Creating a New Proposal
Quick Reference Guide – Sponsored Programs

This Quick Reference Guide covers creating a new proposal in the Sponsored Programs module of the Weill Research Gateway. For more comprehensive information on this process, please register for the Sponsored Programs – Basics course in the Weill Training Management System.

Quick Instructions

1) Log on to the Weill Research Gateway at [http://wrg.weill.cornell.edu](http://wrg.weill.cornell.edu)
   a. Enter your CWID and password.
2) Click the **Sponsored Programs** tab on the left navigation menu.
3) Click the **Create New Proposal** button from the menu.
   a. A new window will open with the New Proposal Questionnaire
4) Confirm the PI (**Principal Investigator**) for this proposal.
   a. By default, your name will be selected. Click the blue Change button next to your name to update the PI.
5) Select whether you will **Create a New Proposal** or **Copy from an Existing Proposal** and click **Continue**.
   a. Copy from Existing Proposal will only be used in limited circumstances. Contact your Grants Specialist if you feel you may want to use this option.
6) Select a Proposal Type from the dropdown menu and click **Continue**.
   a. Select from Grants.gov opportunities.
   b. Select from all SPIN opportunities
   c. Setup proposal manually.
      i. **See the Quick Reference Guide for Manual Proposal Types**.
7) Enter the **Program Announcement (PA)** number in the entry field and click Search.
   a. Ex) PA-16-160
   b. You can also search by PA title (ex: Parent R01)
8) Note the results and click the blue **Select** button on the opportunity you want to use.
9) Select a **Proposal Type** and click **Continue**.
10) Select a **sponsor** from the dropdown menu or select sponsor from full list and click **Continue**.
    a. For NIH proposals you can leave it on the default of ‘National Institutes of Health / DHHS.’
11) Enter the **Proposal’s Title** and click **Continue**.
12) Enter the **From** and **To Dates** in the corresponding fields.
    a. Click the calendar icon to open up a quick way to select dates.
13) Confirm the number of **budget periods** that are automatically generated and click **Continue**.
14) Review the information you’ve entered for the proposal.
    a. If you need to make any changes, you can click the **Step back through responses** button or the **Back** button in the top right corner.
15) Click **Create Proposal**.

At this point you are taken to the Proposal Screen, where you will answer a few Setup Questions. Eventually the menu for your proposal will expand. View the Quick Reference Guide for the Proposal Screen for more information on this transaction.