

Instructions for applicants to the Education Advisory Panel.

You will first need to create an account on ProposalCentral by going to <https://proposalcentral.com> and clicking on the “Need an account?” link.

The screenshot shows the ProposalCentral website interface. At the top, there is a navigation bar with the altum logo, the ProposalCentral logo, and links for Help, Opportunities, Resources, Announcements, and About Altum. A green button labeled "CONTACT US" is on the right. Below the navigation bar, there is a menu with options: "I AM A(N)", "APPLICANT OR AWARDEE" (selected), "PEER REVIEWER", "FUNDER", and "INSTITUTION". The main content area is split into two columns. The left column has a dark blue background with white text: "ProposalCentral for Applicants & Awardees." followed by a sub-headline: "ProposalCentral enables researchers to tap into funding, get credit for their contributions, and realize the full potential of their scientific efforts." Below this are three statistics: "\$21B Funded Grants.", "200+ Funding Organizations.", and "700,000 Research Applications." The right column has a white background with a dark blue header "Applicant or Awardee" and a sub-headline: "Sign in to ProposalCentral to search for funding opportunities, submit grant applications or manage your profile." Below this is a "LOGIN WITH ORCID" button with a question mark icon. Underneath is an "OR" separator. There are two input fields: "USERNAME OR E-MAIL" and "PASSWORD". Below these is a dark blue "LOGIN" button. A red arrow points to the "LOGIN" button. At the bottom of the right column are two links: "Forgot your password?" and "Need an account?".

You will see the following screen asking for some very basic information and a creation of a password. Please **ignore** the Create Account using your ORCID ID. Enter the required information and click on “Submit.”

The screenshot shows the "Create An Account" page on ProposalCentral. The page has a blue header with the ProposalCentral logo and the text "Create An Account". Below the header is a form with several fields. At the top of the form is a button labeled "Create Account using your ORCID ID" with a red 'X' over it. Below this are four required fields: "Username:", "First Name:", "Last Name:", and "Email:". Each field has a text input box and a label below it. The "Username:" field has a sub-label: "Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your ProposalCentral account." The "Email:" field has a sub-label: "Please provide a primary email address for this account. This email address will be used for all correspondence and notifications from ProposalCentral and the participating grant-makers. This email address can be used in place of the username to login." To the left of the form is a red-bordered box containing the following text: "Enter the information on the creation page, provide a password that you will remember and choose a Challenge Question. You will need to agree to the terms at the bottom by clicking both boxes. You can then click on the 'Submit' button. Your account is now created."

After clicking on submit your account is now active. You will click on the direct link (<https://proposalcentral.com/ProposalGI.asp?SectionID=9861&ProposalID=-1>) for the application now. You should see the following screen.

The screenshot shows the Proposal Central interface. At the top, the user is logged in as 'Smith, Karen (Admin)'. The main header displays the 'PKD FOUNDATION' logo and the program name 'PKD Foundation Educational Advisory Panel'. On the left, a 'Proposal Sections' sidebar lists steps: Applicant, PKD Connections, Chair Position Applicants Only, Attach CV or Resume Here, Applicant Demographic Information, Validate, Print Signature Page, and Skip This Section. The main content area is titled 'PKD's Educational Advisory Panel' and contains a dropdown menu with the instruction: '* Please choose the panel position you are applying for from the selection.' Below the dropdown are 'Save', 'Print', 'Cancel', and 'Exit' buttons.

You may save the application and return later by clicking on the Save button. To continue with the application at a later time, login to your account at <https://proposalcentral.com> using the credentials you provided during your account creation. Once logged in, you will navigate to the "Proposals" tab to see the In Progress application. Click on the Identifier to open your saved application and continue.

The screenshot shows the user's profile page. The navigation menu at the top includes 'Home', 'Proposals' (highlighted with a red box), 'Awards', 'Professional Profile', 'Institution Profile', 'Grant Opportunities', and 'pCdrive'. Below the navigation, there are two messages: a yellow one stating 'You do not have a primary institution. Primary institution is required, please click here to add one.' and a blue one stating 'You haven't connected to ORCID. Click here to Create or Connect your ORCID ID'. The left sidebar shows 'Contents of Professional Profile' with a 'Help' button and a folder for 'Institution & Contact Info'.

If you have any technical problems or questions, please contact Customer Support at ProposalCentral either by calling 800-875-2562 or by emailing them at pcsupport@altum.com.