Funding Proposal Quick Start Guide

This document provides a high-level guide to creating a Funding Proposal (FP) in PERA for Investigators. The following outlines the most important actions to complete. A detailed guide is available: https://pera.research.purdue.edu/training/prep-submit-review/create-proposal-investigator/

1. **Determine if you need to create a New Funding Proposal or a Follow-on Submission to an Existing Award** – If New, continue below. Follow-on Submissions should be created off the existing award per the instructions for the specific scenario – do not create a NEW Funding Proposal for follow-on submissions.

2. **Login to the Grants Module - https://pera.research.purdue.edu/**

3. **Navigate to your Dashboard**

   1. Select 'Create' from the Dashboard.

   2. Click on 'Grants' to expand the menu.

   3. Select 'Create Funding Proposal.'

4. **Complete the Funding Proposal SmartForm**

   - After the General Proposal Information page is completed, select 'Continue' to generate the navigation menu.

   - Use the Help ❓ on each question as needed.

   - On the Completion page, select 'Finish'. The Funding Proposal Workspace will update.
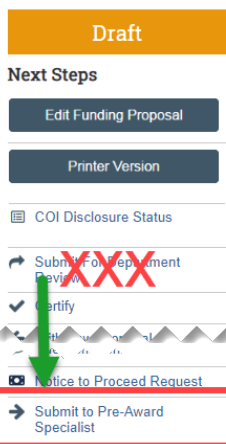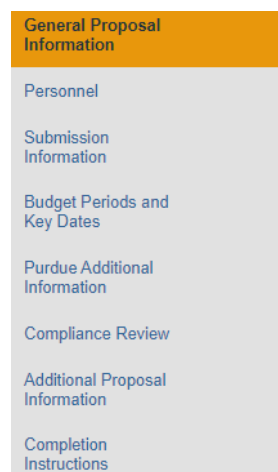
   5. Submit to Pre-Award Specialist

   Do **NOT** select the 'Submit For Department Review' Activity. The status will remain **Draft**.

   This action notifies Pre-Award the SmartForm is complete and ready for their assistance.

6. **Do NOT Edit the Budget** – Pre-Award will complete this for you.