Purdue University Instructions for:

ProposalCENTRAL Version 2.0

Getting Registered and Filling Out Your Professional Profile.
Getting Registered and Filling Out Your Professional Profile.

Welcome to proposalCENTRAL Version 2. For those of you who have used the earlier version of our program, you will find some useful enhancements in the new version and also some familiar concepts that you are used to.

The basic first steps are:

- Register into proposalCENTRAL
- Complete your:
  - Professional profile default information
  - Research interests
  - Personal data for applications
  - Biosketch/s
Getting Registered and Filling Out Your Professional Profile.

Why Fill Out a Professional Profile?

Your profile enables you to enter your personal details that are relevant to the applications that you create. Once you enter your details, the information about you flows directly into the content of each of your applications. If your details change, you just have to make the change in your profile and the changes are updated automatically.

How Is The Professional Profile Used?

You can:

- Link your details to your institution
- Change your password or account information
- Enable others to access your profile
- Give access to other support staff
- Give access to Sponsored Research Officials
Go to http://pc.ramscompany.com. Initially, only the American Cancer Society and Alzheimers Association are being implemented to proposalCENTRAL Ver. 2.

If you are creating a new grant for either of these foundations, click on the first “Enter” button. If you wish to view details of past applications for either of these foundations, click on the second “Enter” button.

proposaICENTRAL is a web-based grant management solution for government, non-profit, and private grant-making organizations to simplify their operations by receiving and reviewing grant applications online. From this single web site, thousands of applicants and reviewers can interact electronically with all the grant-makers that are members of proposaICENTRAL. More about proposaICENTRAL.

Just Announced! The grant application process in proposaICENTRAL has been improved based on suggestions from applicants and grantee organizations. The American Cancer Society and the Alzheimer’s Association will be using the new version for their applications starting this summer. To be consistent with the electronic processes of the NIH and other federal agencies, the new proposaICENTRAL will include a separate Institution Profile. If you are an institution official, click here to register your institution. What’s New in PCV2?

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Reviewers</th>
<th>Sponsor Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Cancer Society</td>
<td>All other foundations</td>
<td></td>
</tr>
<tr>
<td>Alzheimer’s Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTER</td>
<td>ENTER</td>
<td>ENTER</td>
</tr>
<tr>
<td>Register, prepare applications</td>
<td>Access assigned applications,</td>
<td>Manage submitted applications,</td>
</tr>
<tr>
<td>online, submit electronically,</td>
<td>submit critiques, and discuss</td>
<td>committees, reviewers, and</td>
</tr>
<tr>
<td>verify status, and view critiques.</td>
<td>applications with other reviewers.</td>
<td>critiques.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select "New User Registration" to create your proposalCENTRAL user account.
Create your own User ID, password and challenge question for your user account. Click “Register” when done.

Don’t forget to read and accept the Terms of Service, Acceptable Use Policy and Privacy Statement.
The registration confirmation screen will confirm your new account has been created. For security purposes, you will receive a confirmation number by e-mail which you must enter when you log in the first time.
Retrieve the confirmation number from the registration e-mail.

Thank you for registering with proposalCENTRAL
To complete your registration, please return to proposalCENTRAL, login and enter the confirmation number provided below.

Your User ID is: jmckee10
Your registered e-mail address is: jmckee10@ramscompany.com
Your Password is: password
Your Confirmation Number is: 21242-106

proposalCENTRAL website http://purple.RAMSCOMPANY.com/

Please read the following important statement
BEFORE completing your registration process:

By registering, you acknowledge
If you need assistance, contact proposalCENTRAL Customer Support at (800) 875-2562 x227 or by e-mail at support@ramscompany.com
From the login screen, enter your new user ID and password. On the following screen, enter your confirmation number.

You will only be required to enter your confirmation number once.
Click on the Profile Hints and Tips to access extra information about how your profile is used in the proposalCENTRAL system.

Enter your details in your Professional Profile.

SMITH, JOHN

Profile Hints & Tips: Click to Show/Hide

Contents of Professional Profile
Click folders below to navigate to other parts of the profile
1) Institution & Contact info Add
2) Research Interests
3) Personal Data for Applications
4) BioSketch Add
5) Change password or account information
6) Enable others to access your profile

Default Contact Information (Research and Management Systems, Inc.)

Name:
Prefix: Mr * First: John Middle: M * Last: Smith Suffix: 

Search and Select Institution
Search
Select
Research and Management Systems, Inc. Create new Institution

Degrees: MUS

Title: Director

Division: Customer Service

Click on the Profile Hints and Tips to access extra information about how your profile is used in the proposalCENTRAL system.

Type Purdue and click Search. Results will appear in a dropdown list below the search box. Choose Purdue University.
Enter your details in your Professional Profile. Click on the “Save” button when complete.

Division: Customer Service

Department: 

Sub-Dept: 

Address:

Mail Stop: Suite 230a

Street: 20410 Century Blvd

City: Germantown

State/Province: MD

Country: United States

Zip/Postal Code: 20874

Phone:

Work: 301-916-4557

Alt Work: 

FAX: 301-916-7024

Mobile: 

Pager: 

Home: 

Save Cancel
A confirmation screen will appear letting you know that the changes you have made have been successful. If there is a problem, click back to the default contact information page and correct the error.
The next page to complete lists your “Research Interests”.

Click on “2. Research Interests” link to add further detail to your Professional Profile.
The 1st field provides for a free form description of your interests and expertise.

