

Tip Sheet for Submission of Bench-to-Bedside Proposals via *ProposalCentral*

For questions re: *ProposalCentral*, email pcsupport@altum.com or call toll-free 800-875-2562

For questions re: *Bench-to-Bedside Program*, email BenchtoBedside@nih.gov or call Hana Smith at 301-402-6313

To submit Full Proposal:

- 1) You will have already registered with *ProposalCentral* when you submitted your LOI. You should have received an email indicating that your LOI was approved. If you want collaborators to assist with edits to your proposal, they must register in the system, and you will need the email address they registered to add them to your project. Colleagues may edit your proposal, but the online application **must be initiated and submitted by the intramural investigator**.
- 2) Your project will be listed on the first screen when you log in at *ProposalCentral* (<https://proposalcentral.com/>)
- 3) Click the link titled “**edit**” and that will allow you access to your full proposal.
- 4) The first link is project title, start and end dates, and costs. Your proposal title is automatically filled in but can be changed. The budget box on this page asks for the total 2-year amount of \$\$ you are requesting. You can come back to this box after you fill out the budget sheet which is one of the required templates in Link #2.
- 5) In Link #2, you will see a link for 4 attachments:
 - a. **The proposal summary** is where you detail the research plan for your project. You can save the document on your desktop and work on it as needed. At the point when you are ready to submit the final version it must be converted to a PDF file, and you will upload it as per the instructions.
 - b. **The budget sheet** is an Excel file; fill in each of the fields and the totals are automatically calculated. You will need the 2-year total for both intramural and extramural (including indirect costs) for the budget box on the first page (Link 1). Please read “**important information**” sheet before completing your budget. Also, make sure to adhere to budget justifications requirements.
 - c. **A biosketch** is required for the principal and associate investigator(s).
 - d. **A checklist** is required to document that you have properly completed the budget template and provided the needed NIH biosketch(es).
- 6) The next screens are self-explanatory – remember to always select “**save,**” then “**next**” to advance.
- 7) You must submit your proposal by the deadline. If you submit your proposal before the deadline, you can log back into the system for changes. To edit, **un-submit** your proposal, make changes, and then, **re-submit**. No changes can take place after the deadline. For any assistance, please contact PC directly, email pcsupport@altum.com or call toll-free 800-875-2562.