# Project GREEEN

## - Tutorial for Principal Investigator -

# Project GREEEN

**The Competing for Project GREEEN Portal is a user-friendly application that allows you to save, submit, and review your proposals with ease.**

If you are a first-time user, you may encounter this permission request. Please select "Allow" to connect your credential to the system

![Project GREEEN](Michigan State University logo)

# Project GREEEN

Funding Year: 2024

**Login as Principal Investigator**     **Login as Admin**     **Login as Reviewer**

## Welcome

Introducing the **New Competing for Project GREEEN Portal**, your on-the-go solution for managing proposals submitted for Project GREEEN funding. Designed to enhance convenience and accessibility, this New Portal provides a user-friendly interface that empowers you to stay connected with Project GREEEN proposals that you submitted or need to review anytime, anywhere!

- Simplified and quick submission with guides and icons for the necessary steps.
- Seamless proposal management. From the homepage, you can Create-Read-Update and Delete proposals and track their progress.
- Real-time email notifications every time you save or submit a record into the system.
- Document upload and management. This Portal organizes materials related to your proposal submission or review and is accessible to you whenever you need them.
- Search and filter functionality so you can locate specific proposals effortlessly using the Portal's search and filter features.

For assistance and/or issues using this Portal, please contact ABR.Research@msu.edu.

To get started, click on the "Login as Principal Investigator" button in the upper left corner. If the button appears grayed out, please email bolessar@msu.edu so I may provide you the link for where to submit this request. If the button is green, you are good to go!

**Welcome, Sara Haller, to the New Competing for Project GREEEN's Portal.**

This New Portal is your dedicated space for managing and submitting proposals to Project GREEEN. Competing for Project GREEEN Portal comes with a fresh and improved set of features and functionalities while maintaining the familiar look and feel of the previous Portal – Competing for Project GREEEN.

To submit a proposal to Project GREEEN, please complete the fields on the next page and include the required attachments as outlined in the Project GREEEN RFP **here**.

For any proposal submission questions, please contact the Project Administrator, Sara Haller at **bolessar@msu.edu**. For assistance and/or issues using this Portal, please contact **ABR.Research@msu.edu**
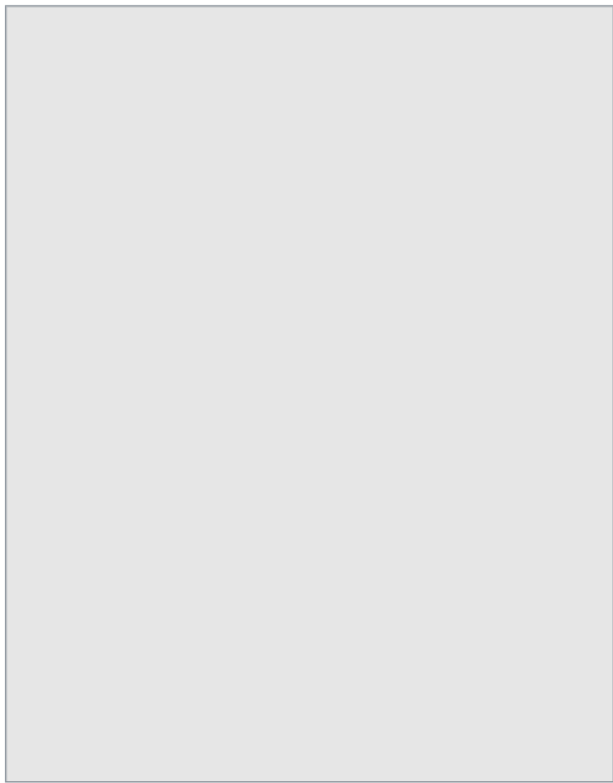
**Next**