You can filter the keywords that apply by clicking on the first letter of the keyword you are looking for.

You can click and drag or double click items from the list to be copied over to the list of selected keywords.
proposalCENTRAL will provide a confirmation page to you showing the detail that you have entered for the page. If there is a problem, click back to the research interests page and correct the error.

SMITH, JOHN

Information that you provide in your profile will be automatically entered into applications that you submit through proposalCentral. Entering this information now will speed the proposal process.

Contents of Professional Profile
Click folders below to navigate to other parts of the profile

1) Institution & Contact Add Info
2) Research Interests
3) Personal Data for Applications
4) BioSketch Add
5) Change password or account information
6) Enable others to access your profile

You can click on the next item on the menu from the confirmation screen.

Major research interests and expertise:
Clinical expertise in cancer research.

Selected keywords:
Cancer & Carcinogenesis
Cancer & Carcinogenesis*
Capacitors
Cancer Biology
Catalysis & Kinetics

Note: You are not restricted to filling in the pages in order. After you have filled out your default contact information, you can fill in the pages to your professional profile in any order.
This page provides demographic information about you that will flow through to your application when it is created. The fields with a red asterisk are required.

<table>
<thead>
<tr>
<th>Birth Info:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Of Birth</td>
<td>City</td>
</tr>
<tr>
<td>mm/dd/yyyy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hometown:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>ZipCode</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Gender: *Not Provided*

* Ethnicity: *Not Provided*

* Race: *Not Provided*

* Disability: Status: *Not Provided*  Type: *Not Provided*  Description: *


SSN: *
proposalCENTRAL will provide a confirmation page to you showing the detail that you have entered for the page. If there is a problem, click back to the personal data for applications page and correct the error.

You can click on the “Add” link to add a biosketch to your profile.

**Contents of Professional Profile**
Click folders below to navigate to other parts of the profile:

1. **Institution & Contact Info**
2. **Research Interests**
3. **Personal Data for Applications**
4. **Biosketch**
5. **Change password or account information**
6. **Enable others to access your profile**

**NOTE:** Your changes have been made.

**Birth Info:**

<table>
<thead>
<tr>
<th>Date Of Birth</th>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/30/1959</td>
<td>Canterbury</td>
<td>Kent</td>
<td>N/A</td>
<td>United Kingdom</td>
</tr>
</tbody>
</table>

**Hometown:**

<table>
<thead>
<tr>
<th>City</th>
<th>ZipCode</th>
<th>County</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germantown</td>
<td>20874</td>
<td>Montgomery</td>
<td>MD</td>
<td>United States</td>
</tr>
</tbody>
</table>

* Gender: Male

* Ethnicity: Not Hispanic or Latino

* Race: White

* Disability: Status: Not Provided  Type: Not Provided  Description: __________

**Citizenship:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizen</td>
<td>United States</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa</th>
<th>Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Provided</td>
<td>__________</td>
</tr>
</tbody>
</table>

SSN: N/A
This facility has been expanded so that you can add your biosketch in 2 forms. You can enter a web address where your details are available or you can upload multiple biosketch files to your profile.
proposalCENTRAL will provide a confirmation page to you showing the detail that you have entered for the page. If there is a problem, click back to the biosketch page and correct the error.

You can click on the links to the biosketches that are loaded to your profile. Once you select a biosketch, the statistical details of the file will become available.

You can click “Remove Attachment” link to remove a biosketch file from your profile.

Click here to change your password and account information.
From this page you can edit your user ID, email address, password and reminder details. You can also view the terms of service and the acceptable use policy.

You will need to agree to the terms of service and the acceptable use policy to save changes to this page.
proposalCENTRAL will provide a confirmation page to you showing the detail that you have entered for the page. If there is a problem, click back to the change password and account information page and correct the error.

You can allow access at various levels to other proposalCENTRAL users.

Note: Your changes have been made.

User ID: tutorial1
E-Mail Address: support@ramscompany.com
Challenge Question: Mother's maiden name?
Answer: Green
E-Authentication Credential: _______________________

I agree to the: Terms of Service
I agree to the: Acceptable Use Policy
Another area that has been expanded in Version 2 proposalCENTRAL is the ability to give access to your profile to other “users”. This does not give access to others for your applications. This must be done at an application level.
Being able to give access to other users enables a Principle Investigator’s support staff to have access to their profile and make changes where necessary.

Support staff that create and maintain grant applications for more than one PI can now register as a user and be given access by each of the PI’s that they work for.

The PI’s can also give their Sponsored Research Official (SRO) at their grants office access so that they can view the PI’s details and provide assistance where necessary. This is not necessary at Purdue University.

Note: A user of the system can only give access to an individual who is a user in the system, therefore the other individuals must be added as users with their own Professional Profile before access is given.
You have the option to give access to other registered proposalCENTRAL users. Scroll down to the bottom of the screen and enter the email address of the user in the field and click on the “Add User” button.

<table>
<thead>
<tr>
<th>Delete</th>
<th>Name</th>
<th>E-Mail Address</th>
<th>Edit Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Edward Pauls</td>
<td><a href="mailto:epauls@ramscompany.com">epauls@ramscompany.com</a></td>
<td>Administrator</td>
</tr>
</tbody>
</table>

You can delete a user from your access list by clicking on this link. The system will ask you to confirm that you want to delete this person.

You can set the permissions of the users in your list to either Administrator, Edit or View.