Add Sponsor/Funding Information

Overview

All projects must have an internal and/or external sponsor/funding source. Documents related to the sponsor/funding source can be attached to the application when completing the Sponsor/Funding Information page.

All questions must be answered and fields filled out in order to submit the application.

Important Information

If the project has an external sponsor, complete the External Sponsors section beginning on page 1.

If the project has an internal sponsor, complete the Internal Sponsors section beginning on page 4.

If the project has both internal and external sponsors, both sections must be completed.

External Sponsors

Sponsor/Funding Information page

1. Select Yes in the Will this project be sponsored externally field.

Sponsor/Funding Information page (continued)

2. Click Add.
Enter Sponsor/Funding page

3. Proposal Approval Form (PAF) number (recommended method)
4. Principal Investigator Last Name
5. Title (requires PAF number or Last Name as additional search criteria)

Note: The PI on the application and PI on the Proposal Management source may be different.

6. Click **Find**.

7. Select the correct sponsor source.

8. If a funding document needs to be attached to the application, click **Add** in the External Sponsor/Funding Documents section. Otherwise, go to step 12.

Submit a Document page

9. Enter the title of the document in the **Title** field. If no title is entered, the document file name is saved as the title.

10. Click **Browse...**, then navigate to and select the document.

Note: See the **Add Documents – Step by Step procedure** if you need to include additional details about the document.
Submit a Document page (continued)

Note: If more than one document needs to be attached to the application, click **OK and Add Another** and repeat steps 9-10.

11. Click **OK**.

Enter Sponsor/Funding page

12. Click **OK**.

Sponsor/Funding Information page

Notes:

- If there are additional external sponsors, repeat steps 2-12.
- If changes need to be made to the external sponsor information, click **Update** If the external sponsor information is no longer applicable or was entered in error, click **Delete** to remove the sponsor.

13. Click **Save**.
Internal Sponsors

An internal sponsor is required if department review is required or department funds requested. A departmental review document needs to be added if the internal project has been peer-reviewed.

Sponsor/Funding Information page

1. Select Yes in the Will this project be sponsored internally field.

Sponsor/Funding Information page (continued)

2. Click Add.

Enter Sponsor/Funding page

3. Enter a title in the Project Title field.

4. Click Select... in the Dept/Unit field.
Select Organization page

5. Enter all or part of the appointment’s department name in the Filter By field. **Note:** You can search for the department by ID by selecting Department ID from the Filter By drop-down menu and entering the ID in the text field.

6. Click Go.

Select Organization page (continued)

7. Select the correct Department.

8. Click OK.

Enter Sponsor/Funding page

9. Select the correct option in the Has this project undergone peer review? field.
   - If you selected Yes, continue to step 10.
   - If you selected No, go to step 13.

Enter Sponsor/Funding page (continued)

10. Click Select... in the Peer Review Source field.
Select Peer Review Source page

11. Select the correct Peer Review Source.

12. Click **OK**.

Enter Sponsor/Funding page

13. If a funding document needs to be attached to the application, click **Add** in the **Internal Sponsor/Funding Documents** section. Otherwise, go to step 17.

**Note:** If you selected **Yes** in step 9, documents must be attached to the application.

Submit a Document page

14. Enter the title of the document in the **Title** field. If no title is entered, the document file name is saved as the title.

15. Click **Browse**, then navigate to and select the document.

**Note:** See the *Add Documents – Step by Step procedure* if you need to include additional details about the document.

Submit a Document page (continued)

**Note:** If more than one document needs to be attached to the application, click **OK and Add Another** and repeat steps 14-15.

16. Click **OK**.
Enter Sponsor/Funding page

17. Click OK.

Sponsor/Funding Information page

Notes:
- If there are additional internal sponsors, repeat steps 2-17.
- If changes need to be made to the internal sponsor information, click Update. If the internal sponsor information is no longer applicable or was entered in error, click Delete to remove the sponsor.

18. Click Save.