grantsERA
Navigating a Proposal

OFFICE OF GRANTS AND SPONSORED RESEARCH

COASTAL CAROLINA UNIVERSITY
What is grantsERA?

grantsERA is...

- an Electronic Research Administration system
- A Professional Profile module that stores resume information
- An electronic record of your proposal
- An internal electronic review and signature process
Type **https://grants.coastal.edu** into your web browser. Make sure the pop-up blockers are disabled in your web browser.
Logging in to grantsERA

Enter YOUR email address

Enter password

Click Login
My Home

Your Homepage will look similar to this.
My Home

Use the Menu bar to access your Profile, find proposals, or access reports.

If you have any proposals, you will see them listed here.
Profile Management

Use Profile Management to Edit your Profile and Assign Assistants to your proposals. See more on this in the tutorial “Logging in to grantsERA” located on www.coastal.edu/grants
Proposal Management

You will be able to sort your proposals by their Status in Proposal Management. Simply click on the category you would like your proposals sorted by. This will be helpful as your list of proposals grow and you are searching for one in particular.
What does each Status mean?

- **In Progress** – Shows proposals that are currently in progress or being worked on. You can edit or make modifications to them before submitting them for review.

- **Completed** – Shows proposals that are completed. Completed proposals should have all the information required by the grant maker. A PI or AA should mark a proposal as Complete in order for it to go to Routing & Approval. When you mark a proposal Completed, the system notifies your Research Administrator via email. The Research Administrator can then submit it to Routing & Approval.

- **Routing & Approval** – A proposal is released to Routing & Approval when it’s ready for internal review. The internal review is the responsibility of CCU administrators who have the Approving Official role. The PI can check on the status as well.

- **Approved** – Shows a listing of the proposals that have been approved by the review committee and are ready for submission.

- **Disapproved** – Shows a list of proposals that have been disapproved. A PI can review the comments and find out why it was disapproved.

- **Submitted** – Shows proposals submitted to grant makers.

- **Awarded** – Shows proposals that have been awarded to institution by the grant maker.

- **Closed Proposals** – Shows proposals that have been awarded and are no longer active.

- **Rejected** – Shows proposals that have been rejected by the grant maker.

- **Withdrawn** – Shows proposals that have been withdrawn for various reasons within the research institution or grant seeker organization.

- **All Proposals** – Shows all proposals.
You will not need to create an electronic proposal in the grantsERA system. The Office of Grants & Sponsored Research will create the electronic version of your proposal in the grantsERA system based upon the proposal you submit to the grants office.

When a proposal has been created for you it will appear in your profile. Once it appears you will be able to view it.
Finding Proposals - Filters

To search for specific proposals, click on “Show Filters.”

Filters give you the option to type in one, or all, of the following criteria to find a proposal: the Title, Proposal Number, Sponsor, Program, Account Number, Department, or Due Date of a specific proposal. Click “Run” to retrieve proposals with the set criteria.
Opening a Proposal

To open a proposal, simply click on the pencil icon under “Edit View.”
Once the Proposal is open, use the side bar to navigate through the proposal sections, review the Proposal information, and to complete the Routing Process.
You will view the proposal in “Read Only” format. The Proposal page will show the basic proposal information including the Title, PI, Budget, start & end dates, Sponsor, and the due date.
The Title Page will show you the Title, Proposal Number, Submission Due Date, and Sponsor Opportunity information.
Notice the sections that appear in the top part of the sidebar as you view the Pre-Award section. The General Information pages capture the basic information of the proposal.
The Key Personnel page lists PI contact information as well as Co-PI contact information.
The Budget section contains four pages. Pages 1-3 provide details of the budget, while Page 4 is a summary of the budget.
Organizational Assurance

The Organizational Assurance page documents if there are human subjects, animal subjects, DNA subjects, or any other subjects involved in the research and if the research has been approved.
The Cost Sharing section provides the Department, Account Number, Amount, and Budget Period.
The Sub Contracts section provides Sub Contract Institution contact information, contract number, amount, start and end dates, as well as the issued date.
The Notes section provides any comments that were thought necessary to include in the proposal.
Abstract & Keyword section provides an Abstract of the research proposal as well as keywords within the Proposal.
The Attachments section will include any documents that are requested and/or necessary in order to submit the Proposal.
Miscellaneous

Any miscellaneous information that does not fit another section will be listed here.
The Routing Page lists Project, Sponsor, Budget, and Cost Sharing information, as well as Compliance Reviews. This replaces the paper Internal Routing & Approval form.
Routing Process

After proposals have been reviewed, Authorizing Officials will click on “Routing Process” and approve the proposal electronically by clicking on the drop-down menu next to their name and selecting one of the choices.
Exiting the Proposal

Once you have completed reviewing the proposal, you can Exit the Proposal by simply clicking on the “Exit” button in the upper right-hand corner.
Proposal Status

The Routing & Approval process will continue until the proposal has been reviewed, approved, and electronically signed off on by all the appropriate CCU personnel.

The Office of Grants & Sponsored Research will then contact the PI who will acknowledge that the proposal is in its final form or provide the final version of the budget and proposal for submission.

PI’s can check the status of a Proposal at any time by logging in to the grantsERA system.
Questions?

If you have any questions regarding the proposal system and/or grantsERA, please contact:

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