

Instructions for Submitting a PC10.1 Full Proposal

Access Your Proposal

- Go to gateway.niimbl.org and log in.
- Select Applications and open your draft full proposal.
- Save progress as needed. To continue later, open Applications > My Draft Applications.

Complete Questions & Documents

- Complete all required questions and click Save.
- Upload required documents from the Documents tab using Upload Files.
- Ensure all required documents are uploaded.

Manage Project Team

- You are automatically added as Lead PI. Update roles if needed.
- Add team members (Lead PI, Co-PI, Project Manager, Delegate) using Add Team Member.
- Added users receive email access instructions.

Build the Project Plan

- Create one or more Segments with names, descriptions, and dates.
- Add Tasks, Milestones, Deliverables, and Go/No-Go decision points.
- Assign a Lead organization to each item.
- Add Subtasks as needed.

Submit the Proposal

- Open the Finalize tab and click Submit Application.
- Resolve validation errors and resubmit if needed.
- Successful submission generates confirmation on screen and by email.

Update a Submitted Proposal

- Applications > My Submitted Applications.
- Open the application, go to Finalize, and select Return to Draft.
- Make updates and resubmit before the deadline.

Withdraw a Submitted Proposal

- Open the application from My Submitted Applications.
- Go to Finalize and select Withdraw Application.
- Note: Withdrawal permanently removes the application from the system.

Questions? Email projectcalls@niimbl.org