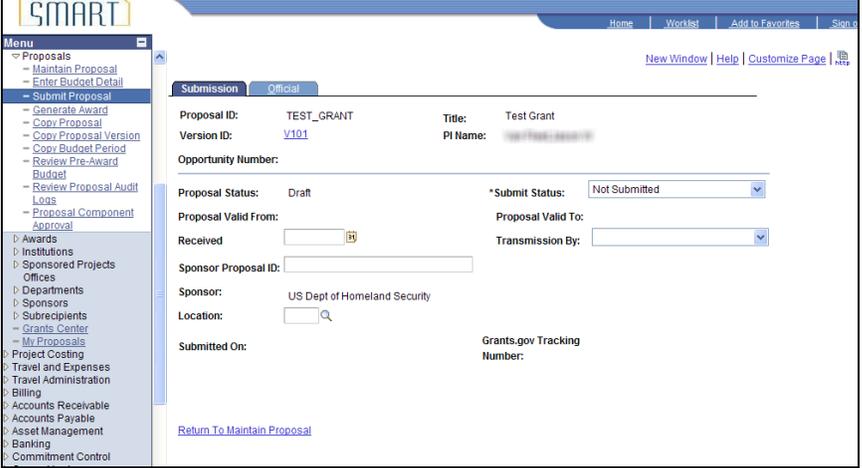
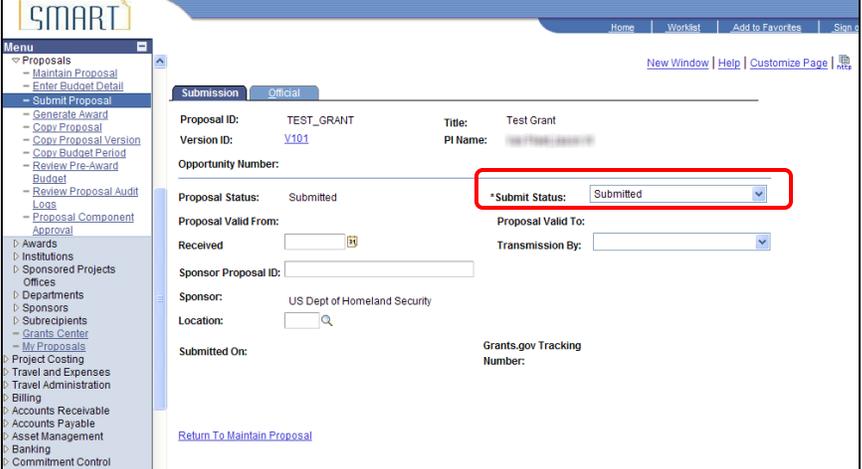




State of Kansas

How to Submit a Grant Proposal

Statewide Management, Accounting and Reporting Tool

Date Created:	02/06/2013
Version:	1.0
Scenario:	Once a proposal has been created in the Grants module, it must be marked as <i>Submitted</i> before it can continue any downstream processing in SMART. Submitting the proposal in SMART should generally coincide with when the agency submits the actual grant proposal to the sponsor for funding consideration.
1. Navigate to: <i>Grants > Proposals > Submit Proposal</i> Enter criteria to search for the proposal to be submitted and click <i>Search</i> .	 <p>The screenshot shows the SMART web application interface. On the left is a navigation menu with 'Proposals' expanded and 'Submit Proposal' selected. The main content area shows a form for 'TEST_GRANT' with fields for 'Version ID: V101', 'Title: Test Grant', and 'PI Name'. The 'Submit Status' dropdown menu is currently set to 'Not Submitted'.</p>
2. Change the <i>Submit Status</i> field to Submitted and Save.	 <p>This screenshot is identical to the previous one, but the 'Submit Status' dropdown menu is now set to 'Submitted' and is highlighted with a red rectangular box.</p>