

CLICK Grants Module - Frequent Errors

Funding Proposal Smart Forms

Proposal Description and Contacts Question 2.0 Principal Investigator

Common Error: When the Funding Proposal is created and is filled out by someone other than the PI, the person will lose edit rights when they choose the PI in Question 2.0

Solution: If you are filling out a Funding Proposal for the PI, add yourself to **EDIT** rights at the bottom of the page under **Proposal Access Rights Definition** before changing the PI name or else you will be kicked out of the Smart Forms

Proposal Description & Contacts

1.0 * Short title of proposal:

2.0 * Program Director / Principal Investigator / Project Lead / Fellow: **2**

COI Disclosure: [None] Upload

Blockatch: [None] Upload

Other Support: [None] Upload

3.0 Research Coordinator:

4.0 Administrative Contact:

5.0 * Select sponsor:

If Sponsor does not appear in list, enter name here:

If flow through, select Prime Sponsor:

6.0 * Are there other personnel associated with this funding proposal (including key personnel, co-investigators)?

Yes No Clear

Proposal Access Rights Definition:

7.0 Select team members that have EDIT rights: **1**

Last Name

There are no items to display

8.0 Select team members that have READ only rights:

General Proposals Information Question 3.0 Indicate how the forms will be submitted to the Sponsor

Common Error: People are choosing the System-to-System selection in error

Solution: Only choose the **Click Grants via Grants.Gov (S2S)** choice if you are submitting a federal grant application directly through Click. **This choice does not apply to submitting the Funding Proposal as an approval form.**

Make sure you answer **Adobe forms via Grants.Gov** if you are submitting a federal grant through the Grants.Gov Workspace or **Other** for all other types of submission.

General Proposal Information

1.0 * Type of Application:

New

Type of Sponsor Selected:

Federal

2.0 If Resubmission or Renewal, please enter the Sponsor #:

Is this award transferring in from another institution?

Yes No Clear

3.0 * Indicate how the forms will be submitted to the Sponsor:

~~Click Grants via Grants.Gov (S2S)~~

Adobe forms via Grants.Gov

Other

Clear

Budget Smart Forms

General Budget Information Question 5.0 Sponsor Budget Detail Level

Common Error: People are choosing the **Full Details** budget choice

Solution: Choose **Per Period, Budget Category Totals**

General Budget Information

1.0 * Budget Title:

2.0 * Principal Investigator for this Budget:

Principal Investigator

3.0 * Budget Type:

4.0 * Funding Source:

* Project Sponsor:

Is Modular Budget?: Yes No Clear

5.0 * Sponsor Budget Detail Level:

Full Details

Per Period, Budget Category Totals