

## Proposals

### A-3. Entering required data on the Proposal Location link (bottom of screen)

The **Proposal Location** page stores the address information for the site where the research work will be performed. This information maps to the performance site in the sponsor application, as applicable.

- After the Location link is opened it does appear at the top as a tab.
- **Location** information auto-populates based on the PI's location. This helpful feature means in most cases you will be checking the data on this page rather than entering it.
- **Location** information can be changed if necessary.

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

**Proposal Projects** Find | View All First 1 of 2 Last

Project ID: NEXT\_1  Primary

\*Title: DOE PHASE II TESTING BLACK

Long Description: Second round of testing 9.1 system upgrade

\*Department: RESEARCH OFFICE      Dept Contact: Dobbins, Mark Thomas

\*Subdivision: OFC OF THE PROVOST      Dept Rep: Hobbs, Geraldine E

\*Institution: University of Delaware      Other Contacts: Department Credit

SPO:      SPO Contact:

Department	Location	Comments	Percent Share
REV F&A FED OFC OF PROVOST			96.00
REV F&A FED RESEARCH OFFICE			3.00
REV F&A FED RSCH UNEMPL			1.00

Project Percent Share: 100.00

Go To: **Location** Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attri

Return To: My Proposals

1. Click the Location link at the bottom of the page.

2. Notice there is *now* a tab called **Location** at the top (FYI - the tab is only temporary)
3. The information defaults into this page based on the PI – **verify this data is OK.**
  - If everything is OK, you are done with **Location**
  - Go to the next required link – **Key Words**
4. *If you need to change the location*, click the lookup icon on the **Location** field

**Location Code** – Select a location code using the lookup button.

- To narrow your search, type the building name (E.G. “alison”) in **Description** and room number in **Room #** (numbers are four digits, Room 101 should be entered 0101).
- Click the “**Lookup**” button
- Double-click on the correct location code in the **Search Results** to select.
- When a location is selected, the system populates the address information.

FYI: The address fields “gray-out” if you use the lookup to change the **Location**

5. **Foreign** – Designates whether the location is outside the United States. Click box if applicable.
6. **Address** fields – default based on the **Location** code.
7. **Phone, Ext** and **Fax** – (*leave blank*)
8. When you are done with **Location**, click on the **Keywords** link (*new in 8.9* – you cannot save the proposal until the **Key Words** page is completed)

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**Off-Campus locations** – when more than 50% of the work, excluding sub-contracts, will be performed off UD’s campus, then the location code will be OFF\_CAMPUS. There are two ways to enter this in the **Location** field:

- Type OFF\_CAMPUS in the **Location** field
- OR Use the “lookup” icon, which brings up this search box. Type “off” in the **Description** field and click “Lookup” button.
- Double-click the “OFF\_CAMPUS” in the **Search Results**.

### Adding Locations for Multiple Projects

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

Proposal Project      Find | View All      First 1 of 2 Last

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

Location      Find | View All      First 1 of 1 Last

\*Location: 0000003894      Description: HULLIHEN HALL      Foreign       Primary

\*Congressional District:      Phone:      Ext:      Fax:     

Country: USA      United States

Address 1: 162 THE GREEN

Address 2:     

Address 3: UNIVERSITY OF DELAWARE

City: NEWARK

County:      Postal: 19716

State: DE      Delaware

9. Note the “1 of 2” on the **Proposal Projects** section. This means that this proposal has two projects. *You MUST verify the location for each project.*
- Click the blue arrow button to navigate to the second project’s Location.
  - Now you should be on the second Project, it will display “2 of 2”

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

Proposal Project      Find | View All      First 2 of 2 Last

Project ID: NEXT\_2      Title: DOE PHASE II TESTING WHITE

Location      Find | View All      First 1 of 1 Last

\*Location: 0000003894      Description: HULLIHEN HALL      Foreign       Primary

\*Congressional District:      Phone:      Ext:      Fax:     

Country: USA      United States

Address 1: 162 THE GREEN

Address 2:     

Address 3: UNIVERSITY OF DELAWARE

City: NEWARK

County:      Postal: 19716

State: DE      Delaware

10. The **Location** defaults to the same one as the first Project. Click the “lookup” icon to change the second Project’s location.

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

Proposal Project      Find | View All | First 2 of 2 Last

Project ID: NEXT\_2      Title: DOE PHASE II TESTING WHITE

Location      Find | View All | First 1 of 1 Last

\*Location: 0000005214      Description: WOLF HALL      Foreign      Primary

\*Congressional District:      Phone:      Ext:      Fax:

Country: USA      United States

Address 1: 105 THE GREEN

Address 2:      Address 3: UNIVERSITY OF DELAWARE

City: NEWARK      Postal: 19716      State: DE      Delaware

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

In this example the location for **Biological Sciences** was entered for Project NEXT\_2.

11. Enter the Location “0000005214” OR use the “lookup” icon to search for **Wolf Hall and Room 118** (remember this is room 0118 in UD Financials.)
12. Click the **Keywords** link

You cannot save the proposal until the **Key Words** page is completed.