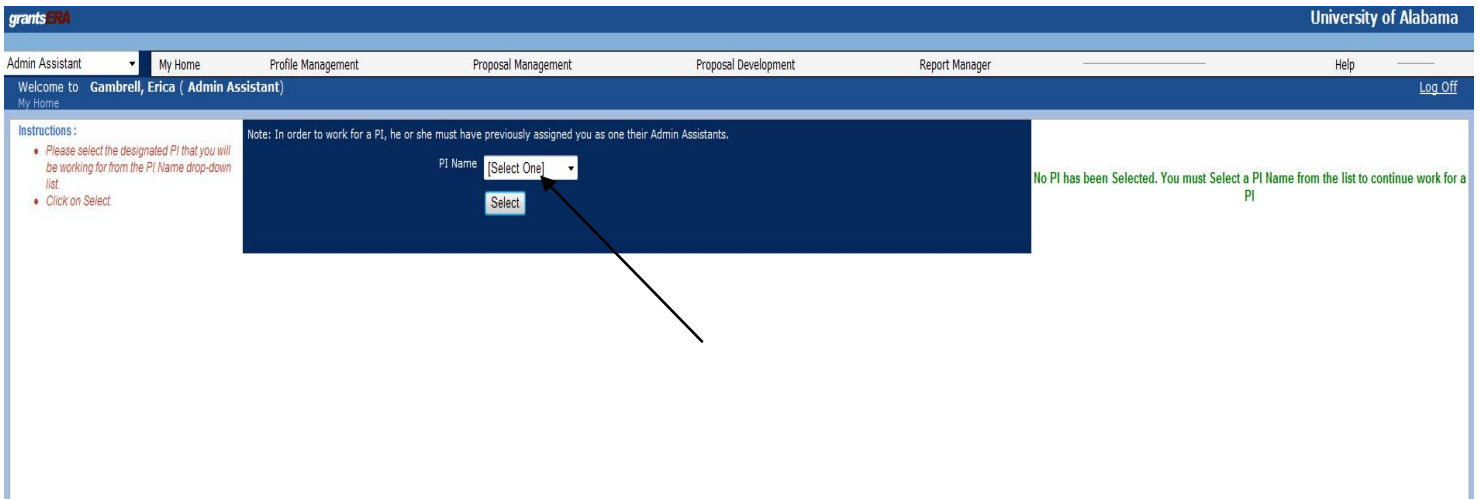


Administrative Assistant Instructions

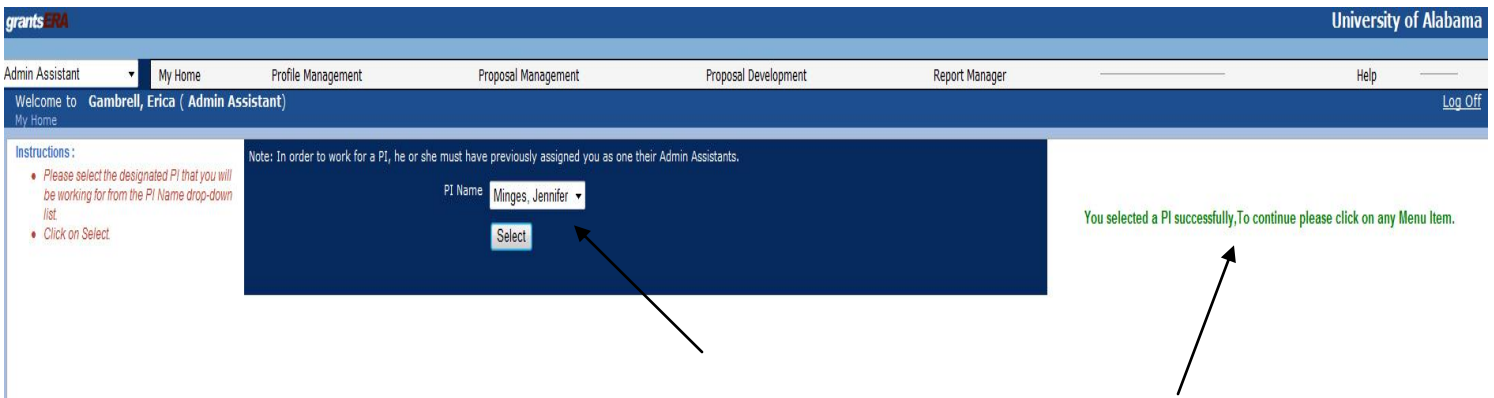
1. Once you log into GrantsERA, you will see a drop-down box to select the appropriate PI. Only your assigned PIs will be listed here.



The screenshot shows the GrantsERA interface for an Admin Assistant. The top navigation bar includes "grants ERA" and "University of Alabama". Below the navigation bar, there are tabs for "My Home", "Profile Management", "Proposal Management", "Proposal Development", "Report Manager", and "Help". The user is logged in as "Gambrell, Erica (Admin Assistant)".

