

ProposalCentral Guide
Create an account



Step 1 →

In order to create an account, you must start on the main ProposalCentral home page.

[Click here](#) to be taken to the home page.

ProposalCentral for Applicants & Awardees.

ProposalCentral enables researchers to tap into funding, get credit for their contributions, and realize the full potential of their scientific efforts.

\$28.5 Billion

Funded Grants.

280+

Funding Organizations.

1 Million

Research Applications.

Step 2 →

Once on the ProposalCentral homepage, ensure that you have selected the “Applicant/Awardee” tab.

If you create an account under one of the other tabs, you will not be able to access grant applications.

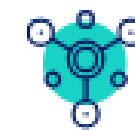
I AM A(N)



APPLICANT OR AWARDEE



PEER REVIEWER



FUNDER

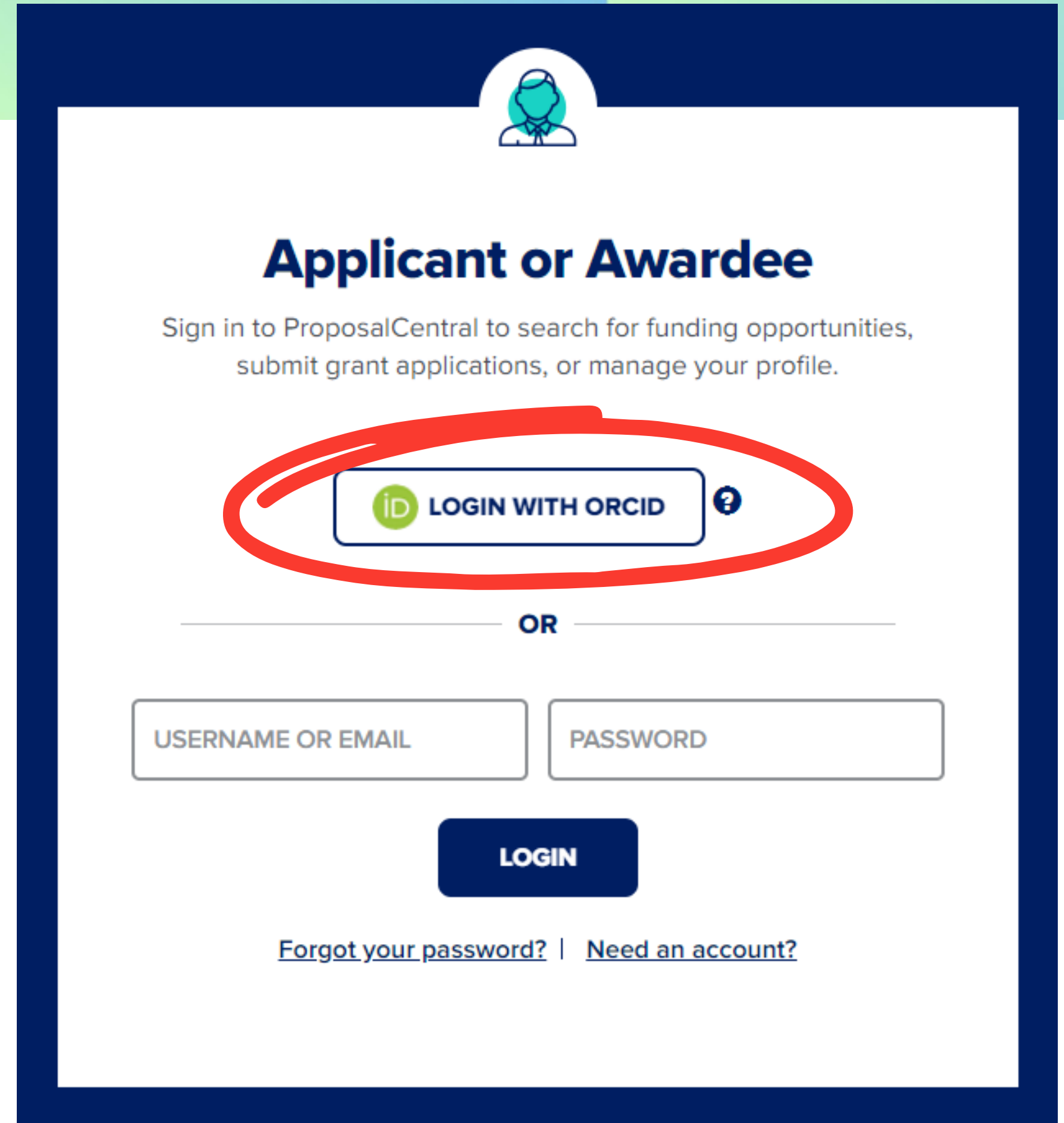



INSTITUTION

Step 3 →

Locate the large log-in box on the right hand side of the homepage.


If you have an ORCID account, you can link it to ProposalCentral by clicking the indicated box.





Applicant or Awardee

Sign in to ProposalCentral to search for funding opportunities, submit grant applications, or manage your profile.

