

# Starting a Proposal



## *How do I start a proposal record?*

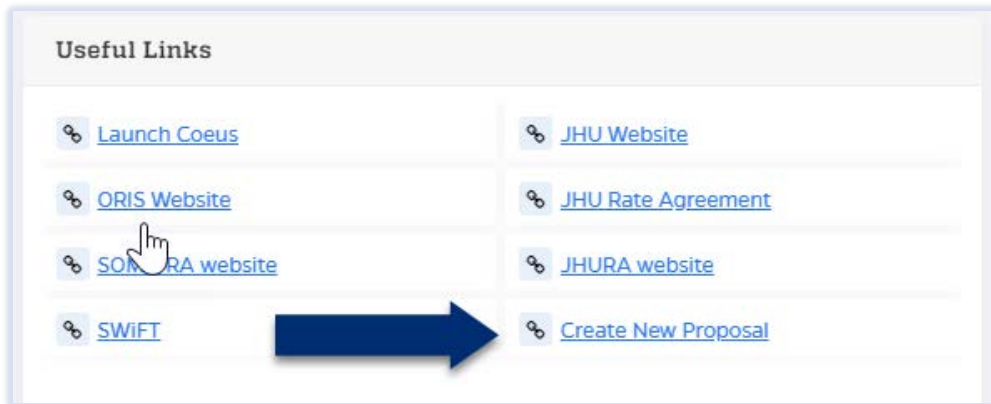
Proposal records can be started in Fibi even if you do not have all of the information needed for submission. In this way, Fibi can be used to keep documentation organized and save time.

Start your proposal in Fibi as soon as possible:

- to be sure the sponsor exists in JHU's systems and
- to determine if other information or actions which involve additional time may be required.

To start a Development Proposal record, login to Fibi and then:

- Click on **CREATE NEW PROPOSAL** found in the **Useful Links** widget.



Refer to the Fibi Guide for more information which can be found at: <https://oris.jhu.edu/>

The General tab will open to the screen on the following page.

**JH Fibi**  
Office of Research Information Systems

Dashboard of Gasior, Angel

In Progress

**General**

Original Institute Proposal #  
Type here for Original Institute Proposal #

\* Proposal Title  
Type here for Proposal Title  
1000 characters remaining

\* Principal Investigator  Employee  Non-Employee \* Lead Unit  
Search an employee Type here for Lead Unit

\* Proposal Type --Select-- Proposal In Response --Select-- \* Activity Type --Select-- Anticipated Award Type --Select--

Agency/Sponsor Type here for Sponsor Name Proposed Start Date MM/dd/yyyy Proposed End Date MM/dd/yyyy Duration 0 year(s) , 0 month(s) & 0 day(s)

Prime Sponsor Type here for Prime Sponsor Name Sponsor Proposal No Sponsor Deadline Date MM/dd/yyyy Internal Deadline Date MM/dd/yyyy

Funding Opportunity Number CFDA Number

Keywords of Research  
Type here for Keyword or add your own Keyword

Abstract  
The editor does not support images.

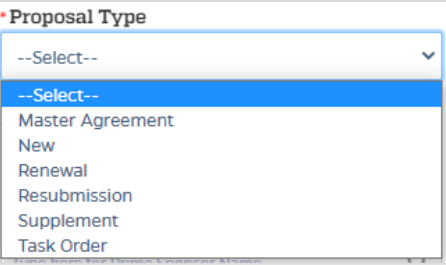
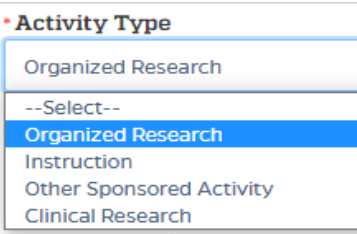
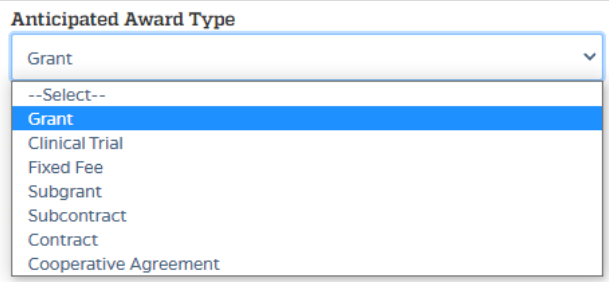
Paragraph A<sup>2</sup> AI A B I U


Proceed

Complete all fields possible or applicable. The record will not be able to be created unless all required fields are completed. A **Red Asterisk \*** denotes a required field.

**Enter the following required information:**

<b>Proposal Title</b>	Enter the title of the research proposal. This should not be the announcement title. See the sponsor's announcement or guidelines for requirements.
<b>Principal Investigator (PI)</b>	Enter the PI's last name and the dropdown will open with options.  <div data-bbox="480 1703 1382 1801"> <p>* Principal Investigator <input checked="" type="radio"/> Employee <input type="radio"/> Non-Employee</p> <p>Search an employee</p> </div>

<p><b>Proposal Type</b></p>	<p>Select the appropriate entry from the drop-down list. This information may be specified in the sponsor's announcement or guidelines.</p> 
<p><b>Activity Type</b></p>	<p>Select the appropriate entry from the <b>Activity Type</b> drop-down list. These are F&amp;A Functions. Activity Type is based on the Scope of Work.</p> 
<p><b>Anticipated Award Type</b></p>	<p>Select the <b>Anticipated Award Type</b> from the drop-down list. Check the Funding Opportunity Announcement or confirm with the sponsor to determine.</p> 
<p><b>Agency/Sponsor</b></p>	<p>The sponsor is the organization providing funds to JHU. Enter the abbreviation for the sponsor or part of the Sponsor's name and a box will dropdown with choices. Click on the appropriate name.</p> <p style="text-align: center;">Note - If you are unable to find the Sponsor in the dropdown, you must request a New Sponsor by completing a <b>Service Request</b>.</p>
<p><b>Proposed Start Date</b></p>	<p>Enter the date the project is expected to start. Choose the <b>Calendar icon</b> 📅 and click on the date. Refer to the sponsor's announcement or guidelines for acceptable dates.</p>
<p><b>Proposed End Date</b></p>	<p>Enter the date the project is expected to end or choose the <b>Calendar icon</b> 📅 and click on the date. Refer to the sponsor's announcement or guidelines for acceptable dates.</p>

☐ Once all required fields have been completed, click on the **Proceed button**  to save the information entered and a Proposal Record will be created. Fibi will assign an

identification number (PD# or Proposal#) to the record and the Status will show as **In Progress**

PD#162945 : Proposal Title Here

Period : 07/05/2022 - 07/04/2023    PI : Bell, Muyinatu    Lead Unit : 12015000 - ELECTRICAL AND COMPUTER ENGINEERING    In Progress

- ☐ Take note of the PD number for easy reference. This information will appear at the top of the screen in bold, blue text.