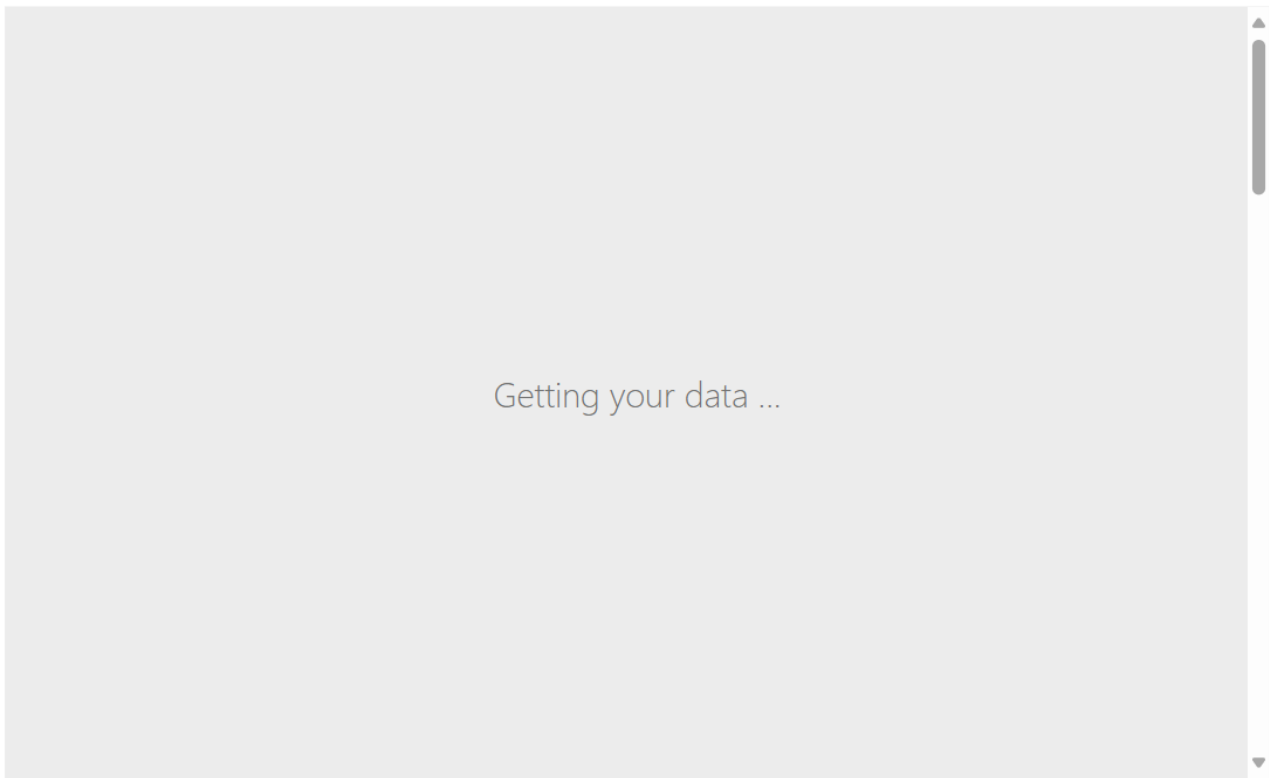To continue, click the "Next" button

Search by Proposal ID or Title

**Create Proposal**

Proposal Status :

Edit

Proposal :

Getting your data ...

This is the page where you will save, submit, and review your proposals. This is your individual profile/portal.

**PI Portal**

Sara Haller

Edit

Proposal :

Proposal Status :

