

**SUNY Office of Research, Innovation, and Economic Development
Online Grant Management System
Instructions for New Users**

Create an Account

1. Click [the link](#) to access the Logon Page.
2. Click on **“Create New Account.”**



Logon

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the online grant management system used by the SUNY Office of Research, Innovation, and Economic Development (ORIED) and SUNY Innovative Instruction Technology Grants (IITG). Please be careful when selecting the appropriate funding programs for which you are applying. Thank you.

3. Enter your information and password in the fields. Fields with an asterisk (*) are required.

User Information	
Salutation <input type="text"/>	First Name* <input type="text"/>
Middle Name <input type="text"/>	Last Name* <input type="text"/>
Suffix <input type="text"/>	Campus Department* <input type="text"/>
Email / Username* <input type="text"/>	Email / Username Confirmation* <input type="text"/>
Telephone Number* <input type="text"/>	Mobile Number <input type="text"/>
Fax Number <input type="text"/>	Address 1* <input type="text"/>
Address 2 <input type="text"/>	City* <input type="text"/>
State* <input type="text"/>	Postal Code* <input type="text"/>
Country <input type="text"/>	
Next >	
Password <input type="password"/>	

4. The next page asks you to verify that you received your confirmation email. This helps ensure that you'll receive other communications from this organization about your application. Click **“Continue.”**

Email Confirmation

I have received the email

Continue without checking

I have not received the email

Apply for Funding

Applicants must be Principal Investigators (PIs). As the applicant, the PI can invite administrators and colleagues to review, complete, and submit the proposal on the PI’s behalf. The below instructions assume that the PI will want others to access the proposal.

1. Click **“Apply”** on top of the home page.
2. Click **“Preview”** for the grant opportunity if you’d like to view the form first without starting the application.
3. When you’re ready to start an application, click **“Apply”** next to the grant opportunity.

23-01-RSG Research Seed Grant Program—NIH Resubmission and NSF Revised Submission Awards

Accepting Submissions from 11/14/2022 to 03/31/2023

The [Research Seed Grant Program](#) provides seed funding to catalyze and support SUNY faculty in the pursuit of extramural grants. This 23-01-RSG RFP specifically supports SUNY faculty’s efforts to resubmit or prepare revised submissions proposals to NIH or NSF that previously scored favorably but were unfunded.

Click [here](#) to view the RFP. Other required application documents are:

- [Campus Approval Form](#)
- [Budget Template](#)

Applicants must be the Principal Investigator. To allow the campus Sponsored Programs Office to review the application, please invite them as collaborators. If you would like additional administrators and colleagues to view, complete, and submit the application on your behalf, you can invite them as collaborators as well. Click on “Apply” to start an application, and more details will be provided on the application page. [Click here](#) if you would like a tutorial on the Collaboration feature.

To complete the application, you will be asked to enter the following personal identifiers:

- SUNY/Global Employee ID number - contact Campus HR, if needed.
- ORCID ID - obtain at [ORCID.org](#).
- RF Employee number - contact Campus Sponsored Programs Office, if needed.

Feel free to reach out to rsg@suny.edu with any questions.

4. If you’d like a copy of the application questions to prepare the responses outside of the online system, click **“Question List”** which opens into a PDF and can be saved.

Application Question List

Due by 03/31/2023 11:59 PM EDT.

Fields with an asterisk (*) are required.

Overview Part 1

Applicants must be the Principal Investigator. Please review the [RFP](#) before starting your application.

Additional required documents for the proposal submission:

- Campus Approval Form
- Budget Template

As the applicant, you can invite administrators and colleagues to view, complete, and submit the proposal on your behalf. To allow the campus Sponsored Programs Office to review the application, please invite them as collaborators as well.

Please click "Collaborate" on the top right-hand corner of the screen. Add the email addresses of the administrators/colleagues you wish to invite. Select the appropriate permission level:

- View: The collaborator can view each form in the request that the applicant has access to.
- Edit: The collaborator can view and edit each form in the request that the applicant has access to.
- Submit: The collaborator can view, edit, and submit each form in the request that the applicant has access to.

5. To invite others to view, edit, and/or submit the application, click **"Collaborate."** The permission levels are:

- **View:** The collaborator can view each form in the request that the applicant has access to.
- **Edit:** The collaborator can view and edit each form in the request that the applicant has access to.
- **Submit:** The collaborator can view, edit, and submit each form in the request that the applicant has access to.

Apply

Collaborate

RSG Research Seed Grant Program--NIH Resubmission and NSF Revised Submission Awards (Round 3)

All Open Approvals

quest

@FTexample.org

Contact Email History

Question List

023 11:59 PM EDT.

asterisk (*) are required.

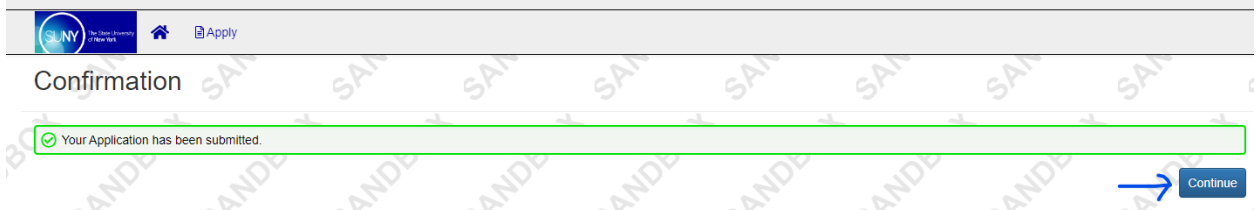
6. Applications may be saved without being submitted.

10,000 characters left of 10,000

Due by 03/31/2023 11:59 PM EDT.

Abandon Request Save Application Submit Application

7. Once the application is submitted, you will receive a Confirmation message. Click “**Continue.**” You will also receive a separate confirmation email.



Additional Resources: Tutorials and Videos

- [Applicant Creates Account and Apply](#)
- [Applicant Invites Collaborators](#)

Questions can be directed to Annie Huang at annie.huang@suny.edu or (518) 320-1422.