

# How to submit an LOI

- Presentation by RGPO C&G unit on using proposalCENTRAL to submit an LOI
- by Nancy Chamberlain

# Accessing proposalCENTRAL

Login to pC: <https://proposalcentral.altum.com/>

The screenshot shows the proposalCENTRAL website interface. At the top left is the logo for proposalCENTRAL. On the top right, there are links for FAQ, Customer Service, Help, and Login. The main heading is "Welcome to proposalCENTRAL". Below this is a paragraph of text: "An e-grantmaking website shared by many government, non-profit, and private grant-making organizations. If you have any questions about registration on our site, how to apply for a particular grant, or anything else we can help you with, please contact our customer support hotline at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at [pcsupport@altum.com](mailto:pcsupport@altum.com)".

There are two main sections for user interaction:

- APPLICATION LOGIN:** This section is circled in red. It contains a text input field for "Username or E-mail", a text input field for "Password", a link for "Forgot Your Username/Password?", and a blue "LOGIN" button.
- PEER REVIEWER:** This section has a black button labeled "CLICK HERE" and the text "to access the online review" below it.

Below these sections is a red button labeled "CREATE ONE NOW!".

At the bottom of the page, there is a section titled "OPPORTUNITIES" with several cards. Each card features a circular icon with a number (1 or 11) and a logo for an organization like "alzheimer's association" or "WESTON".

The footer contains the Altum logo, copyright information: "©2007-2015 Altum, Inc. All rights reserved v2015.0.0.83", and links for "Contact Us", "Terms of Service", "Acceptable Use Policy", and "Privacy Policy".

Log in Here

Create New Account Here

# Creating an Account on proposalCENTRAL (pC)

## http://proposalcentral.altum.com



*Username:	<input type="text"/>	Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your proposalCENTRAL account.
*First Name:	<input type="text"/>	Please enter your first name
*Last Name:	<input type="text"/>	Please enter your last name
*Email:	<input type="text"/>	Please provide a primary email address for this account. This email address will be used for all correspondence and notifications from proposalCENTRAL and the participating grant-makers. This email address can be used in place of the username to login.
*New Password:	<input type="text"/>	Please enter a password for this account. Passwords must be 6 to 12 characters in length, with at least one alpha and one numeric character.
*Confirm Password:	<input type="text"/>	Please re-type the password for confirmation.
*Challenge Question:	<input type="text" value="Mother's maiden name?"/>	Please provide a challenge question and an answer below it. These will be used for verification by Customer Service or if the user forgets their password.
*Answer:	<input type="text"/>	

Please note that your username and password will be included in e-mails sent to you by the system and any grant makers for which you submit applications.

By checking the Boxes below, you represent that both you and the person whom this profile represents agree to the Terms of Service and will abide by the Acceptable Use Policy for proposalCENTRAL

I agree to the [Terms of Service](#).

I agree to the [Acceptable Use Policy](#).

Save

Cancel

# Preparing and Submitting LOI

Altum **proposalCENTRAL** Application System [FAQ](#) || [Customer Service](#) || [Help](#) || [Log Out](#)  
Ge, Amy

[Manage Proposals](#) [Professional Profile](#) [Institution Profile](#) [Grant Opportunities](#)

All Opportunities

**Click Apply Now to start your application (includes letter of intent if required).**

Total: 6 Opportunities

Tobacco-Related Disease Research Program  Filter List by GrantMaker

Deadlines are displayed in **U.S. Eastern Time**

Grant Maker	Programs	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ
<a href="#">Tobacco-Related Disease Research Program</a>	California START Award	9/10/2015 3:00:00 PM	12/8/2015 3:00:00 PM	Contact TRDRP	<a href="#">Apply Now</a>	
<a href="#">Tobacco-Related Disease Research Program</a>	High Impact Pilot Research Award	9/10/2015 3:00:00 PM	12/8/2015 3:00:00 PM	Contact TRDRP	<a href="#">Apply Now</a>	
<a href="#">Tobacco-Related Disease Research Program</a>	High Impact Research Project Award	9/10/2015 3:00:00 PM	12/8/2015 3:00:00 PM	Contact TRDRP	<a href="#">Apply Now</a>	
<a href="#">Tobacco-Related Disease Research Program</a>	Mackay California-Pacific Rim Tobacco Policy Scholar Award	9/10/2015 3:00:00 PM	12/8/2015 3:00:00 PM	Contact TRDRP	<a href="#">Apply Now</a>	
<a href="#">Tobacco-Related Disease Research Program</a>	Postdoctoral Fellowship Award	9/10/2015 3:00:00 PM	12/8/2015 3:00:00 PM	Contact TRDRP	<a href="#">Apply Now</a>	
<a href="#">Tobacco-Related Disease Research Program</a>	Special Project		12/8/2015 3:00:00 PM	Contact TRDRP	<a href="#">Apply Now</a>	

1. Click on the **“Grant Opportunities”** tab.
2. Choose **“Tobacco-Related Disease Research Program”** and click on **“Filter List by GrantMaker”**
3. Click **“Apply Now”** to start an LOI.

