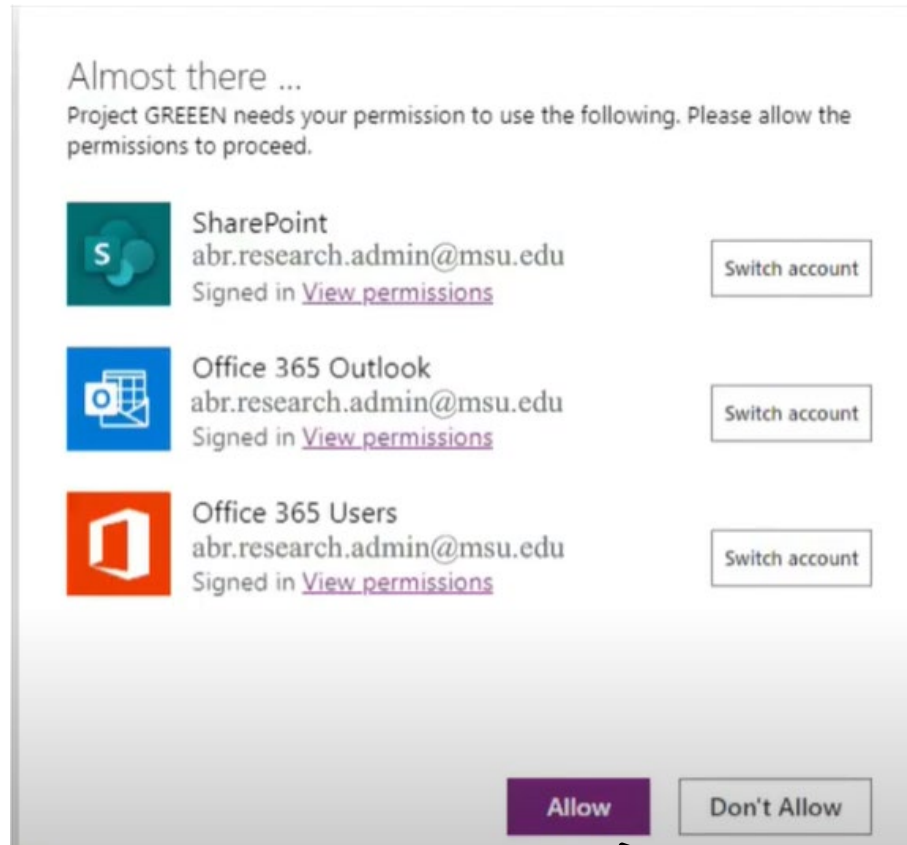


Project GREEN

- Tutorial for Principal Investigator -

Project GREEN

The Competing for Project GREEN Portal is a user-friendly application that allows you to save, submit, and review your proposals with ease.



If you are a first-time user, you may encounter this permission request. Please select “Allow” to connect your credential to the system. Note: You must use your MSU login.



Project GREEN

Funding Year :
2027

Download PowerApps from your App Marketplace to access this and other MSU AgBioResearch apps.

Login as Principal Investigator

Login as Admin

Login as Reviewer

Welcome

Introducing the **New Competing for Project GREEN Portal**, your on-the-go solution for managing proposals submitted for Project GREEN funding. Designed to enhance convenience and accessibility, this New Portal provides a user-friendly interface that empowers you to stay connected with Project GREEN proposals that you submitted or need to review anytime, anywhere!

- Simplified and quick submission with guides and icons for the necessary steps.
- Seamless proposal management. From the homepage, you can Create-Read-Update and Delete proposals and track their progress.
- Real-time email notifications every time you save or submit a record into the system.
- Document upload and management. This Portal organizes materials related to your proposal submission or review and is accessible to you

To get started, click on the “Login as Principal Investigator” button in the upper left corner. If the button appears grayed out, please email bolessar@msu.edu. If the button is green, you are good to go!



Welcome, Sara Haller, to the New Competing for Project GREEN's Portal.

This New Portal is your dedicated space for managing and submitting proposals to Project GREEN. Competing for Project GREEN Portal comes with a fresh and improved set of features and functionalities while maintaining the familiar look and feel of the previous Portal – Competing for Project GREEN.

