

Grant Proposals in NUPlans Web

You may add grant proposals that are likely to be approved within the coming year to the budget preparation file in Contributor.

Navigate to Grant Proposal forms in NUPlans Web

NUPlans Web > Applications > Grant Proposals

Add a Grant Proposal

Click **Add Grant Proposal** to open the form.

1. Verify that the **Budget Grouping** to which the proposal belongs is displayed. To change the budget grouping, click the drop-down arrow to select from the list.
2. Select the **Fund**. Click in the field to display the drop-down arrow, and then select a Fund from the drop-down list.
3. Select the **Department**. Click in the field to display the drop-down arrow, and then select a Department from the drop-down list.
4. Enter a **Proposal Description**. Click in the cell and type a description.
5. Enter the proposed **F&A Rate** (optional). Enter the whole number, without percent. Decimals are allowed (ex: enter 52.5 for 52.5%).
6. Click **Verify Status**. Review the Grant Proposal and Status.
7. If the status is "Ready to Add", click Add Grant Proposal.
 - Grant proposals are added immediately to Contributor.
 - Find the added proposals in the Grant Input view at the bottom of the list of projects.
 - You may need to close and reopen the budget preparation file to see them appear.

Modify a Grant Proposal

Click **Modify Grant Proposal** to open the form.

1. Verify that the **Budget Grouping** to which the proposal belongs is displayed. To change the budget grouping, click the drop-down arrow to select from the list.
2. Update the Fund or Description as applicable:
 - To update the fund, click in the **Updated Fund** field to display the drop-down arrow, and then select a fund from the drop-down list.
 - You cannot change the department, so if the original proposal was added to the wrong department, you must add a new proposal.
 - You may enter an **Updated Description** of the proposal with the wrong department to mark it as unused.
3. Click **Verify Status**. Review the Updated Grant Proposal and Status.
4. If the status is "Ready to Update", click Modify Grant Proposal.
 - Updates are effective immediately in Contributor.
 - You may need to close and reopen the budget preparation file to see the change appear.

NEED HELP? Contact IT Support Center • 847-491-4357 (1-HELP) • consultant@northwestern.edu