

## Proposals

### A-4. Entering required data on the Proposal Key Words page

The **Proposal Key Words** are used to track proposals by subject category (for example: disease, avian, solar) and to link multiple science codes to a project. These identifiers are important for reporting both internally and externally by science categories.

- **Key Words** is a link at the bottom of the other pages
- After the **Keywords** link is opened it does appear at the top as a tab.
- Completing the **Key Words** page is now required and must be completed before a proposal can be saved.
- The primary PI will only have his/her own **Key Words** to select from in the lookup list.

Proposal ID: NEXT      Version ID: V101  
Description: DOE TEST 2 PROPOSAL

Proposal Project  
Project ID: NEXT\_1      Title: DOE PHASE II TESTING BLACK

Location  
\*Location: 000003894      Description: HULLIHEN HALL       Foreign       Primary  
\*Congressional District:      Phone:        
Country: USA      United States      Ext:        
Address 1: 162 THE GREEN      Fax:        
Address 2:        
Address 3: UNIVERSITY OF DELAWARE  
City: NEWARK  
County:      Postal: 19716  
State: DE      Delaware

Go To: [Location](#)   [Protocols](#)   [Component](#)   [Setup Level](#)   [Keywords](#)   [Gender & Minority Study](#)   [Trainee](#)

1. Click the **Keywords** link at the bottom of the page.

**A-4 Maintain Proposal / Key Words**

2. **Key Word** – Enter individual key words by using the lookup icon.
3. Build phrases by adding multiple individual Key Words with the button.

4. **Key Words** are associated with the Proposal, not the Project(s)
5. Click **Save** button
6. Upon saving, the system will assign the Proposal an 8-digit **Proposal ID**
  - HINT – note **Proposal ID** number for future reference
7. Click **Proposal** tab to use the button

This is the fourth of four required pages that must be completed before a Proposal can be saved. The others are **Proposal**, **Projects**, and **Location**.

Note: *new* **Key Words** are not added on this page; use the Employee Demographic Data (EDD) webform

## Add To My Proposals

The screenshot shows the 'Key Words' tab of a proposal form. The 'Add to My Proposals' button is circled in red. A green circle with the number '8' is placed to the right of the button. The form contains the following fields:

- Proposal ID: 12A01206
- Description: DOE TEST 2 PROPOSAL
- Version ID: V101
- Currency: USD
- \*Title: DOE PHASE II TESTING
- Long Description: Second round of testing 9.1 system upgrade
- \*PI ID: 19617 (Riley,Trudy M)
- \*Sponsor ID: 0700 (US Department of Energy)
- Pre-Award Administrator: [Empty]
- Purpose: RSCH1
- \*Proposal Type: New
- Confidence %: 25
- CFDA: 81.049

Buttons at the bottom: [Due By](#), [Budget Express](#), [Additional Information](#)

**Status**

- \*Proposal Status: Pending Approval
- Submit Status: Not Submitted
- Generate Status: Not Generated
- In Approval Process
- Facilities & Admin Requested
- Foreign Application/Component
- NIH Modular Grant

8. Click **Add to My Proposals** button. It is a very handy feature that adds this proposal to a list based on your logon name.

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9. You then access the list by the menu item called **My Proposals** in the Menu on the left. This can be used like a “tickle file.”