To submit a proposal to Project GREEN, please complete the fields on the next page and include the required attachments as outlined in the Project GREEN RFP [here](#).

For any proposal submission questions, please contact the Project Administrator, Sara Haller at bolessar@msu.edu. For assistance and/or issues using this Portal, please contact ABR.Research.Admin@msu.edu

Next



To continue, click the “Next” button



PI Portal

Sara Haller



Create Proposal

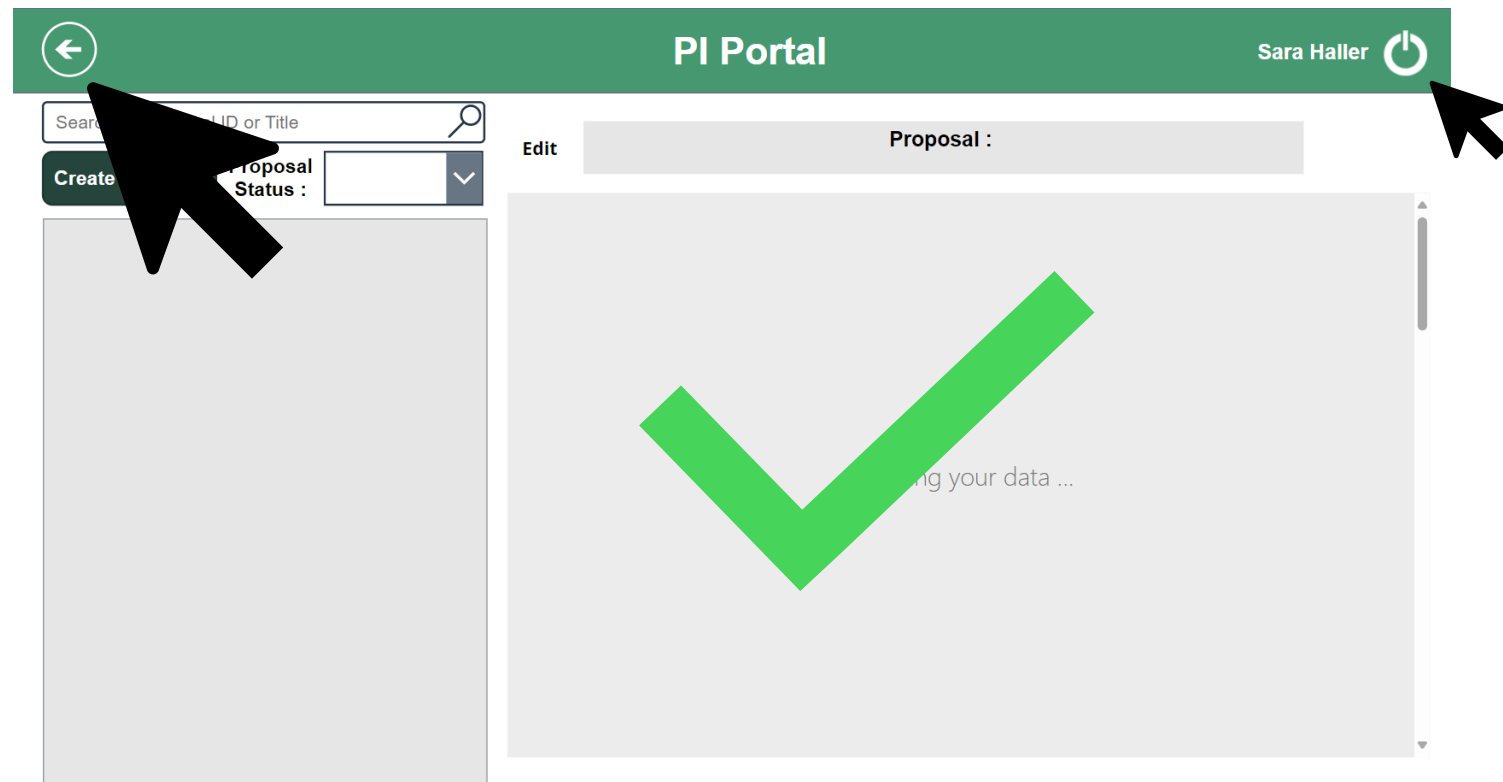
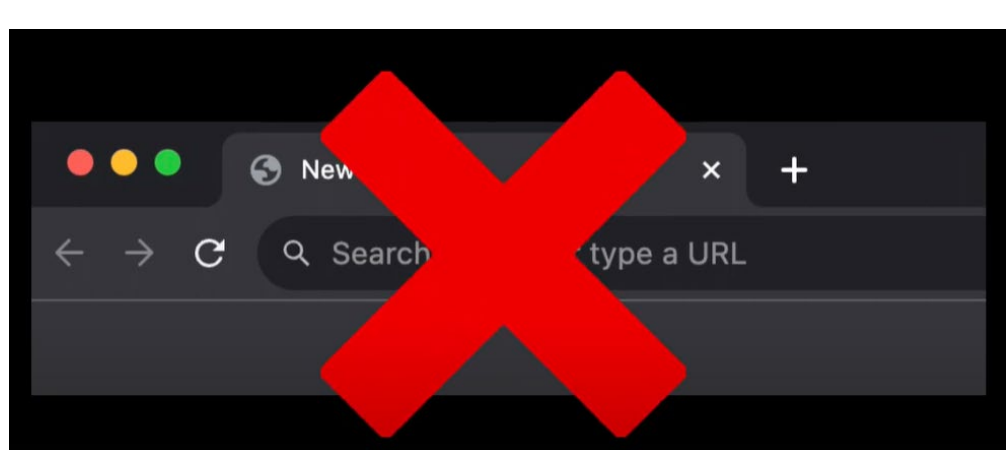
Proposal Status :

