

Major and Minor URFO Proposals

Creating a New Proposal

Getting to the Create Screen

The screenshot shows a web interface with a left sidebar and a main content area. In the sidebar, the 'Proposals' menu item is highlighted with a red box. Below it is the 'SPIN' option. In the main content area, the 'Proposals' title is at the top. Underneath, the 'Create New' button is highlighted with a red box. Below that, a 'Proposal' button is also highlighted with a red box. At the bottom of the main content area, there is a section titled 'Accessing Records/Reporting' with two buttons: 'Locate records by using filters' and 'Show a listing of All my records'.

1. From the left menu of the Portal, click “Proposals.”
2. Under the Create New section, click the “Proposal” button.

Create New Proposal Screen

The create screen has eight required fields. Once all fields are completed, click “Create Proposal” in the lower right corner to create a proposal record and move on to the Setup Questions screen.

The screenshot shows the 'Create New Proposal' form. The title 'Create New Proposal' is at the top. The form has several sections: 'Please type and select the PI Name' with a text box containing 'PI, Demo'; 'Please select "New" proposal or "Copy from Existing"' with a dropdown menu showing 'Create a New Proposal' and 'Copy From Existing Proposal'; 'Proposal Type' with a dropdown menu showing 'New'; 'Please select from Grants.gov or SPIN opportunities or choose "Setup Proposal Manually" to select a specific sponsor (including URFO programs).' with a dropdown menu showing 'Select from Grants.Gov Opportunities', a text box with 'S2S', a checked checkbox, and a 'Search' button; 'Please enter the proposed project title' with a large text box; 'Please Enter the Projected Project Start / End Dates. Note: Calendar display begins on MONDAY.' with 'Start:' and 'End:' text boxes and calendar icons; 'Number of Project Periods' with a dropdown menu showing '1'; and a 'Create Proposal' button at the bottom right.

PI Name: This field defaults to the logged in user. If the logged in user is not the PI, begin typing the PI’s name in the text box and select the appropriate person from the list.

Create a New Proposal or Copy from Existing: For an URFO proposal, accept the default value **Create a New Proposal**.

Proposal Type: For an URFO proposal, accept the default value of **New**.

Funding Selection: For an URFO proposal, choose the third option in the pulldown menu: **Setup Proposal Manually**.

In the text box below, type “urfo” to then select either **URFO – Major Programs** or **URFO – Minor Programs**. All the programs with January deadlines are Major Programs. The only Minor Programs are Small Grants and Publication Subvention. You will have a chance to select the specific major or minor program on a later screen.

Project Title: Enter at least a working title to start but it should identify your project. Changes to the title can be made if needed.

Project Start/End Dates: Follow the rules below to enter the correct start and end date for your URFO proposal. You may use the calendar or type it in in one of these formats: 03/09/74, 03/09/1974, 030974, 03091974, or 09-Mar-1974.

Major Program Start and End Dates

Research Awards and Fellowships, Archaeological Research Endowment Fund: May 15, 2024, to December 31, 2024 (use calendar or type 05152024 to 12312024)

deArce-Koch: May 15, 2024 to June 30, 2025 (05152024 to 06302025)

Interdisciplinary Research Initiation, Research Innovation Program: May 15, 2024, to December 31, 2025 (05152024 to 12312025).

Minor Program Start and End Dates

Small Grants and Publication Subvention Program: estimate the start date (normally at least 30 days from submission) and end date (not to exceed 180 days from start date).

Number of Project Periods: All URFO programs should use ONE project period. For project periods over 12 months it will change to 2; you should change to ONE project period before the next step.

Click the Create Proposal button: It will take a moment to complete the steps to create a record.