

Updating the Sponsor

During proposal creation, you will choose the sponsor on the New Proposal Questionnaire. If the incorrect sponsor is chosen, the below are steps to update the proposal.

| New Proposal Questionnaire | | Back |
|--|---|------|
| | | |
| Step 0: Confirm you intend for the PI of this proposal to be | Tiger, (L13) Mike the Change | 1 |
| Step 1: "New" or "Copy From Existing"? | Create a New Proposal | |
| Step 2: Proposal Type | New | |
| Step 3: Select a Sponsor | National Aeronautics & Space Administration (NASA | |
| Continue | | |

Proposal Development

1) The sponsor name appears at the top of the proposal. On the Setup Questions Tab, click the "change" button next to the sponsor name.

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| Done Save TEST Proposal (L13) Mike the Tiger - LSUAM Sch of VETM Veterinary Clinical Sciences (National Aeronautics & Space Administration (NASA)) | | | |
|--|---|--|--|
| Setup Questions | Setup Questions | | |
| LSU Questionnaire | This proposal is broken down into several sections based upon what the institution requires. O | nce each section is complete, please indicate so by clicking the Completed | |
| Budget | If any changes are needed, please contact the Office of Sponsored Programs at osp@isu.edu. | | |
| Personnel | If this is a Modification Request, please click 'Show' at the top of the page and select the Modification Request Template. | | |
| Internal Uploads & Routing | | | |
| Tasks | | | |
| Proposal Tracking (PT) | Submission Mechanism/Form Information | • | |
| | Proposal Sponsor 🖉 | National Aeronautics & Space Administration (NASA) Change | |
| | Is this a Flow Through Project? | ⊖ Yes | |
| | Is this a US federal sponsored project? ${igstarcolor}$ | ● Yes ○ No | |

To edit, uncomplete Setup Questions by unchecking box in top right.

2) A warning message will appear letting you know that changing the sponsor will reset all of the setup questions. Click OK.

| , please c | contact the Office of Sponsored Programs at osp@isu.edu. |
|----------------------|---|
| uest, ple eous Ag | Changing the proposal sponsor will cause all previous responses on the setup questions page to be reset to their default state. |
| nism/l | OK Cancel |
| | National Aeronautics & Space Administration (NASA) Change |

3) A new window will open which allows you to update the Sponsor name. Click the blue "Change" button again.

| Sponsor/Template Selection | Save Close |
|---------------------------------|---|
| Proposal Sponsor | National Aeronautics & Space Administration (NASA) Change |
| Originating Sponsor | Not Set Change |
| Is this a Flow Through Project? | ⊖ Yes ● No |
| Proposal Type | New |
| Opportunity Number | Select from Grants.Gov Opportunities |
| | S2S 🗸 Search |
| | |
| | |

4) A sponsor selection window will open. This is a progressive text look-up. Begin typing sponsor name and then select the sponsor from the names that appear. If the sponsor is not listed choose "Other Sponsor (To Be Added)". Once the new sponsor is chosen, click "Select."

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5) You will see the updated sponsor name on the Sponsor/Template Selection window. Click Save.

| Sponsor/Template Selection | | | Save Close |
|---------------------------------|--|---------|------------|
| Proposal Sponsor | W. M. Keck Foundation Change | | |
| Originating Sponsor | Not Set Change | | |
| Is this a Flow Through Project? | ⊖ Yes 💿 No | | |
| Proposal Type | New V | | |
| Opportunity Number | Select from Grants.Gov Opportunities 🗸 | | |
| | S2S 🗸 Search | | |
| | | | |

6) A warning message will appear and let you know that updating the information may result in loss of data. Click OK.

| Sponsor/Template Selection | n | Save Close |
|-------------------------------------|--|------------|
| Proposal Sponsor | National Academy of Sciences (NAS) Change | |
| Originating Sponsor | Not Set Change | |
| Is this a Flow Through Project? | O Yes ⊚No | |
| Proposal Type Opportunity Number | Updating the opportunity on this proposal could result in the loss of data entered or attachments uploaded on screens other than the Face Page, Budget, or Personnel pages. | |
| | OK Cancel | |

7) The sponsor should be updated at the top of the screen and on the Setup Questionnaire.