Create

...ng your data ...
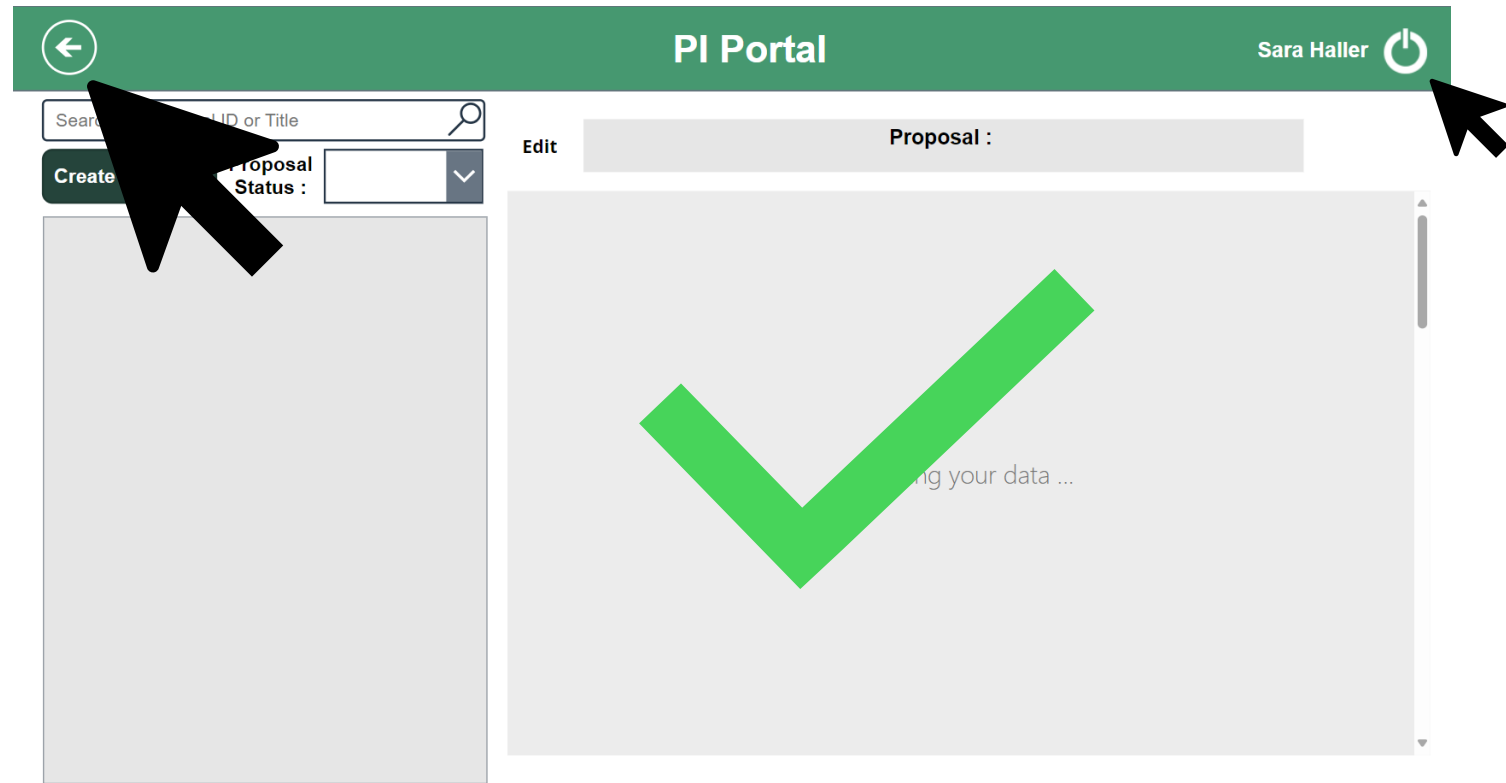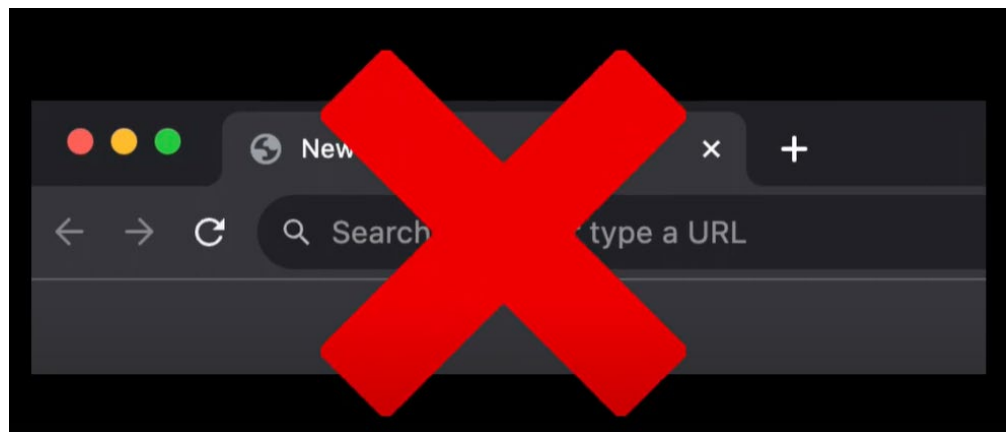
While you are working in the portal, please avoid clicking the back button in the browser, as it may result in you losing your work. Instead, to navigate back, use the arrow at the top left. To log out, click the power icon at the top right.

Search by Proposal ID or Title

**Create Proposal**

Proposal
Status :

Edit

**Proposal :**

Getting your data ...