LOI To: Tobacco-Related Disease Research Program *High Impact Pilot Research Award*  
Title (Applicant): **Enter a title here, then press Save.** (Gee, Amy)

Deadline: **9/10/2015 3:00:00 PM (U.S. Eastern Time)**

**LOI Sections**  
Complete each section of the LOI below. Click the Next button to save and go to the next section or click directly on the sections listed below.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Applicant Institution](#)
- 6) [Research Categories](#)
- 7) [LOI Narrative](#)
- 8) [Validate](#)
- 9) [Submit](#)

**Proposal Sections**  
LOI must be submitted and approved before Proposal can be completed.

**Title Page**

[Save](#) [Print](#) [Next>>](#) [Cancel](#) [Exit](#)

Enter a title for your application, then press Save.  
Press Next to save any changes and go to the next proposal section. [Instructions](#)

\* **Project Title**  Do not exceed 75 characters.

**Title Page**

[Save](#) [Print](#) [Next>>](#) [Cancel](#) [Exit](#)

**Download instructions & template in section 2.**

**Be sure to click "Submit" after LOI has been validated.**

# From Approved LOI to Application

**proposalCENTRAL**  
Application System

Altum FAQ || [Customer Service](#) || [Help](#) || [Logout](#)  
Gee, Amy

Manage Proposals Professional Profile Institution Profile Grant Opportunities

All Proposals **In Progress** Submitted Awarded Archived

Create New Proposal Click Create New Proposal button to select a grant program and start your grant application (includes letter of intent if required). Deadlines displayed in U.S. Eastern Time

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
-	<a href="#">Edit</a>	71138	Proposal: AMY's Test Research LOI: AMY's Test Research	Tobacco-Related Disease Research Program	Research Project	Proposal: Gee, Amy LOI: Gee, Amy	Proposal: In Progress LOI: Approved	Proposal: 12/1/2014 3:00:00 PM LOI: 12/4/2013 2:28:23 PM
-	<a href="#">Edit</a>	71136	Proposal: Amy's Test Pilot SARA LOI: Amy's Test Pilot SARA	Tobacco-Related Disease Research Program	Pilot School Academic Research Award (Pilot SARA)	Proposal: Gee, Amy LOI: Gee, Amy	Proposal: In Progress LOI: Approved	Proposal: 12/1/2014 3:00:00 PM LOI: 12/4/2013 2:28:16 PM
-	<a href="#">Edit</a>	71126	Proposal: Amy's Test Pilot CARA LOI: Amy's Test Pilot CARA	Tobacco-Related Disease Research Program	Pilot School Academic Research Award (Pilot CARA)	Proposal: Gee, Amy LOI: Gee, Amy	Proposal: In Progress LOI: Approved	Proposal: 12/1/2014 3:00:00 PM LOI: 12/4/2013 2:28:12 PM

1. Click the “**Manage Proposals**” tab.
2. By default, the system displays your “**In Progress**” page. Locate the row for your **TRDRP LOI**.
3. Confirm approval of your LOI under the “**Status**” Column.
4. Click “**Edit**” to begin full application and access instructions and templates.

Proposal To: Tobacco-Related Disease Research Program *Research Project*  
Title (Applicant): **AMy's Test Research (Gee, Amy)**

Deadline: **12/1/2014 3:00:00 PM (U.S. Eastern Time)**

[LOI Sections](#)  
Click here to view Letter Of Intent.

**Proposal Sections**  
Click name below to go to that section.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant/PI](#)
- 5) [Institution & Contacts](#)
- 6) [Abstracts & Keywords](#)
- 7) [Budget Summary](#)
- 8) [Organization Assurances](#)
- 9) [Research Plan and Other Attachments](#)
- 10) [Validate](#)
- 11) [Print Signature Page\(s\) When Application Complete](#)

**Support Links**  
[Grantmaker Website](#)  
Research Project  
[Email to Program Admin](#)

### Title Page

[Save](#) [Print](#) [Next>>](#) [Cancel](#) [Exit](#)

**The submission deadline for this program has passed and you cannot submit the application.**

Enter a title for your application and press SAVE. (After you save your application, a NEXT button will be available to navigate to the rest of the application sections.) [Instructions](#)

\* **Project Title**  Enter a title here, then press Save. Do not exceed 60 characters, including spaces. Quotation marks not allowed.

\* **Please select ONE research priority area most appropriate to the proposed project.**

- 66 Environmental Exposure/ Toxicology
- 67 Early Diagnosis/ Pathogenesis
- 68 Regulatory Science/ New Products
- 69 Disparities/ Prevention/ Cessation/ Nicotine Dependence
- 70 Industry Influence/ Policy

Application History: \*  Specify if this is -

Year of previous submission (yyyy)  Enter date of previous proposal submission.

Was the prior proposal submitted on proposalCENTRAL? \*

If YES, select the prior proposal from this list

### Title Page

[Save](#) [Print](#) [Next>>](#) [Cancel](#) [Exit](#)

**Download instructions & templates in section 2.**

# The Research Grants Program Office (RGPO) Contracts and Grants Unit (C&G)

## RGPO C&G

- works in collaboration with multiple research programs, including TRDRP.
- serves as interface on administrative and procedural aspects of your **Letter of Intent (LOI)** or **Application** and their submission and review process
- Contact:
  - Email: [RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu)** (Best method)
  - Phone: 510-987-9386**



# proposalCENTRAL (pC) support

Contact pC support for all technical issues, including user account retrieval

- Email: [pcsupport@altum.com](mailto:pcsupport@altum.com)
- Phone (Toll Free): **1-800-875-2562**
- Normal Business Hours:
  - M-F 8:30am - 5:00pm Eastern Time
  - M-F 5:30am – 2:00pm Pacific Time**