CLICK Grants Module – Funding Proposal Frequent Errors

Proposal Description and Contacts Question 2.0 **Principal Investigator**

Common Error: When the Funding Proposal is created and is filled out by someone other than the PI, the person will lose edit rights when they choose the PI in Question 2.0

Solution: If you are filling out a Funding Proposal for the PI, add yourself to **EDIT** rights at the bottom of the page under **Proposal Access Rights Definition** before changing the PI name or else you will be kicked out of the Smart Forms

General Proposals Information Question 3.0 **Indicate how the forms will be submitted to the Sponsor**

Common Error: People are choosing the System-to-System selection in error

Solution: Only choose the **Click Grants via Grants.Gov (S2S)** choice if you are submitting a federal grant application directly through Click. **This choice does not apply to submitting the Funding Proposal as an approval form.**

Make sure you answer **Adobe forms via Grants.Gov** if you are submitting a federal grant through the Grants.Gov Workspace or **Other** for all other types of submission.

Project Attachments

Common Error: Not uploading the final SPS approved budget or abstract into the Project Attachment section.

Solution: The finalized budget and an abstract for the project should be uploaded in the Project Attachments page for co-PIs, Chairs, and Deans to review.