



SMARTGRANT TIPS AND TRICKS

1. Navigate using the system's menu and back buttons, not your browser buttons.
2. Always back out of your proposal and click "Exit" at the bottom of the screen before closing your browser. Otherwise, the proposal will be locked and you'll have trouble logging in next time.
3. The checklist on the main screen of a proposal only summarizes your proposal information; it doesn't matter what is checked.
4. If a sponsor is not coming up in your search, email sponprog2@kennesaw.edu to have it added to the system.

THE MINIMUM REQUIRED STEPS TO START ELECTRONIC ROUTING

1. Go here: <https://smartgrant.kennesaw.edu/Site/index.htm>
2. Login with your net ID and password (*choose "Kennesaw State University Research and Service Foundation" if you do not go immediately to main page*)
3. Click "Proposal Functions" in the left hand menu
4. Click "Create or Update Proposal"
5. Click "New Proposal"
6. Fill out the following fields on "Proposal Preliminary Info" tab:
 - a. Long Title (*Your proposal title, not the program title*)
 - b. Short Title
 - c. Proposal Type
 - d. Category
 - e. Due Date
 - f. Grants.gov Submission (*choose NO, even if your proposal will be submitted via grants.gov*)
 - g. Sponsor (*Click blue button, type sponsor name in search field (partial name works) and hit Enter key, choose sponsor in dropdown, then sub-program in second dropdown, then click "Select"*)
 - h. PIs/Depts (*click blue button to search and add co-PIs if necessary*)
7. Click the "Site Specific Data" tab at the top and fill out/answer all questions
8. Click "Update"
9. Click "Budget Prelim Info"
10. Fill out start and end dates (*you do not need to change the dropdown fields*), then click "Calculate", then "Complete"
11. Click "Budget Detail On Campus"
12. Click "Update" (*you do not need to enter your budget here if you are using an Excel template – the system just needs to know you've looked at this section in order to continue*)
13. Click "Non-Budget Information"
14. Click "Print Forms"
15. It will ask if you want to generate a formset. Click "OK"
16. Upload at least your draft proposal and budget (*Click "Add Document" next to Proposal Related Documents heading toward the bottom of the page*)
17. Click "Back to Non-Budget Information"
18. Click "Back to Create/Update Proposal"
19. Click "Submittal Processes"
20. Click "Online Routing"
21. Click "Initiate Routing"
22. Click "Back..." until you exit and save proposal
23. Click "Exit"