

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.

Pi	Program Director / Principal investigator / Project Lead / Fellow: 2	
c	OI Disclosure: [None]	
в	losketch: [None]	
0	ther Support: [None]	
3.0 R	esearch Coordinator:	
4.0 A	dministrative Contact:	
5.0	Select Sponsor:	
	If Sponsor does not appear in list, enter name here:	
	now through, select Prime sponsor:	
6.0 *	Are there other personnel associated with this funding proposal (including key personne	I, co-In
	Yes OND Clear	
sal Ad	ccess Rights Definition:	
7.0 .	elect team members that have EDIT rights:	
7.0 s		

General	Proposal Informatio	n			
1.0	• Type of Application:				
	New	٠			
	Type of Sponsor Selected: Federal				
2.0	If Resubmission or Renewal, please enter the Sponsor #:				
	is this award transferring in from and O Yes ● No <u>Clear</u>	other	Instituti	on?	
3.0	• Indicate how the forms will be subr	mitter	i to the :	Sponsor:	
Ē	Adobe forms via Grants.Gov Other				
	Clear				

