proposalcentral

How to Register your Institution with ProposalCentral

altum

How to Register your Institution with ProposalCentral

The Institution Profile is created once by the appropriate institution official. The institution information is then available to all applicants when preparing and submitting proposals. This makes the application process easier for the applicants and ensures that the grant makers receive consistent, accurate institution information in applications.

Contents

Create An Account

The administrator for the Institution Profile needs to create an account on ProposalCentral. To do this:

1. Go to https://proposalcentral.com/ and click the orange "CREATE ONE NOW!" button under the Application Login.

proposalcentral

proposal central   Help ▾ | Login | Create An Account

Welcome to ProposalCentral
800 875 2562 (Toll-free U.S. and Canada)
or +1 703 964 5840 (Direct Dial International)
pcsupport@altum.com

altum
Click here to learn more about the
ProposalCentral platform and community.

APPLICATION LOGIN

Username

Username or E-mail

Password

Password

Forgot Your Password?

LOGIN

iD LOGIN using ORCID   ❓

Need an account?

CREATE AN ACCOUNT NOW
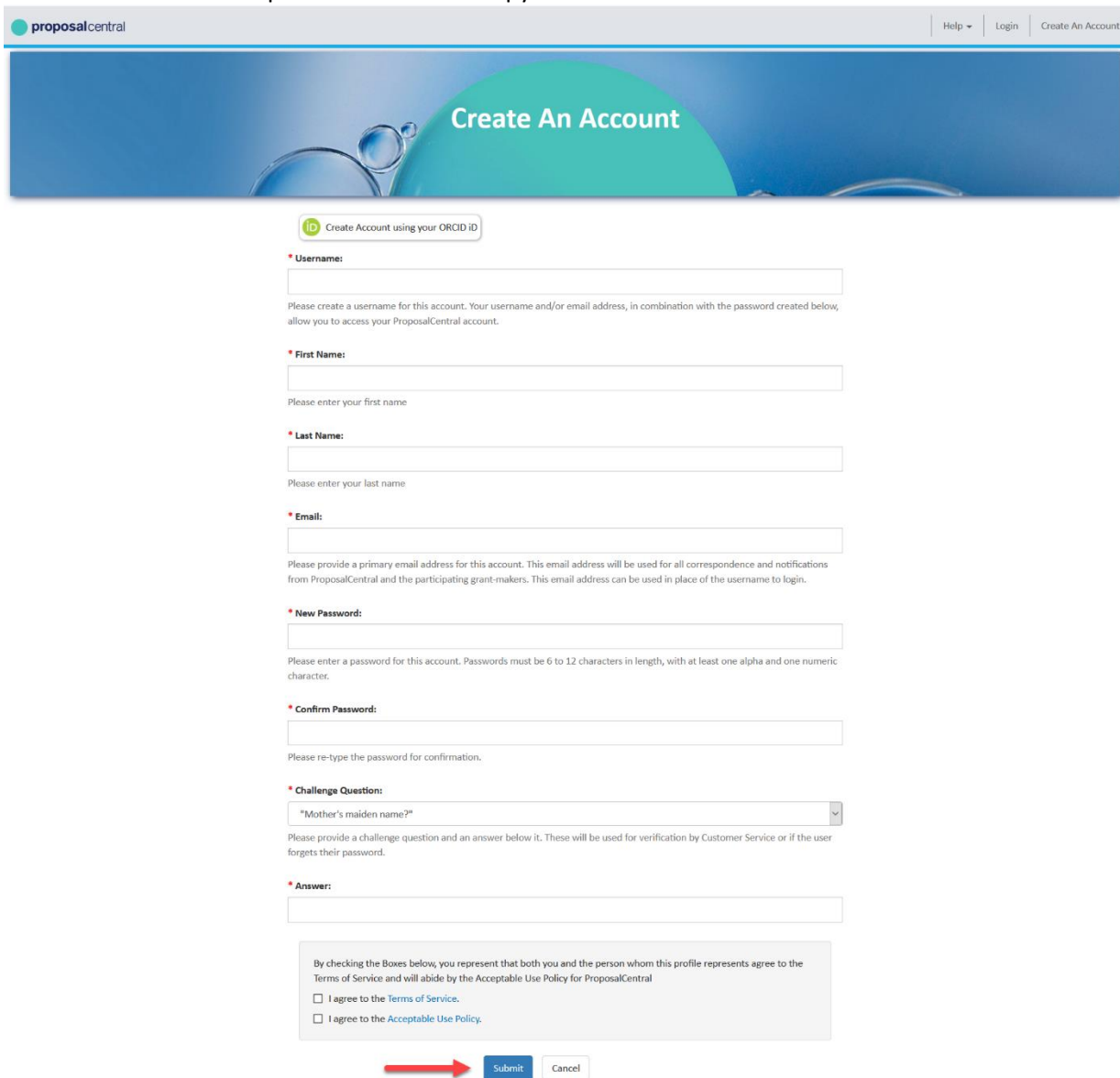
REVIEWER LOGIN

CLICK FOR REVIEWER LOGIN

ANNOUNCEMENTS

Altum issues racial discrimination and inequality statement, read more about it here.

Looking for more research funding opportunities?

Learn More...

altum

2. Provide the information requested to create an account and click the **Save** button. An e-mail is sent with a confirmation number. Open the e-mail and copy the confirmation number.

3.

4. Return to https://proposalcentral.com/ and login under the "Application Login" section by providing the username and password created in Step 2.

5. When prompted, paste the confirmation number and click the **Submit Confirmation Number** button.
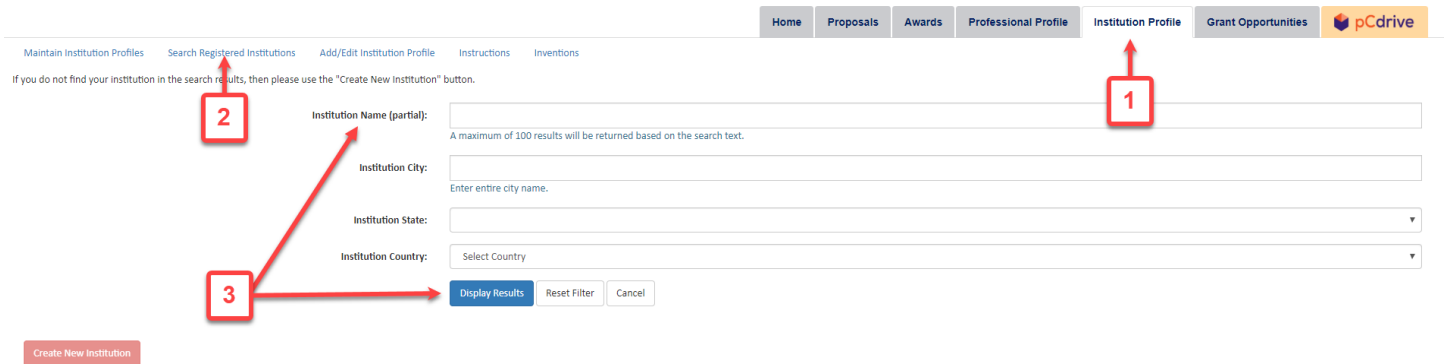
proposalcentral

CUSTOMER SUPPORT:
800-875-2562 (Toll-free U.S. & Canada)
+1-703-964-5840 (Direct Dial International)
pcsupport@altum.com

Confirmation Number:

Submit Confirmation Number

Create An Institution Profile

Before creating a new institution profile, users must search ProposalCentral to make sure the institution does not already exist in the system. To do this:

