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.
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.
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.
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.
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.
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.
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
You’re Done!  →

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