id LOGIN WITH ORCID 

OR

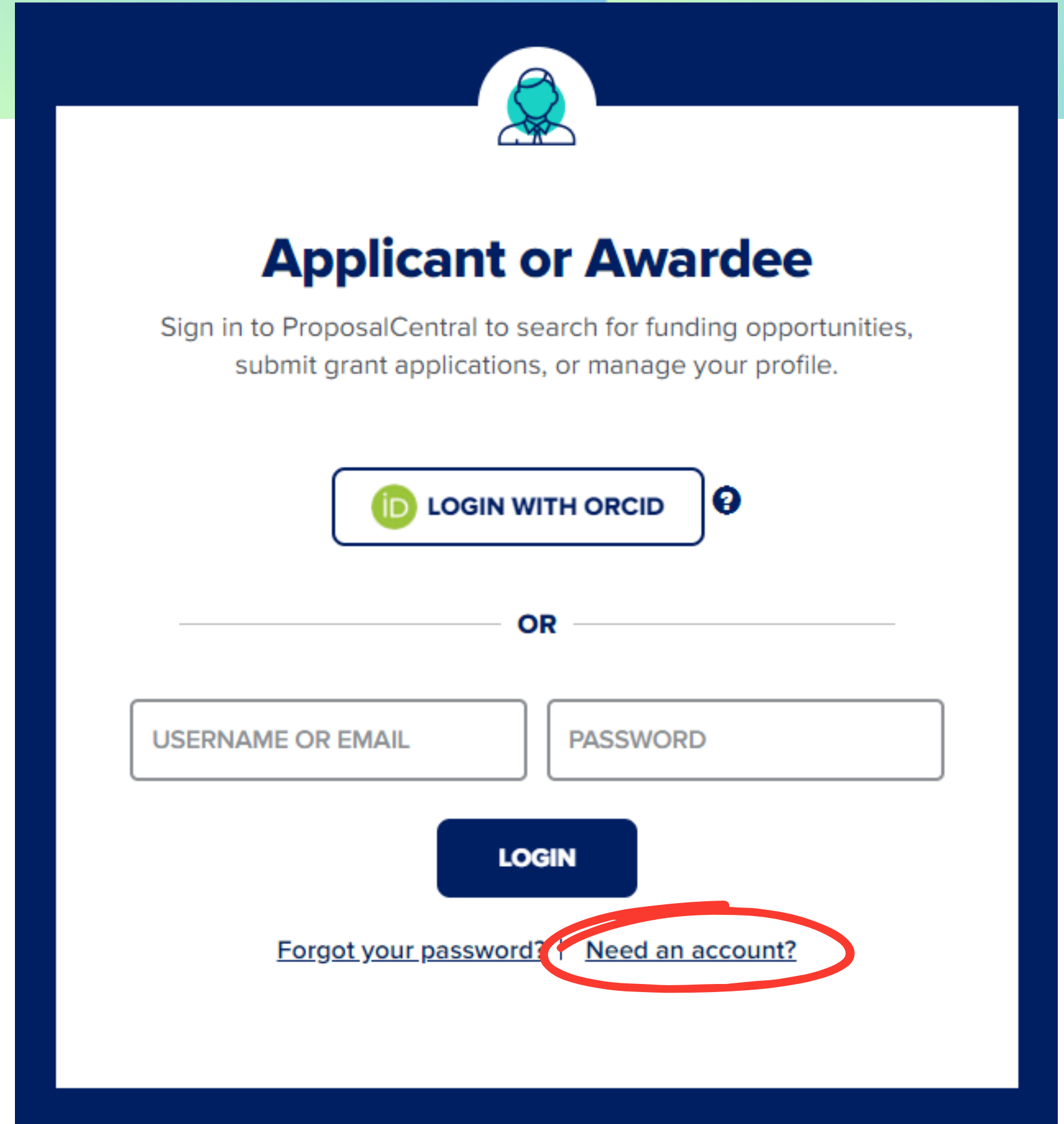
USERNAME OR EMAIL PASSWORD


LOGIN

[Forgot your password?](#) | [Need an account?](#)

Step 3 →



If you do not have an ORCID account, or would prefer not to link it, you need to click “Need an account?” at the bottom of the box.





Applicant or Awardee

Sign in to ProposalCentral to search for funding opportunities, submit grant applications, or manage your profile.

 LOGIN WITH ORCID 

OR

USERNAME OR EMAIL PASSWORD

LOGIN

[Forgot your password?](#) [Need an account?](#)

Step 4 →

On this screen, you will need to create a username and password, in addition to adding your full name and choosing a security question.

Note: You have the option to link an ORCID account at the top.

Create Account using your ORCID ID

▪ Username:
grantsteamtest
Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your ProposalCentral account.

▪ First Name:
Ana
Please enter your first name exactly how you want it to appear in all correspondence, proposals and awards.

▪ Last Name:
Wyborski
Please enter your last name exactly how you want it to appear in all correspondence, proposals and awards.

▪ Email:
grantsteamtesting@gmail.com
Please provide a primary email address for this account. This email address will be used for all correspondence and notifications from ProposalCentral and the participating grant-makers. This email address can be used in place of the username to login.

▪ New Password:

- Must be at least 10 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- Must contain a number or special character.

Step 4 →

Be sure to check both boxes at the bottom of this page - you will not be allowed to proceed unless both boxes have been checked. Click submit to move forward.

By checking the Boxes below, you represent that both you and the person whom this profile represents agree to the Terms of Service and will abide by the Acceptable Use Policy for ProposalCentral

- I agree to the Terms of Service.
- I agree to the Acceptable Use Policy.

Step 5 →

Once you have successfully created a username and password, an email will be sent to the address you provided. To finish creating your account, you must enter the confirmation code sent to your email.

An email containing a confirmation number has been sent to grantsteamtesting@gmail.com.
Please enter the confirmation number below:



