How to Complete your PSEF Combined Pilot Research Grant Application in **proposalCENTRAL**

PLASTIC SURGERY EDUCATIONAL FOUNDATION

This document will walk you through your Combined Pilot Research Grant Application in proposalCENTRAL, section by section. The sections are numbered and listed in the grey, left hand side menu in the application in proposalCENTRAL. As you will see, there are 12 sections for completing your Combined Pilot Research Grant Application.

If this is your first time submitting a grant application through proposalCENTRAL, you must first register as a new user before you begin your application in proposalCENTRAL. The first step to registering is creating your login information.
After creating your personal login, you will answer a series of questions to develop your Professional Profile. Your Professional Profile enables you to enter your personal details that are relevant to the applications that you create.

The second step is creating your Institution Profile. If an Institution Profile already exists for your Institution, you may skip this step. If one does not already exist, please be sure this step is completed by the appropriate official at your institution. You may want to check with your institution's grant office to determine the appropriate person for developing your Institution's profile.

If you have any questions or concerns during the registration process, you may click on the Customer Service, or Help links in the top right hand corner of your proposalCENTRAL screen. At the bottom of both pages, you will find a list of tutorials; one which will take you through the login process, and a second that will walk you through the completion of your Professional and Institution profiles. You may also email proposalCENTRAL through the Customer Service link, or call proposalCENTRAL Support at (800) 875-2562 at any time.

SECTION 1): TITLE PAGE
In order to begin your application, please enter the title of your project and click Save. **From this point on, you may save and return to your application at any point in time until submission.** After entering your title and saving your application, please answer all questions in the Title Page Section. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.

SECTION 2): DOWNLOAD TEMPLATES AND INSTRUCTIONS
This section will allow you to download any instructions that may aid you in completing your application, as well as templates that you will be required to download, complete and upload in a later section. Please download all instructions and templates and save them to your computer. Please note; all templates must be converted to PDF format before uploading. Instructions on how to convert to PDF are included at the close of this document. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.

SECTION 3): ENABLE OTHER USERS TO ACCESS THIS PROPOSAL
This section will allow you to give permission to others to access your application. You may want to consider giving certain administrative individuals or your sponsor or department head access to your application for review.

Proposal Access User Selector

User Selector	User ID/E-Mail		Enter the E-Mail address or User ID of the User and press the button to select.

You may simply add the user's email in the Proposal Access User Selector box shown above. After you enter the email address and select, "Find User", the user will be added to the list of individuals with access to your application. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.

SECTION 4): APPLICANT/PI
This section collects information from your Professional Profile and preloads it to your application. Should you need to edit or update any of your personal information at any time, you may either go to your Professional Profile and make changes, or click on the Edit Professional Profile box found on this page of your application. Changes in your Professional Profile will automatically preload to this section. Please complete the % effort question at the bottom of this section. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.
Please note: Residents may apply as PI in proposalCENTRAL; however PSEF will recognize the Sponsor as PI on the project.

SECTION 5): INSTITUTION AND CONTACTS

This section collects information on your Institution from your Professional Profile and preloads it to your application here. Should you need to edit or update any of your institutional information, you may either go to your Professional profile and make changes, or click on the Change Institution box found on this page of your application. To complete the Contacts portion of this section, you must enter and confirm the email for each Contact on your project. After you enter and confirm each Contact email, you will be prompted to enter their contact information. Simply save and close the window once you have entered the contact information for that Contact. You will need to perform this task for each Contact on your project under Multiple Institution Contacts Requested. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.

SECTION 6): KEY PERSONNEL

This section allows you to identify the Key Personnel on your project. You simply enter and confirm the email address of each Key Personnel. Once you enter and confirm the email address, click the red Add box to add them to your proposal. After you click Add, you will be prompted to enter in contact information and the role each person will have in your project. Once you have completed entering in the contact info and role on the project, you may save the individual contact and close the window to return to your application. You will have to complete this task with each Key Personnel you enter. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.

SECTION 7): PROJECT SUMMARY

In this section, you will provide a project summary in less than 2,000 words. You will also provide information on the project/performance site, as well as select all relevant keywords that apply to your project. Please select keywords with care as they will aid in the selection of scientific peer reviewers. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.

SECTION 8): PROTOCOL APPROVALS

In this section you are required to submit information regarding your project's Human Subjects, Vertebrate Animals or Human Embryonic Stem Cells involvement. Please indicate whether your project involves the use of any of the above mentioned protocol approvals by answering Yes or No in each of the three components of this section. Please note; you will be required to upload your protocol approvals in the next section of your application. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.