To search for a specific proposal, enter the proposal ID or title in the search bar.

Sara Haller

Search by Proposal ID or Title

**Create Proposal**

Proposal
Status :

Saved

Submitted

Edit

**Proposal :**

Getting your data ...

Below the search bar, you can sort the proposals by selecting the proposal status.

Sara Haller

Search by Proposal ID or Title

Create Proposal

Proposal Status :

Edit

Proposal :

Getting your data ...

To fill out the form to submit a proposal, click the "Create Proposal" button in the upper left corner

Search by Proposal ID or Title

**Create Proposal**

**Proposal Status :**

Edit

## Creating New Proposal

**Attention:** Every form entry is required to **submit** a proposal to Project GREEEN.(except CO PI names)

### Proposal Information

Proposal Title

Type of Proposal — Find items

Is this a resubmission? — Find items

Proposal ID — If old proposal id's are required, please consult to Project GREEEN's Administrator at jdesande@msu.edu

### Principal Investigator and Team Members

Email — bolessar@msu.edu

**Save**     **Submit**

A form will appear on the right-hand side.  To submit a proposal, make sure to complete all the fields in this form.

Search by Proposal ID or Title

**Create Proposal**    Proposal Status :

Edit    **Creating New Proposal**

**Attention:** Every form entry is required to **submit** a proposal to Project GREEEN.(except CO PI names)

## Proposal Information

Proposal Title

Type of Proposal

Find items

Is this a resubmission?

New Project

Continuation of a Funded Proposal

Proposal ID

No Cost Extension

## Principal Investigator and Te

Outside Funding Cycle

Email    bolessar@msu.edu

**Save**    **Submit**

Start by filling out the Proposal Information section. Enter your proposal title and choose the type of proposal. If you are applying for Project GREEEN for the first time, select "New Project" and answer "No" for the question, "Is this a resubmission?" Your Project GREEEN indentifier starting with "GR" will be automatically generated.

Sara Haller

Search by Proposal ID or Title

**Create Proposal**    Proposal Status :

Edit    **Creating New Proposal**

**Attention:** Every form entry is required to **submit** a proposal to Project GREEEN.(except CO PI names)

## Proposal Information

Proposal Title

Type of Proposal    New Project

Is this a resubmission?    Yes

Proposal ID    If old proposal id's are required, please consult to Project GREEEN's Administrator at jdesande@msu.edu

## Principal Investigator and Team Members

Email    bolessar@msu.edu

**Save**    Submit

If you are resubmitting, choose "Yes" here.

Search by Proposal ID or Title

**Create Proposal**   **Proposal Status :**

Edit   **Creating New Proposal**

**Attention:** Every form entry is required to **submit** a proposal to Project GREEEN.(except CO PI names)

## Proposal Information

Proposal Title

Type of Proposal    Continuation of a Funded Proposal

Proposal ID    If old proposal id's are required, please consult to Project GREEEN's Administrator at jdesande@msu.edu

## Principal Investigator and Team Members

Email    bolessar@msu.edu

Full Name/Lead PI

**Save**    **Submit**

For submitting a proposal related to a past funded proposal, select "Continuation of a Funded Proposal" and provide the required proposal ID. If you do not have this ID, please email bolessar@msu.edu

Search by Proposal ID or Title

**Create Proposal**

Proposal Status :

Edit | Creating New Proposal

## Principal Investigator and Team Members

Email | bolessar@msu.edu

Full Name/Lead PI |

Institution | Michigan State University

Department | ABR DIRECTORS OFFICE

CO PI 1 |

CO PI 2 |

## Project Funding

**Save** | Submit

The second section of the form is for "Principal Investigator and Team Members". The email address will be automatically filled in by the system. Enter your full name, department, co-principal investigator's name, and choose your institution from the drop-down menu.

Sara Haller

Search by Proposal ID or Title

**Create Proposal**

Proposal Status :

Edit

**Creating New Proposal**

## Project Funding

Amount Requested (Current Funding Year)

Total Cost of Project

Total Project Duration

Find items

## Tracking & Compliance

*Note: If project is approved, funds will not be released until all university approvals are received.*

Umbrella Project MICL

This is applicable if you have an ABR appointment, if this does not apply to you enter 12345. If this applies to you and you do not have this information please contact Project GREEEN's Administrator at jdesande@msu.edu.

