How to Search for Funding Proposals

- Access to funding proposals is controlled by assigned user roles.
- Principal Investigators can generally see just their own funding proposals.
- Deans, Chair and Departmental Administrators can generally see all funding proposals across UVM.
- In addition, a PI can assign additional edit/view only rights within a specific funding proposal to allow additional people access to that proposal.

How to Search

1. Click Grants
2. Click Funding Proposal
3. A list of proposals will appear
4. Use Tabs
   - Proposals Tab shows all proposals
   - Draft Tab shows proposals in Draft state
   - Internal Review Tab shows proposals in Department or SPA review
   - Sponsor Review Tab shows proposals pending sponsor decision
   - Awarded Tab shows awards
   - Completed Tab shows not funded, completed, terminated or not submitted proposals
5. Use "Filter by" section to filter on any of the column headings. Within "Filter by" use **percent sign %** as a wild card to aid your search.
6. Sort by Columns - You may sort on any of the column headings to aid your search.
7. Once you locate the specific proposal you are looking for, click on the Name hyperlink to open the proposal record.

Grants > Funding Proposal

UVMClick

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Filter By > Use percent sign % as wild card

Use the wild card % (percent sign) in Filter by to search for a specific proposal

Click on Name hyperlink to open the record

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