1. After logging in, click the Institution Profile tab.

2. Click the **Search Registered Institutions** link.

3. Enter a partial name search for your organization and click the **Display Results** button.
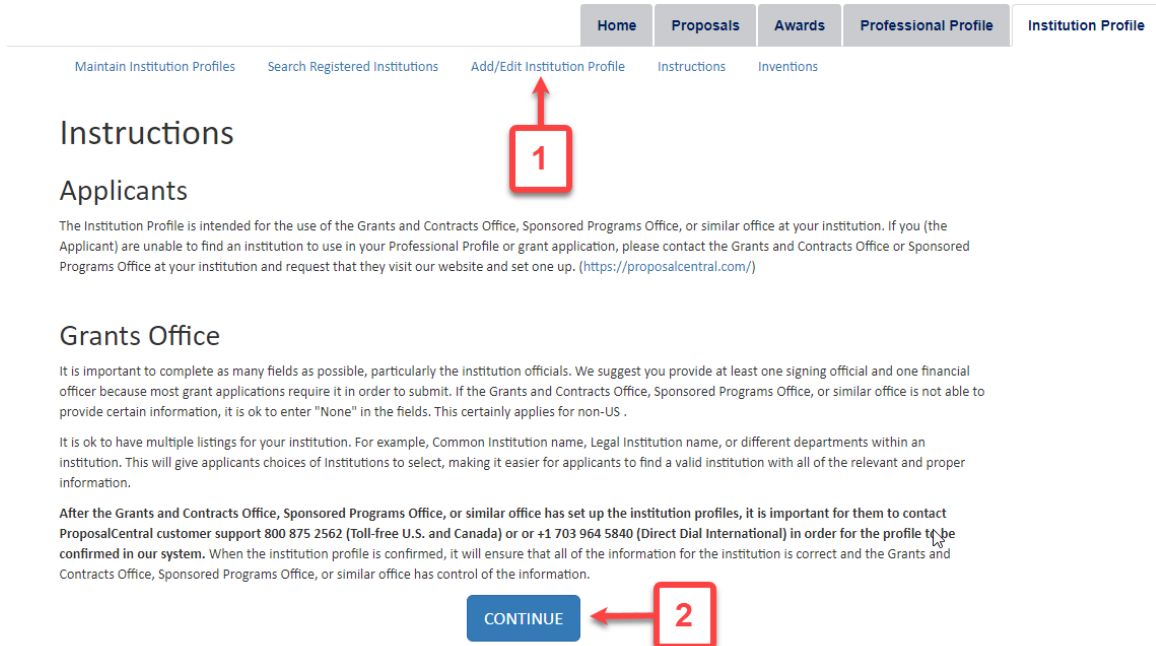
TIP: Make sure to include a key word from your organization's name, but not the complete name. For example, if your organization is called "The University of America in DC", search for "University of America" or even more generally "America".

If your institution is not listed, you can proceed with creating a new profile by following the steps below.

1. Click the **Create New Institution** button.

2. Read the instructions found on the page. If you are the appropriate person to create the new profile, click Continue.

proposalcentral

| Home | Proposals | Awards | Professional Profile | Institution Profile |

Maintain Institution Profiles | Search Registered Institutions | Add/Edit Institution Profile | Instructions | Inventions

1

Instructions

Applicants

The Institution Profile is intended for the use of the Grants and Contracts Office, Sponsored Programs Office, or similar office at your institution. If you (the Applicant) are unable to find an institution to use in your Professional Profile or grant application, please contact the Grants and Contracts Office or Sponsored Programs Office at your institution and request that they visit our website and set one up. (https://proposalcentral.com/)
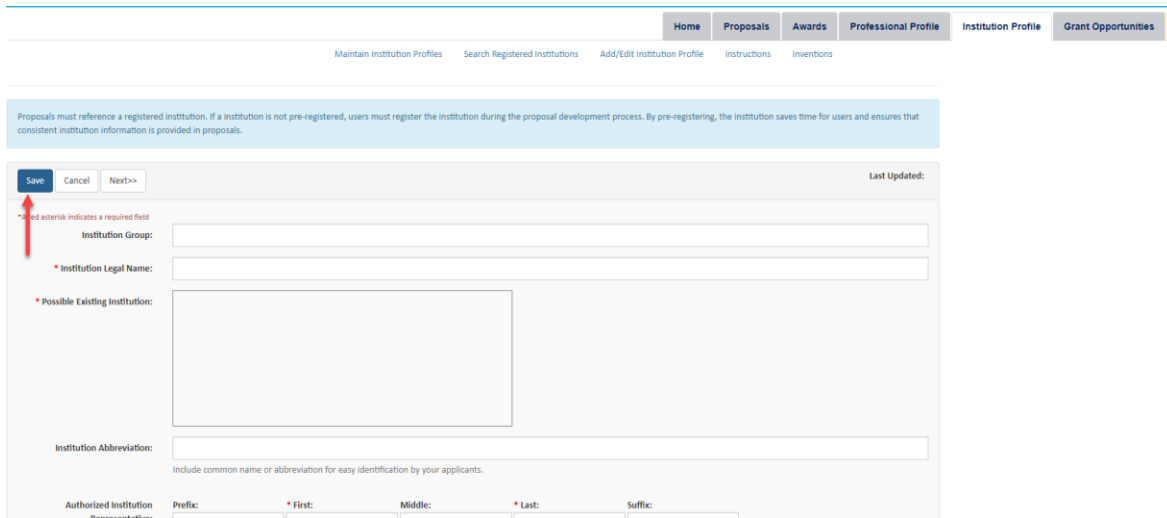
Grants Office

It is important to complete as many fields as possible, particularly the institution officials. We suggest you provide at least one signing official and one financial officer because most grant applications require it in order to submit. If the Grants and Contracts Office, Sponsored Programs Office, or similar office is not able to provide certain information, it is ok to enter "None" in the fields. This certainly applies for non-US .