Proposal Development Number

Please contact your unit's fiscal office or research administrator for this information

**Save**

Submit

The other sections work similarly, and you will find instructions within each field.

Search by Proposal ID or Title

**Create Proposal**

Proposal Status :

Saved

Edit

**Creating New Proposal**

Synopsis

Limited to 4000 characters including spaces and punctuation.

Impact

**There is nothing attached.**

📎 **File shall include proposal and letter(s) of support.**

Attachments

**Save**          Submit

To save the form before submission, click the "Save" button.  This will allow you the opportunity to work on it later.

Your saved proposal will appear on the left-hand side marked as "[Not Submitted]" in red. You will receive a system-generated email that your record has been saved.
A SAVED PROPOSAL IS NOT CONSIDERED SUBMITTED!

Search by Proposal ID or Title

**Create Proposal**

Proposal Status : Saved

Edit **Proposal : New Landscape for Project GREEEN Portal**

**GR24-084** [Not Submitted]

New Landscape for Project

Attention: Every form entry is required to **submit** a proposal to Project GREEEN.(except CO PI names)

## Proposal Information

Proposal Title | New Landscape for Project GREEEN Portal

Type of Proposal | New Project

Is this a resubmission? | No

Proposal ID | GR24-084

## Principal Investigator and Team Members

Email | bolessar@msu.edu

Full Name/Lead PI | Sara Haller

To edit or submit a saved proposal, click on the pencil icon in the top right corner of the screen. This will allow you to make changes and submit when you are ready.

Sara Haller

Search by Proposal ID or Title

**Create Proposal**

Proposal
Status :

Edit

**Proposal : New Landscape for Project GREEEN Portal**

**GR24-084**   [Not Submitted]

New Landscape for Project

Synopsis

Impact

Limited to 4000 characters including spaces and punctuation.

Attachments

ProjectGreen_for pen highlighter combo.jpg   ✕

**Max. number files reached.**

**Save**   Submit

If you are ready to submit and the "Submit" button is grayed out, make sure you have filled in all of the fields.  All fields are required in order to submit your proposal.

Sara Haller

Search by Proposal ID or Title

Create Proposal    Proposal Status :

GR24-084    [Not Submitted]

New Landscape for Project

Edit    Proposal : New Landscape for Project GREEEN Portal

Synopsis

This is a test.

Impact

ProjectGreen_for pen highlighter combo.jpg    ✕

Attachments

**Max. number files reached.**

Save    Submit

Once all of the fields are filled out, the "Submit" button should be green. If you are ready to submit your proposal, click "Submit".

Search by Proposal ID or Title

**Create Proposal** | Proposal Status :

**GR24-084**     [Submitted]

New Landscape for Project

Edit — **Proposal : New Landscape for Project GREEEN Portal**

**Attention:** Every form entry is required to <u>submit</u> a proposal to Project GREEEN.(except CO PI names)

## Proposal Information

Proposal Title — New Landscape for Project GREEEN Portal

Type of Proposal — New Project

Is this a resubmission? — No

Proposal ID — GR24-084

## Principal Investigator and Team Members

Email — bolessar@msu.edu

Full Name/Lead PI — Sara Haller

The submitted proposal will appear on the left-hand side marked as "Submitted" in green color. You will receive a system-generated email that your proposal has been submitted.

Sara Haller

Search by Proposal ID or Title

**Create Proposal**

Proposal Status :

**GR24-084**     [Submitted]

New Landscape for Project

Edit     **Proposal : New Landscape for Project GREEEN Portal**

**Attention:** Every form entry is required to **submit** a proposal to Project GREEEN.(except CO PI names)

## Proposal Information

| | |
|---|---|
| Proposal Title | New Landscape for Project GREEEN Portal |
| Type of Proposal | New Project |
| Is this a resubmission? | No |
| Proposal ID | GR24-084 |

## Principal Investigator and Team Members

| | |
|---|---|
| Email | bolessar@msu.edu |
| Full Name/Lead PI | Sara Haller |

You can delete your proposal by using the trash bin icon if necessary

If you need technical support, feel free to contact the Research Evaluation and Data Analytics Team at ABR.Research.Admin@msu.edu

Thank you and Good Luck!