

Bench-to-Bedside LOI Tip Sheet

To Submit the Letter of Intent (LOI)

1. Go to <https://proposalcentral.com/> and log in.
2. Click **Create New Proposal** at the top right corner of the screen.
3. Search for 'Bench-to-Bedside Program' and click **Apply Now**.
4. Type in proposal title, click **Save** and then **Next**.
5. Click **Next** to advance through the sections and remember to always **Save** your entered information.
6. **Validate** your letter before submitting it. The system will check your LOI for any incomplete fields. Once you have validated that all fields are complete, click **Submit**.
7. You have until the LOI deadline to submit your LOI and/or make edits and re-submit. To edit, **Un-Submit** your LOI, make changes, and then re-submit. **No changes can take place after the deadline.**
8. Collaborator(s) may edit the LOI, but you must give access to your BtB application. The collaborator(s) must first register with ProposalCentral before you can allow access. If collaborator(s) already registered, select name(s) under the 'Proposal Access User Selector' section at the bottom of the page. **Note: the online application must be initiated and submitted by the lead intramural investigator.**
9. The lead PI (intramural investigator) will receive a confirmation email from ProposalCentral with a decision by Scientific Director(s) to approve/reject LOI. Once approved, the lead PI may begin submission of full proposal. See the [BtB Proposal Tip Sheet](#).

Your ProposalCentral Account

First Time? Create an Account

1. Go to <https://proposalcentral.com/>
2. Under 'Applicant or Awardee,' click **Need an account?** and complete required fields.
3. Accept terms/policies. Click **Submit**.
4. A confirmation number will be emailed to you. You will be prompted to enter this number to continue creating an account.
5. Return to <https://proposalcentral.com/> and log in.
6. You will begin building your 'Professional Profile.' Click **Add Institution** on the left navigation panel. Enter 'NIH' on the first search string and click **Display Results**.
7. Select your institute/center (IC) and click **Select** to add to your profile.
8. Next, complete **ONLY** the following on the same screen:
 - Position Title
 - Academic Rank
 - Primary Job Function
 - Division (i.e. Branch)
 - Department (i.e. Section)
 - Address
 - Phone/Email/Fax
9. Click **Save** and then **Next**. Enter your degree information and **Save**. You finished building your Professional Profile. (The other sections for research interests, personal data, and biosketches are **NOT** required at this stage.)
10. Proceed to steps to submit the Letter of Intent (LOI).

For Existing Users

1. Go to <https://proposalcentral.com/>
2. Under 'Applicant or Awardee,' enter username and password and click **LOGIN**. If needed, click **Forgot your Password?** to reset your existing account.
3. Please ensure the following fields are complete and saved in your professional profile:
 - Position Title
 - Academic Rank
 - Primary Job Function
 - Division (i.e. Branch)
 - Department (i.e. Section)
 - Address
 - Phone/Email/Fax
 - Degree Information
4. Proceed to steps to submit the Letter of Intent (LOI).

Questions?

For ProposalCentral: [Email](#) or call toll-free 800-875-2562

For the Bench-to-Bedside Program: Email [Hana Smith](#)