It is ok to have multiple listings for your institution. For example, Common Institution name, Legal Institution name, or different departments within an institution. This will give applicants choices of Institutions to select, making it easier for applicants to find a valid institution with all of the relevant and proper information.

After the Grants and Contracts Office, Sponsored Programs Office, or similar office has set up the institution profiles, it is important for them to contact ProposalCentral customer support 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840 (Direct Dial International) in order for the profile to be confirmed in our system. When the institution profile is confirmed, it will ensure that all of the information for the institution is correct and the Grants and Contracts Office, Sponsored Programs Office, or similar office has control of the information.

CONTINUE ← 2

3. Provide the requested information and click the **Save** button.

Add Institution Officials

Now that there is an Institution Profile, add Signing and Financial Officials. Adding institution officials to the Institution Profile makes this information readily available to applicants. If a grant maker requested contact information for institution officials, the applicant can select the appropriate institution official from the list provided in the Institution Profile. See the example below of an applicant supplying information to the grant maker originating from the Institution Profile.

altum

Note: Click Save before completing the sections below.

The table below lists requested contacts (* indicates required contact). Select from the list of officials supplied with the institution's profile and click the "Add" button. If the contact is not in the list, enter the contact's email address and click the "Add" button. ❓

Signing Official	Select from list of Institution Officials ▾	OR

Select from list of Institution Officials
Brad Miller - Signing Official
Van 9 Vin 9 - Financial Officer

Enter email address

Confirm email address

Add

Financial Officer | Select from list of Institution Officials ▾ | OR

Enter email address

Confirm email address

Add

TIP: Before adding the institution officials, it is recommended to have those individuals create accounts in ProposalCentral. You can provide them with the instructions found in the first section regarding creating a new account.

To add institution officials to the Institution Profile:

1. If not already logged in, go to https://proposalcentral.com/ and login under the "Application Login" section.

2. Click the Institution Profile tab.

3. Click the **Edit** button for the institution.

| Home | Proposals | Awards | Professional Profile | Institution Profile | Grant Opportunities | pCdrive |