SECTION 9): RESEARCH PLAN AND OTHER ATTACHMENTS

This section allows you to upload all required templates and accompanying materials to your application. A list of all required documents is available in this section so you may view what documents are missing from your application. A second list appears as you upload to show you which documents you have uploaded to your application. Once a document is uploaded it will be removed from the list of required documents to upload. All attachments must be converted to PDF format. Instructions to convert to PDF format are found at the end of this document. To upload your document, you must first describe the attachment and select the appropriate attachment type shown below:

Describe Attachment: (Please Provide a meaningful description for this attachment)

*Select Appropriate Attachment Type: Budget & Budget Justification

Note it is important that you select the appropriate attachment type for your attachments. For example, all figures/images should be uploaded as "Appendix" items, etc.

The Allowable File Type box will automatically preload to say PDF. After you have completed the above, you may select the attachment from your computer by clicking the Browse button. Once you have located the document on your computer, select the document, select Open and click on the Upload Attachment box in this section. The document will now upload to your application. You may check the Current List of Uploaded Attachments in this section to be sure the attachment is now a part of your application. You must upload all required attachments in order to submit your application. Should you have any questions regarding any of the required attachments, please refer to the appropriate Combined Pilot Research Grant Guidelines or you may contact proposalCENTRAL through the Customer Service link in proposalCENTRAL or click on the Email to Program Admin under Support Links to send an email to the ASPS/PSEF Research Grants Coordinator. Once you have completed this section, click Next to continue to the next section of your application, or use the grey proposal navigation bar on the left side of the screen.

SECTION 10): VALIDATE

This section acts as a system of checks and balances for your application. Click the Validate box to enable proposalCENTRAL to automatically check your application for completeness. Should there be any missing information, proposalCENTRAL will automatically provide you with a list of fields/components within your application that have not yet been completed.

Example below:
Listed below are fields/components within your application that have not yet been completed. Click on the blue links provided to take you to the page where they are located.

Title Page Errors:
An entry in If this is a resubmission, please state how
your revised proposal differs from the previous.
PLEASE ENTER N/A IF NOT APPLICABLE.
is required.

Please return to your application and complete any missing information. Should you validate your application and receive a complete application message, you may move to the next section in proposalCENTRAL.

SECTION 11): FACE PAGE
In this section, you may print the Face Page of your application. As you will see, you will have the choice to print your face page (signature page) or you may print your face page (signature page) and all attached PDF files. Regardless of which you choose to print, you must print your face page and collect the required signatures at the bottom of the printed page. Once you have collected all institutional signatures, you may upload your Face Page to your application in Section 9: Research Plan and Other Attachments. Once your Face Page has been uploaded, you may move to the final section in proposalCENTRAL, where you will submit your application.

SECTION 12): SUBMIT
In this section, you will submit your application. To submit your application, simply click the Submit button in this section. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Instructions on how to convert from Microsoft Word to PDF

To save your documents as PDFs, you will need to use PDF generator software. The National Endowment for Humanities website (neh.gov) provides a sampling of PDF generators, available for both PCs and Macs, along with websites that will do the conversion for you. Many are free or very low-cost. Click here for a list of PDF generators: **http://www.neh.gov/grants/grantsgov/pdf.html.**

There are various ways to proceed through the steps for converting a template to PDF format. These can change depending on how the software was installed on your computer. The most universal method is to:

- open the Microsoft Word document
- select "File – Print" from the menu - a "Print" dialog box will appear
- click on the drop down list arrow for the printer "Name" field - a list of printers will appear
- select "Acrobat Distiller" or PDF
- click on "Ok" - a "Save PDF File As" dialog box appears
- type in a name for the PDF file
  Note: Ensure the file name has no extraneous characters e.g., no spaces, brackets, hyphens, underscores, commas, quotes etc.
- click "Save"

The conversion will begin. When the process is complete the PDF file will open in an Adobe Acrobat window, ready for you to view.

To upload the PDF file to your application, simply follow the instructions for Section 9): Research Plan and Other Attachments. Make certain that the converted PDF file is closed on your computer before you attempt to upload. It is recommended that you open and review your uploaded file. If you wish to modify the file, you must make revisions in the original Microsoft Word document, convert the file to PDF and attach the newly revised document to your proposal.