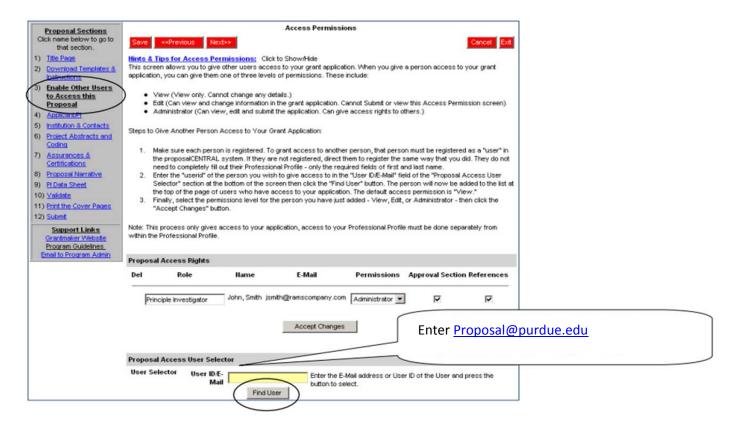
Allowing Pre-Award Access in ProposalCentral

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 Permisisons -



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 Agricuture 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 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.



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 Speciliast will be able to work with you to complete the remaining proposal tabs and select the appropriate Signing Official and Financial Officer.