



Awardee Request - ProposalCentral Instructions

The [Foundation's Awards & Grants Policies](#) outline the different types of requests that can be made during the award period. All Awardee Requests should be submitted via ProposalCentral. Please review the Post-Award Policies and Request for Applications of your Foundation Award for more detailed rules & regulations. If you have any questions or concerns prior to or during submission of your request, please do not hesitate to get in touch with Awards & Grants staff at Foundation@rheumatology.org or 404-365-1373. All requests are subject to review by the Foundation's Scientific Advisory Council (SAC).

1. Login to ProposalCentral at <https://proposalcentral.com/default.asp> as an "Applicant or Awardee".
 - Login with the same email/password combination that you used to apply for the award. If you forgot your password, please use the "Forgot Your Password" link under the login box.
 - If you are a current awardee, but did not apply for Foundation funding via ProposalCentral, please contact us at Foundation@rheumatology.org and we will guide you in getting your username and password set up appropriately.

Applicant or Awardee

Sign in to ProposalCentral to search for funding opportunities, submit grant applications or manage your profile.



OR



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I AM A(N)



APPLICANT OR AWARDEE



PEER REVIEW



2. Click on the “Awards” Tab at the top of the navigation bar. You will see your Foundation Funded award listed below.

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Show 25 entries

To access your proposal, navigate to the Proposal tab and filter by "All"

Alert	Identifier	Title	Grant Maker	Program
	112098	Clinician Scholar Educator Award Project Title	Rheumatology Research Foundation	Clinician Scholar Educator Award

3. Click on the award “Identifier” number to bring up all the details of your Foundation funded award.

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Alert	Identifier	Title	Grant Maker	Program
	112098	Clinician Scholar Educator Award Project Title	Rheumatology Research Foundation	Clinician Scholar Educator Award



- Click on the, “Deliverables” tab from the menu options in the top bar.

The screenshot shows the top navigation bar with the Rheumatology Research Foundation logo and the proposalcentral logo. Below the navigation bar, the 'Deliverables' tab is highlighted with a red circle. The main content area displays a table with the following data:

Grantee	Barksdale, Sarah	Award ID
Institution	Rheumatology Research Foundation	Program
Award Amount	\$180,000.00	Project Title
Award Start - Award End	7/1/2022 - 6/30/2025	0%
Expenditures	\$0.00	0%
Paid (Less Refunds)	\$0.00	0%
Expenditures Less Paid	\$0.00	0%

- Click, “Add Deliverable” and select the type of Awardee Request that you would like to complete from the dropdown. Depending on the type of request, you may be required to download a required template to fill out and re-upload, enter specific information, or upload a letter addressing the SAC with request details.

The screenshot shows the 'Award Deliverables' section with a blue button labeled '+ Add Deliverable' and a question mark icon.

The screenshot shows the 'Add & Upload Deliverable' form with the following fields:

- Deliverable Type:** A dropdown menu with the text 'Select Deliverable Type' and a downward arrow.
- Deliverable Type Description:** A text input field.
- Deliverable Description:** A text input field with the placeholder text 'Please provide a meaningful description for this deliverable'.
- Upload File:** A file upload button labeled 'Choose File' and the text 'No file chosen'.



- Once you have completed/uploaded all required information, click “Save”. Your request will show in the deliverables list below. Click the “Add” icon to complete the webform with all required information. You may save your work and return to the request if needed. Once complete, please click “Submit to Grant Maker As Final.”

Deliverable Desc Add

Signed COA

o Cost Extension

Submit to Grant Maker As Final

- Your request should now show a status of “Submitted” in the list of deliverables. Foundation staff will be notified of this submission, and follow up if any additional information is needed. Depending on the request, details may be sent to the Scientific Advisory Council for review.

Award Deliverables

+ Add Deliverable ?

Show 50 entries

Search:

Due Date	Deliverable Type	Assigned	Type Description	Deliverable Description	Date Submitted/User	Add	View	Delete	Status	Feedback
07/22/2021 11:59 PM	Other	Sarah Barksdale(PI)	test other	test other	07/22/2021 (Barksdale, Sarah)	Replace			Submitted	

