



Copying a Funding Proposal

Where to start?

1. Click the Copy activity in your Funding proposal Workspace.



How do I copy my Funding Proposal?

1. Enter a new proposal name.

A screenshot of a "Copy" dialog box. The title bar is dark blue with the word "Copy" in white. The main area has a white background and contains the text "This activity will copy this Funding Proposal." Below this is a red number "1" followed by an asterisk and the text "New proposal name:". Underneath is a white text input field with a thin grey border.

2. You will encounter the option to use background processing.

The use of background processing when copying a proposal can result in a significantly longer wait time for the copy to complete. Thus, the recommendation is to leave the background processing box unchecked. After clicking OK, it can take up to several minutes to complete the copy and for the window to close.

A screenshot of a checkbox option. It features a red number "2" followed by the text "Use background processing:" and an unchecked checkbox. Below this is a white text box with a thin grey border containing the text "This activity takes time but can save you work! We thank you for your patience."

3. When processing is complete the new Funding Proposal can be found by clicking the My Funding tab.
4. Attachments from the original Funding Proposal will be copied over. These should be updated as appropriate.