**Create Proposals**

* Create multiple proposals and be sure to choose differing:
1. Proposal Types
2. Activity Types
3. PIs and internal and external key persons with varying roles types
4. Anticipated award types
5. JHU Performance locations and Outgoing Sub sites
6. Add attachments
7. Sponsors and Prime Sponsors when applicable – Private, Non-profit, Federal, etc.
8. Area of Research (formerly Science Codes from the Questionnaires)
* Try to create errors in your data to test Validations.
* Send a Notification to Key Personnel from the Certification tab.
* Print Proposal – Proposal Summary Form, Fillable JHU Key Personnel Certification, Fillable PI Questionnaire Certification, Dept Checklist
* Add Personnel to Permissions.
* Send a “Review” request for Internal Support.
* Route the proposal for approval.
* Recall the proposal and make a change. Route again for approval.
* Try using ORIS help.
* Copy your proposal.