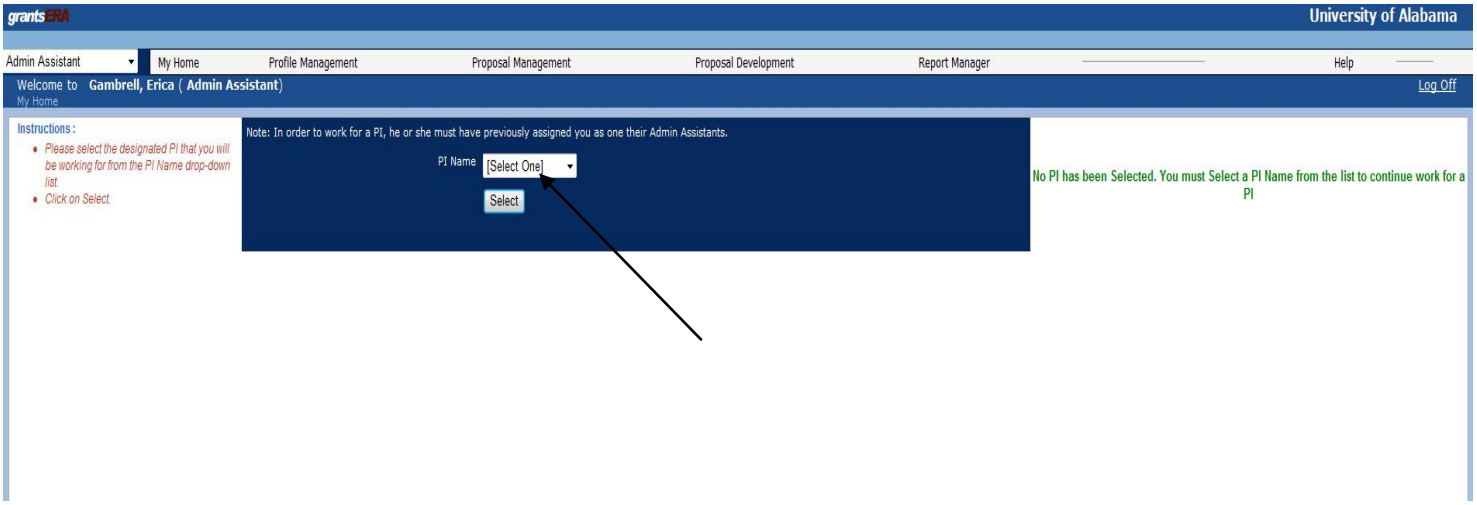
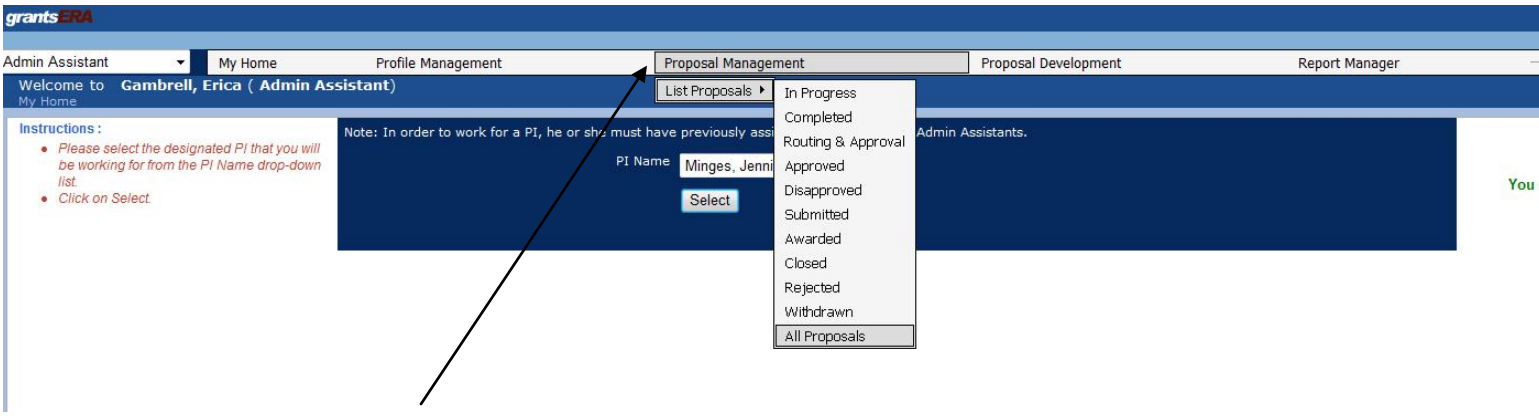
Administrative Assistant Instructions

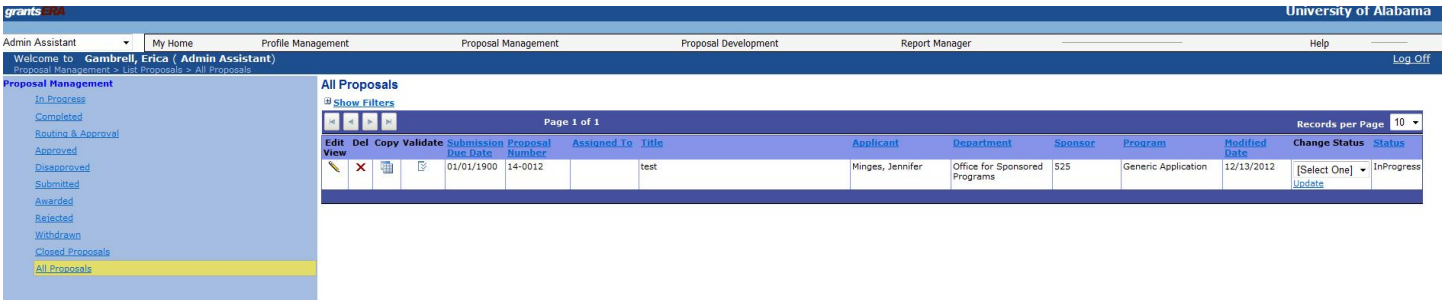
1. Once you log into GrantsERA, you will see a drop-down box to select the appropriate PI. Only your assigned PIs will be listed here.



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.

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.





Click here to access the "**Instructions for the Electronic Internal Coordination Sheet**".