

Proposal Information Portal Testing Guide

The Proposal Information Portal (PIP) has been developed to make the experience of transferring necessary information related to upcoming proposals from the PI to Pre-Award as easy as possible. PIP replaces the old proposal worksheet with a more dynamic, web-based, savable format. The questions asked within the worksheet are required to assist the Pre-Award Specialist in completing the internal proposal record and accurately providing details to the sponsor. If at any time you have questions, please contact a Pre-Award Specialist for assistance. We wish you much success with your upcoming proposal submission!

<https://www.purdue.edu/sps/proposalworksheet/>

Quick guide to creating a new worksheet in PIP:

Step 1: Login to PIP using your Career Account login and password

Step 2: Select “My Worksheets” from the navigation bar at the top of the screen or select “Go to My Worksheets” from the Home screen.

Step 3: Click on “New Worksheet.”

Step 4: Select your role for this proposal.

Step 5: Complete all of the questions within the worksheet. Many of the questions on the General Information screen drive questions asked on the other screens. We advise you complete this screen to the extent possible before progressing.

Step 6: Submit your proposal worksheet:

- If you are the PI, you will click on “Submit to Pre-Award:
- If you are in a role other than PI, you will “Submit to Primary PI.” This is a necessary step so that the Primary PI can validate specific questions related to research compliance. We advise you to contact the Primary PI and inform them that they need to submit the worksheet to Pre-Award.

Step 7: Prepare a successful proposal!

Experience An Error or Bug?

As this is a new system, errors or bugs are possible. Please report details of any you experience to your Pre-Award Specialist. If possible, please include the following information:

- Browser information, e.g. browser type, version, platform
- When did the error occur, date/time?
- What is the error? It is great to have a screenshot.
- What action or scenario caused the error?
- What web page did you experience the error?
- What is the Error Message?