

When you need to change the dates for a copied proposal (dates are greater than proposed):

Navigate to Grants > Proposals > Proposal  
Insert new end date, save.

The screenshot shows the 'Header' tab of a proposal form. The form contains the following fields and values:

- Proposal:** UND0000005
- Version:** V1
- Title:** 3 Projects for 3 Bu
- Due Date:** 11/01/2004 (with a calendar icon)
- Date Type:** (dropdown menu)
- Time:** (empty field)
- PI:** 0602589 (with a search icon)
- Name:** Schmidt, Darren D
- Short Title:** 3 Projects for 3 Budget Periods
- Sponsor:** FED\_120000 (with a search icon) Department of Defense
- Type:** New (dropdown menu)
- Purpose:** RES (with a search icon)
- From:** 11/01/2004 (with a calendar icon)
- To:** 10/31/2007 (with a calendar icon)
- Currency:** USD (with a search icon)

Navigate to Grants > Proposals > Budget Header  
Insert new end date, new begin date, adjust periods on period tab to correctly reflect what is needed for award or proposal being revised. Save.

The screenshot shows the 'Budget Header' and 'Details' sections of a proposal form. The 'Header' tab is active, and the 'Periods' sub-tab is selected.

**Header Information:**

- Proposal:** UND0000005    **V1**    3 Projects for 3 Budget Pe
- Sponsor:** Department of Defense    **PI:** Schm
- From:** 11/01/2004    **To:** 10/31/2007    **Currency:** USD
- Project:** UND0000005
- Department:** Budget Office    **PI:** Schm

**Details Section:**

- Budget ID:** 1    **Description:** (empty field)
- Target Sponsor Budget:** 1.00     **Include in Proposal**
- From:** 11/01/2004 (with a calendar icon)    **To:** 10/31/2007 (with a calendar icon)

Return to Grants > Proposals > Proposal  
Adjust begin date to reflect appropriate information.