

Proposals

A-8. Entering required data on the Proposal Reports page

The **Proposal Reports** page supplies text to be printed in specific locations on the proposal.

Please note: PHS submissions no longer require 398 or 2590 forms. These have been replaced by **Grants.gov** online packages.

The screenshot shows the 'Reports' tab selected in the top navigation bar. The main content area displays proposal details: Proposal ID: 12A01206, Version ID: V101, and Description: DOE TEST 2 PROPOSAL. Below this is a 'Proposal Project' section with Project ID: 00000000014561 and Title: DOE PHASE II TESTING BLACK. The 'Report' section is active, showing a dropdown menu for '*Type:' set to 'Major Goals' and a text area for 'Comments:' containing 'Lists major goals of the research'. A '+ -' button is next to the text area. At the bottom, there are navigation links for 'Go To:' (Location, Protocols, Component, Setup Level, Keywords, Gender & Minority Study, Trainee, Attribute) and a row of buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Dis.

1. *Type: Major Goals

2. Comments: Lists major goals of the research

3. + - button

4. Save button

5. View All link

1. **Type** – choose **Major Goals**, **Abstract** or **Progress Report Summary**
2. **Comments** – type or cut & paste from another document
3. Click the **+** button to add more **Types**
4. Click the **Save** button
5. If you have three **Types**, use the **View All** link to see all three at once

Proposal ID: 12A01206 Version ID: V101
Description: DOE TEST 2 PROPOSAL

Proposal Project
Project ID: 00000000014561 Title: DOE PHASE II TESTING BLACK

Report
*Type: Major Goals 6
Comments: Lists major goals of the research

*Type: Abstract 7
Comments: Summary of the entire proposal

*Type: Progress Report Summary 8
Comments: This is submitted after the award ends and a continuation is going to be requested

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

Save Return to Search Notify Refresh Add Update

6. The *Major Goals* will map to the NIH Biographical Sketch and the Other Support document. Data can be entered in the comments section or can be copied and pasted from another document.
7. The *Abstract* data maps to form page 2 of form 398.
8. The *Progress Report Summary* generally is not submitted with a new proposal. It is submitted on a continuation application. This maps to the PHS 2590.