

When you need to change title for copied proposal:

Navigation Grants > Proposals > Proposal, header tab

1. Erase title on header bar
2. Erase title in Short Title field

Header Projects Resources Location Reports Documents Certification

Proposal: UND0000005 Version: V1 Title: 3 Projects for 3 Bud

Due Date: 11/01/2004 Date Type: Time: Time Zone:

PI: 0602589 Name: Schmidt, Darren D

Short Title: 3 Projects for 3 Budget Periods Add to My Pr

Sponsor: FED\_120000 Department of Defense

Type: New Purpose: RES Status: Dr

3. Click projects tab at top of page:

Header Projects Resources Location Reports Documents Certification

Proposal: UND0000005 PI: Schmidt, Darren D

Version: V1 3 Projects for 3 Budget Periods Unit: UNDO

Proposal Projects Find | View All

Proposal Project: UND0000005 Primary Project:

Short Title: 3 Projects for 3 Budget Periods Long Title

Department: 1060 Budget Office

Institution ID: UND01 University of North Dakota

4. Erase Short Title field

Return to Proposal header tab and type in new title in Short Title field. Save and new title will cascade to all other title fields in proposal record, budget header record and budget line summary record. title