Proposal Approval/Submission

C-1.5 Copying Version ID to F101 - Final Proposals and Re-Budgets (v8.9)

In order to accurately report on proposal submissions to sponsors, OVPRGS 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.

New in v8.9:
• OVPRGS is requiring that final proposals and any proposal with budget changes be copied to a new Version ID – F101

Navigation:
− Go to UD Financials Menu Grants\Proposals\Copy Proposal
− At the Budget Line Summary page you will see Find an Existing Value

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