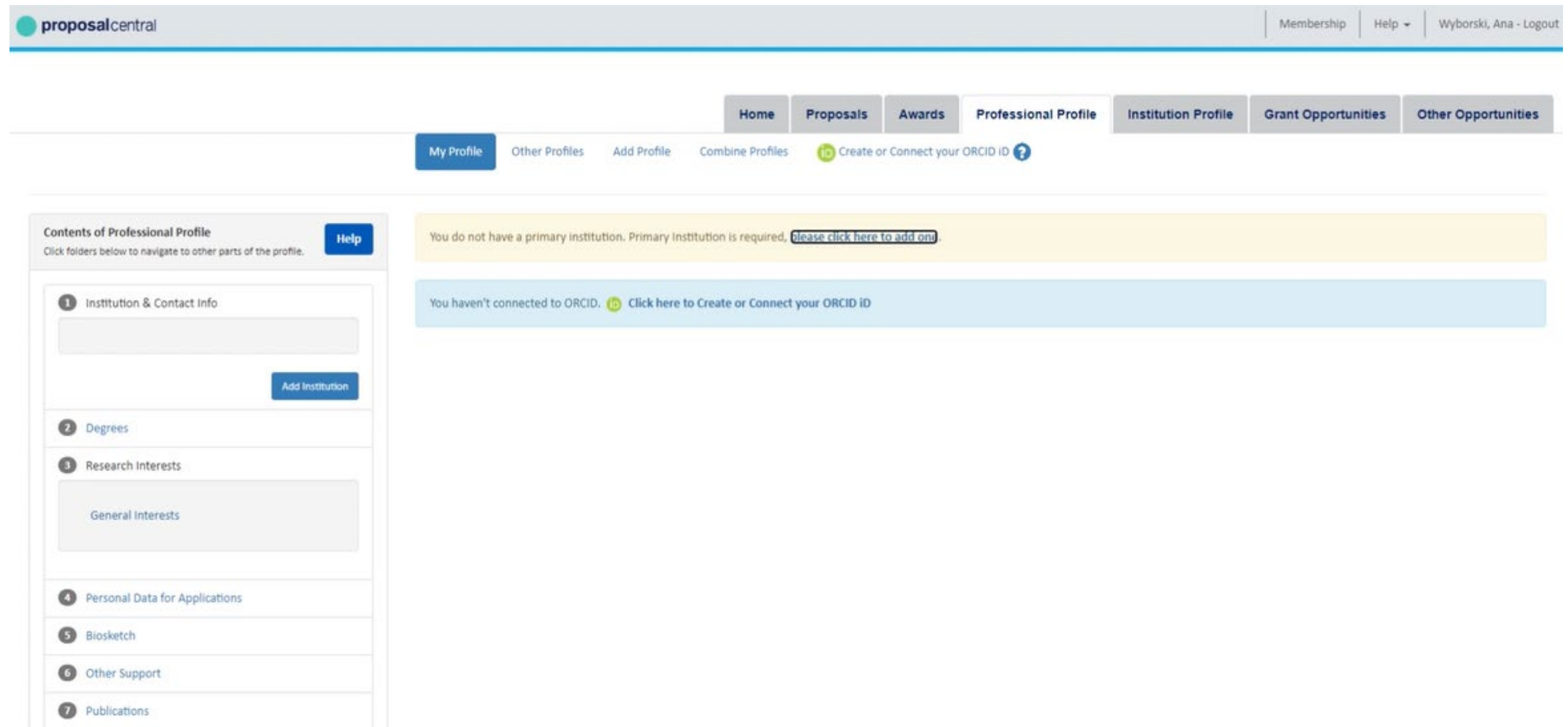
Confirmation Number:

Submit Confirmation Number

[Resend Confirmation Number to \[grantsteamtesting@gmail.com\]\(mailto:grantsteamtesting@gmail.com\)](#)

You're Done! →

This is the screen you will see when your account has successfully been created.



The screenshot shows the 'proposalcentral' website interface. At the top, there is a navigation bar with 'proposalcentral' on the left and 'Membership', 'Help', and 'Wyborski, Ana - Logout' on the right. Below this is a secondary navigation bar with tabs for 'Home', 'Proposals', 'Awards', 'Professional Profile' (which is active), 'Institution Profile', 'Grant Opportunities', and 'Other Opportunities'. Under the 'Professional Profile' tab, there are sub-links: 'My Profile', 'Other Profiles', 'Add Profile', 'Combine Profiles', and 'Create or Connect your ORCID ID'. The main content area is titled 'Contents of Professional Profile' and includes a 'Help' button. It lists several sections: 1. Institution & Contact Info (with an 'Add Institution' button), 2. Degrees, 3. Research Interests (with a 'General Interests' sub-section), 4. Personal Data for Applications, 5. Biosketch, 6. Other Support, and 7. Publications. Two informational messages are displayed: a yellow one stating 'You do not have a primary institution. Primary institution is required. [Please click here to add one.](#)' and a blue one stating 'You haven't connected to ORCID. [Click here to Create or Connect your ORCID ID](#)'.