

Allowing Pre-Award Access in ProposalCentral

After starting your proposal in ProposalCentral, <https://proposalcentral.altum.com/>, select the proposal section, "Enable Other Users to Access this Proposal". Enter the email address proposal@purdue.edu, and select "Find User".

Access Permissions -

Proposal Sections
Click name below to go to that section.

- 1) Title Page
- 2) Download Templates & Instructions
- 3) **Enable Other Users to Access this Proposal**
- 4) Approvals
- 5) Institution & Contacts
- 6) Project Abstracts and Coding
- 7) Assurances & Certifications
- 8) Proposal Narrative
- 9) PI Data Sheet
- 10) Validate
- 11) Print the Cover Pages
- 12) Submit

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)

Access Permissions
Save <<Previous Next>> Cancel Exit

Hints & Tips for Access Permissions: Click to Show/Hide
This screen allows you to give other users access to your grant application. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- View (View only. Cannot change any details.)
- Edit (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- Administrator (Can view, edit and submit the application. Can give access rights to others.)

Steps to Give Another Person Access to Your Grant Application:

1. Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.
2. Enter the "userid" of the person you wish to give access to in the "User ID:E-Mail" field of the "Proposal Access User Selector" section at the bottom of the screen then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."
3. Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Accept Changes" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.

Del	Role	Name	E-Mail	Permissions	Approval Section References
	Principle Investigator	John, Smith	jsmith@ramscopany.com	Administrator	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Accept Changes

Proposal Access User Selector

User Selector User ID-E-Mail Find User

Enter the E-Mail address or User ID of the User and press the button to select.

Enter proposal@purdue.edu

Allow Administrator access to the proposal@purdue.edu email account to allow Pre-Award to enter the budget and review the proposal documents.

You will also need to provide administrator access to the Pre-Award Center manager who will review your proposal. Work with you Pre-Award Specialist to determine who that will be. Generally, if you are in the College of Agriculture or College of Veterinary Medicine, add Amy Wright, wrightaj@purdue.edu. If you are in the College of Science, College of Pharmacy, or College of Health and Human Sciences, add Amber Everest, evera@purdue.edu. If you are in the College of Engineering, add Jenny Siemers, jsiemers@purdue.edu. If you are in the College of Education, College of Liberal Arts, Krannert School of Management, College of Technology, or a Discover Park research faculty with no academic college appointment, add Jessica Williams, will1286@purdue.edu.

Enabling Other Users to Access your Proposal

Now you can assign the level of "access" for this individual. There are 3 levels of permissions: view, edit and administrator. See below for descriptions of each level of permission.

Proposal Access Rights						
Del	Role	Name	E-Mail	Permissions	Approval	Section References
<input type="text" value="Del"/>	<input type="text" value="Principal Investigator"/>	John, Smith	jsmith@ramscompany.com	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="Del"/>	<input type="text" value="Administrator"/>	Tesler, Jerry	jerrytesler@training.org	Administrator	<input type="checkbox"/>	<input type="checkbox"/>

View – means that the person can only view the information in the proposal.

Edit – means that the person can view and change the details in the proposal but cannot submit.

Administrator – means that the person can view, edit, and submit the proposal on the applicant's behalf.

Once you have decided which of the access levels to assign to the person you are giving access, click on the "Accept Changes" button.

In the Organization/Institution tab, use the email of the appropriate Pre-Award Center manager above as the Signing Official. Enter the email address, proposal@purdue.edu as the Financial/Fiscal Officer.

Depending on the sponsor you are applying to, this tab may also be named Institution and Contacts or something similar. By providing access in the Enable other Users to Access this Proposal, your Pre-Award Specialist will be able to work with you to complete the remaining proposal tabs and select the appropriate Signing Official and Financial Officer.