from the repository.