2. Navigation: **Grants > Proposal Form > Find an Existing Value**


3. Type in or Click

    a. Business Unit = "GRANT"

    b. Enter Proposal ID

4. Review data on page number 1 (Proposal Form and PI Details). Here are some helpful hints to assist with data review:

   a. Ensure that the Sponsor is the agency/organization from which funds are being requested. This can be confirmed by reviewing the proposal documents which can be found on page number 6 (Add attachments).

   b. If Boston College is a subcontractor on a proposal being submitted by another organization, the Sponsor is the organization from which we will directly receive the funding. The Prime Sponsor is the agency/organization that is the original source of funding. For example, Professor Pitt at Hollywood University is applying for research funding at the National Institutes of Health with Professor Anniston at Boston College. For our records, the Sponsor is Hollywood University and the Prime Sponsor is the National Institutes of Health. This can be confirmed by reviewing the proposal documents which can be found on page number 6 (Add attachments).

   c. The Department and Subdivision numbers must always be the same.

   d. Please take note of Department ID number as this will be needed later on.
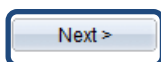
6. Review

8. Scroll to bottom of page

9. If there are no issues with this PTF, select   to approve the PTF.
10. If there is an issue with this PTF, please contact the pre-award adminis -3P3(ad-tttt1d-ttt/TT0 1 Tf-0.012 Tc