Proposal Approval/Submission

C-1.5 Copying Version ID to F101 - Final Proposals and Re-Budgets
In order to accurately report on proposal submissions to sponsors, The Research Office is requesting that no changes be made to the original version (V101) of the proposal. After submission to the sponsor, if a budget revision needs to be completed, you will need to copy the full proposal (V101) to version F101.

- The Research Office requires that final proposals and any proposal with budget changes be copied to a new Version ID – F101

Navigation:
- Go to UD Financials Main Menu ➔ Grants ➔ Proposals ➔ Copy Proposal

1. Enter Proposal ID of the proposal
2. Click the Search button
3. Click on the desired Proposal ID from the Search Results list.
4. The page looks like the above screen shot with “NEXT” in both the To Proposal and To Version fields.

Note – The original Version ID will be either V1 (converted from 8.4) or V101 (new numbering scheme in 8.9)
5. **To Proposal** – type-in or copy/paste the **From Proposal ID**

6. **To Version** – type **F101** (“F” for final)

7. Click the **Copy** button