Creating a New Proposal
Proposal Preparation on NUgrant is done in four steps – form preparation, adding investigators, uploading files and adding approval routes. Follow the steps below for each action.

Form Preparation
1. Log in to NUgrant at nugrant.unl.edu
2. In NUgrant home page, select “Add New Proposal” The forms will open automatically
3. Complete all mandatory fields (indicated by *)
4. Select checkbox “Check if page is complete” at bottom of each page
5. Use navigation buttons at bottom of pages to move through form
6. On the final page select “Finish” when complete

Adding Investigators
1. In the Investigators’ tab on the Proposal Details page select “Add An Investigator”
2. Find PI first and complete all information
3. To add additional investigators select “Submit and Add Another” button
4. Continue until all investigators added

Uploading Files
1. In the Files tab on the Proposal Details page select the “Browse” button
2. Locate the desired file and select the “Open” button
3. Select the “Upload” button on Proposal Details page
4. To add additional files repeat process until all files are loaded

Adding approval routes
An approval route is the path taken by a proposal to obtain UNL internal approvals. There are two kinds of routes – administrative and cost share. An administrative route may include a department chair/head, center/unit director and dean/vice chancellor. A cost share route includes any cost share approvers necessary for the proposal.

Selecting a Route for a Proposal
1. Select “Add administrative route”
2. Select checkbox for appropriate route in list
3. Select “add selected routes”

Follow the same steps for selecting a Cost Share Approval Route. If no predetermined routes are shown, or a new route needs to be created, contact your departmental or college liaison or the NUgrant staff.

Hints
• If someone other than the PI prepares the proposal, the PI and any other investigators are automatically notified that their approval is needed prior to routing. The PI/Co-PI does not need to be included in the route.
• To view Routing Form highlights, select the “Summary” tab on the Proposal Details page.
• To route, all Routing Form pages must be complete and the “Check if page is complete” boxes must be checked.
• Once the “Start Routing” button is selected changes on the forms can only be made by the Office of Sponsored Programs, Pre-Award.