Create a Funding Proposal

If you are a PI, study staff member, or a grants specialist, you can create funding proposals (New Application) in the IBISResearch system. This topic shows how to create a single-project proposal, and check it for errors and omissions. If you are applying for a multi-project opportunity (i.e., program project, center grant, etc.), you may not apply through IBISResearch. Contact the Specialist in ORA.

Where do I start?

1. From My Inbox, click Create, then, Create Funding Proposal.

How do I get the correct forms?

2. Fill out each page and click Continue. (Asterisked fields are required.)

Which direct sponsor you select determines whether you are subsequently queried for Federal or non-Federal grant information. Once you specify the sponsor, Grants creates a budget you can complete.

3. To search for a Federal opportunity, type in one or more of these search criteria and click Find. Grants.gov returns matching opportunities, their requirements, and forms (if supported by Huron SF424).

   Note: Competition ID can only be used with other criteria.

4. To replace the currently attached forms with any supported updates, click Refresh Form Support.

5. Select the desired opportunity.

How do I finish the proposal?

6. After completing all required fields and any optional fields you choose on the proposal pages, follow the completion instructions on the last page, and then click Finish.

What Next?

Complete the proposal budget per your department’s requirements. See Fill Out Budgets for a Proposal.