Maintain Institution Profiles   Search Registered Institutions   Add/Edit Institution Profile   Instructions   Inventions
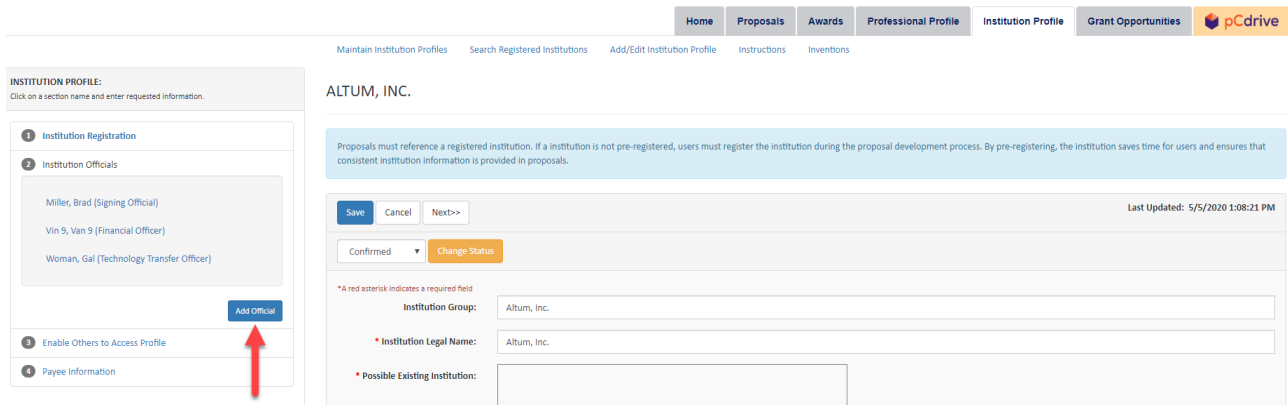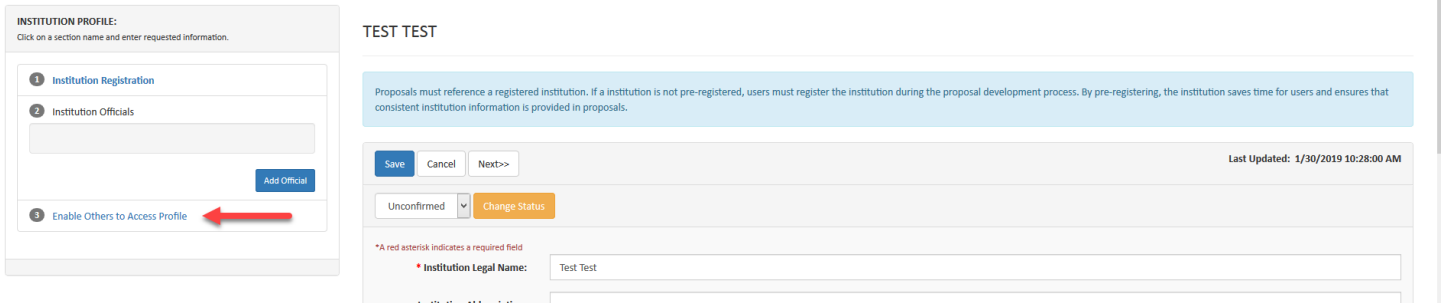
Show 25 ▾ entries   Search:
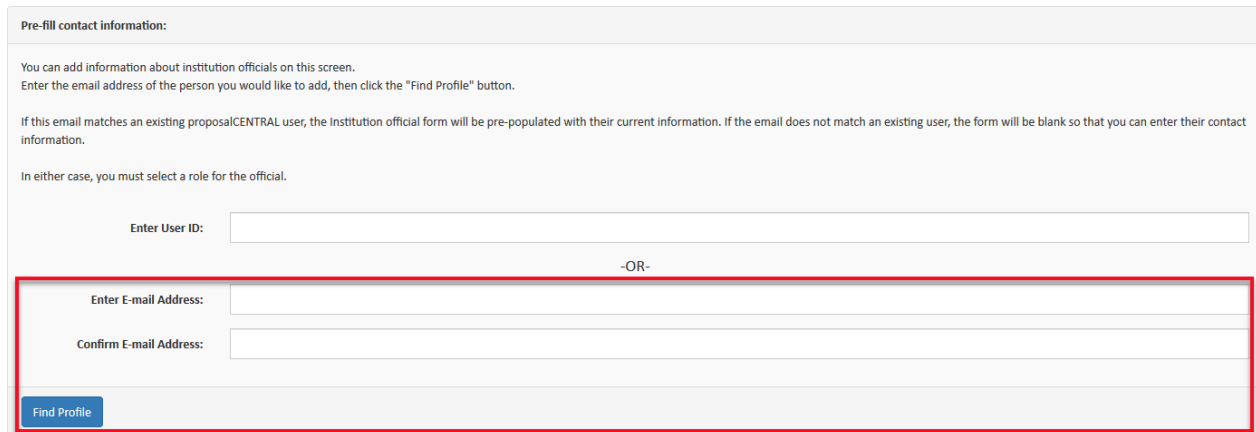
Edit/Show	Institution Name	DUNs	EIN
Edit	Altum, Inc.	12-345-6789	

Showing 1 to 1 of 1 entries

Previous   1   Next

4. In the menu on the left, click the **Add Official** button in the section "2) Institution Officials".

5. Enter the e-mail address of the person twice and click the **Find Profile** button.

6. If the person has a ProposalCentral account, their information displays. If they have not created an account, you can populate their contact information. In either scenario, select a Role from the drop-down menu. When done entering information, click the **Save** button.

