



# 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**



# GRANTS

### How to Search for Funding Proposals

#### Last updated December 7, 2022

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# Filter By > Use percent sign % as wild card

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# Click on Name hyperlink to open the record

