

Proposal Approval/Submission

D-1. Steps Required prior to Proposal Approval Webform

The **Maintain Proposal/Proposal** page is used to change your proposal status from “Draft” to “Pending Approval”. This will enable UD’s web system to recognize this proposal as ready for the approval process.

Navigation:

- Go to UD Financials **Main Menu** → **Grants** → **Proposal** → **Maintain Proposal**

ORACLE

Favorites **Main Menu > Grants > Proposals > Maintain Proposal**

Maintain Proposal

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300):

Business Unit: =

Proposal ID: begins with

Version ID: begins with

PI ID: begins with

Sponsor ID: begins with

Type: =

Status: =

Department ID: begins with

Short Title: begins with

Template Proposal: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1 of 1

Business Unit	Proposal ID	Version ID	PI ID	Sponsor ID	Type	Status	Department ID	Short Title	Template Proposal
UOD01	12A01206	V101	19617	0700	New	Pendg Aprv	01551	DOE PHASE II TESTING	N

1. Enter **Proposal ID, Sponsor ID, PI ID, Department ID**, or other value in one of the boxes to search for your proposal.
2. Click the **Search** button
3. Click on the desired Proposal from the **Search Results** list.

The screenshot displays the 'Proposal' form in the PeopleSoft Grants/Proposals system. The form includes the following fields and values:

- Proposal ID: 12A01206
- Description: DOE TEST 2 PROPOSAL
- Version ID: V101
- Currency: USD
- *Title: DOE PHASE II TESTING
- Long Description: [Empty]
- *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
- *Start Date: 03/20/2013
- *End Date: 03/19/2015
- No. Periods: [Empty]

The 'Status' section shows the following options:

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

The 'Budget Periods' table is as follows:

Period	*Start Date	*End Date	Target Sponsor Budget
1	03/20/2013	03/19/2014	291,948.00
2	03/20/2014	03/19/2015	186,080.00

The 'Target Sponsor Budget' is 478,008.00.

The 'Go To' section includes links for Location, Protocols, Component, Setup Level, Keywords, Gender & Minority Study, Trainee, and Attributes.

The 'Return To' section includes a link for My Proposals.

The 'Save' button is circled in red at the bottom left of the form.

4. Proposal Status – use dropdown to select Pending Approval

5. Click the **Save** button

- IMPORTANT – if this proposal has multiple projects, you do NOT have to make these updates to each project.
- Go to the UD Webforms system (www.udel.edu/webforms) to continue the Proposal Approval Process.