CUSTOMER SUPPORT:
800-875-2562 (Toll-free U.S. & Canada)
+1-703-964-5840 (Direct Dial International)
pcsupport@altum.com

7. To add more institution officials, repeat steps 4-6.

Enable Access to Institution Profile

Most likely, there are other individuals at your organization who should have access to the institution profile in order to help maintain it. To grant other users access to the Institution profile, follow these steps:

1. If you're not already logged in, go to https://proposalcentral.com/ and login under the "Application Login" section.
2. Click the Institution Profile tab.
3. Click the **Edit** button for the institution.
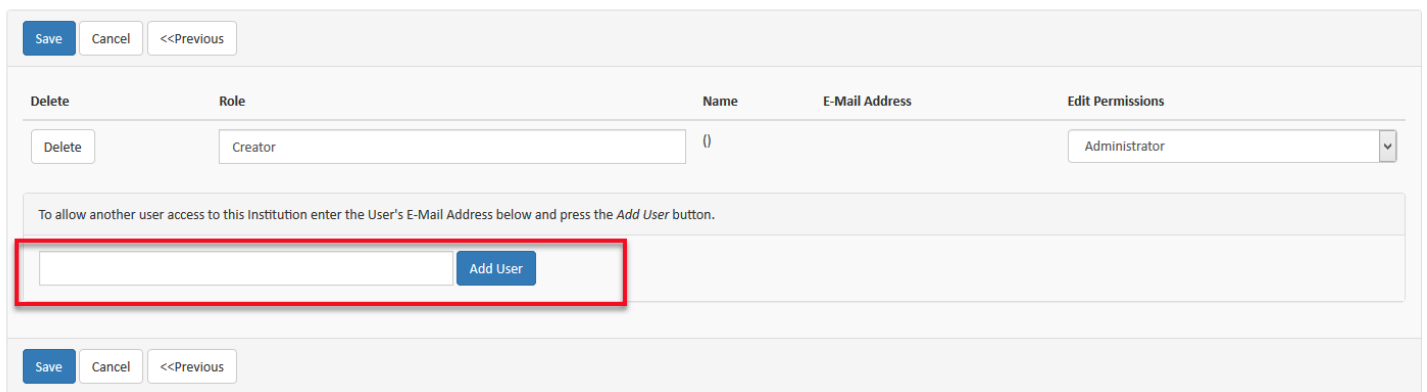
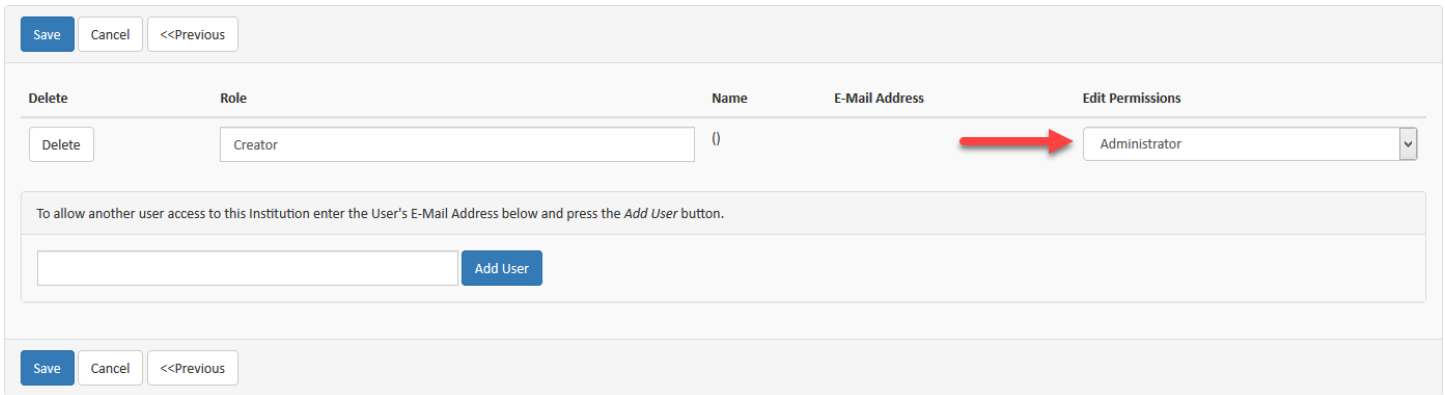4. In the menu on the left, click the Enable Others to Access Profile link.

5. Enter the e-mail address of the person and click the **Add User** button. Please note that the person **must** have a ProposalCentral account. If they do not, they can create an account using the instructions found in the first section regarding creating a new account.

6. Enter a role for the person. Many organizations opt to include the person's title. Please note that the person who created the profile is listed as the "Creator". Also, select the desired permission level for the person and click the **Save** button. The permissions are as follows:

    o   Administrator: The user can make any changes to the Institution Profile, including granting other users access to the Institution Profile (i.e. what you're doing now).

    o   Edit: The user can make any changes to the Institution Profile, EXCEPT that they cannot grant other users access to the Institution Profile. Although, they are able to see which users do have access to the Institution Profile and their permission level.