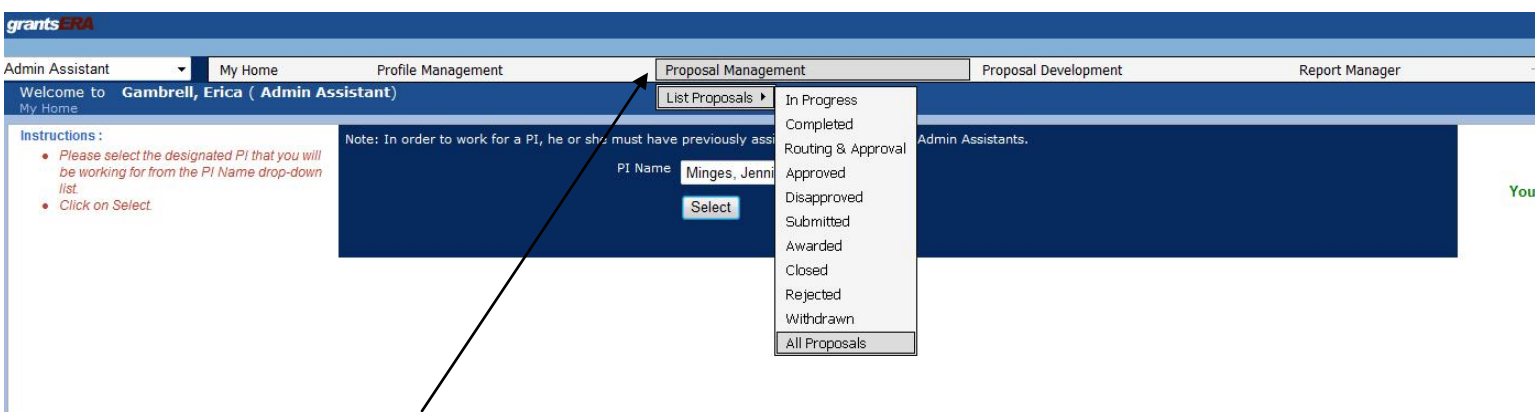
In the main content area, there are instructions on the left and a form in the center. The instructions state: "Please select the designated PI that you will be working for from the PI Name drop-down list. Click on Select." The form has a "PI Name" dropdown menu currently set to "[Select One]" and a "Select" button. A green message on the right says: "No PI has been Selected. You must Select a PI Name from the list to continue work for a PI". An arrow points from the "Select" button to the dropdown menu.

2. Scroll down to choose the PI and click **Select**. Notice that once you do this, the message in green to the right has changed to let you know the PI has been selected.



This screenshot shows the same GrantsERA interface as the previous one, but with the "PI Name" dropdown menu now set to "Minges, Jennifer". The "Select" button is highlighted. The green message on the right has changed to: "You selected a PI successfully, To continue please click on any Menu Item." An arrow points from the "Select" button to the dropdown menu, and another arrow points from the green message to the right.

3. To retrieve the information for the PI selected, click on **Proposal Management** (located at top of page), **List Proposal** and **All Proposals**. This will bring up all proposals in GrantsERA for the PI. From this list, you will choose the proposal that needs the ICS completed.



This screenshot shows the GrantsERA interface with the "Proposal Management" tab selected. A dropdown menu is open under "List Proposals", showing options: "In Progress", "Completed", "Routing & Approval", "Approved", "Disapproved", "Submitted", "Awarded", "Closed", "Rejected", "Withdrawn", and "All Proposals". The "All Proposals" option is highlighted. The "PI Name" dropdown menu is still set to "Minges, Jennifer". An arrow points from the "All Proposals" option to the "Proposal Management" tab.

grants **UN** University of Alabama

Admin Assistant My Home Profile Management Proposal Management Proposal Development Report Manager Help

Welcome to **Gambrell, Erica (Admin Assistant)** [Log Off](#)

Proposal Management > List Proposals > All Proposals

Proposal Management

- [In Progress](#)
- [Completed](#)
- [Routing & Approval](#)
- [Approved](#)
- [Disapproved](#)
- [Submitted](#)
- [Awarded](#)
- [Rejected](#)
- [Withdrawn](#)
- [Closed Proposals](#)
- [All Proposals](#)

All Proposals

Show Filters

Page 1 of 1 Records per Page 10

| Edit View | Del | Copy | Validate | Submission Due Date | Proposal Number | Assigned To | Title | Applicant | Department | Sponsor | Program | Modified Date | Change Status | Status |
|-----------|-----|------|----------|---------------------|-----------------|-------------|-------|------------------|-------------------------------|---------|---------------------|---------------|---------------|------------|
| | | | | 01/01/1900 | 14-0012 | | test | Minges, Jennifer | Office for Sponsored Programs | 525 | Generic Application | 12/13/2012 | [Select One] | InProgress |

Click here to access the [“Instructions for the Electronic Internal Coordination Sheet”](#).