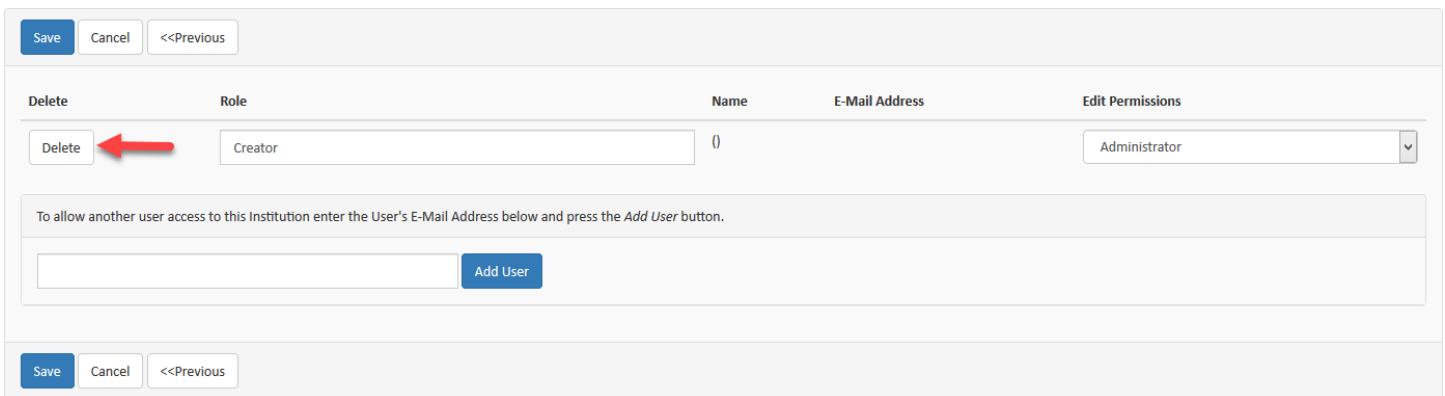   o   View: The user can only see the Institution Profile information; they cannot make any changes.

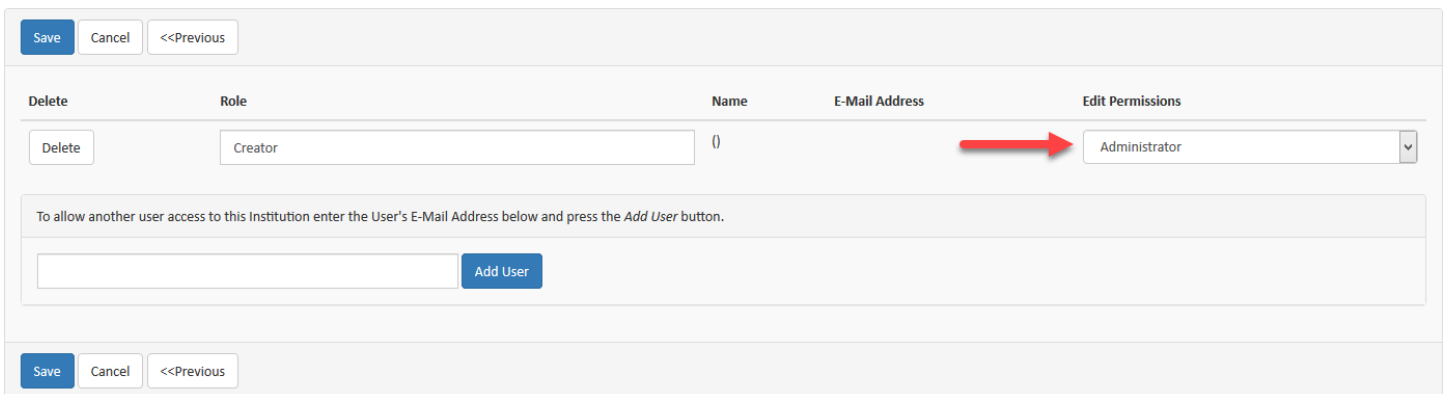7. To enable others to access the Institution Profile, repeat steps 5-6.

To remove a user's access to the Institution Profile, repeat steps 1-4. At the user access table, click the **Delete** button next to the user to remove.

Alternatively, modify a user's access level by changing the permission level in the Edit Permissions column and clicking the **Save** button.