Edit

Proposal :

Getting your data ...

This is the page where you will save, submit, and review your proposals.
This is your individual profile/portal.



While you are working in the portal, please avoid clicking the back button in the browser, as it may result in you losing your work. Instead, to navigate back, use the arrow at the top left. To log out, click the power icon at the top right.



PI Portal

Sara Haller 



Create Proposal

Proposal Status : 

Edit

Proposal :

Getting your data ...

To search for a specific proposal, enter the proposal ID or title in the search bar.



Search by Proposal ID or Title



Create Proposal

Proposal
Status :

Saved

Submitted

Edit

Proposal :

Getting your data ...

Below the search bar, you can sort the proposals by selecting the proposal status.

 **PI Portal** Sara Haller 



Create Proposal

Proposal Status :

Edit

Proposal :

Getting your data ...

To fill out the form to submit a proposal, click the “Create Proposal” button in the upper left corner. You must do this for new proposals **AND continuing proposals.**

Principal Investigator Portal

Sara Haller

Create Proposal

Proposal Status :

GR27-001

[Not Submitted]

This is a test

>

GR24-084

[Not Submitted]

New Landscape for Project

>

Attention: Every form entry is required to **submit** a proposal to Project GREEN.
(except CO PI names)

Proposal Information

Proposal Title

Type of Proposal

Is this a resubmission?

Proposal ID

If old proposal id's are required, please consult to Project GREEN's Administrator at bolessar@msu.edu

Principal Investigator and Team Members

Email

A form will appear on the right-hand side. To submit a proposal, make sure to complete all the fields in this form.

 **PI Portal** Sara Haller 



Create Proposal

Proposal Status :

Edit

Creating New Proposal

Attention: Every form entry is required to **submit** a proposal to Project GREEN.(except CO PI names)

Proposal Information

Proposal Title

Type of Proposal

New Project

Continuation of a Funded Proposal

No Cost Extension

Outside Funding Cycle

Is this a resubmission?

Proposal ID

Principal Investigator and Te

Email

Save

Submit

Start by filling out the Proposal Information section. Enter your proposal title and choose the type of proposal. If you are applying for Project GREEN for the first time, select “New Project” and answer “No” for the question, “Is this a resubmission?” Your Project GREEN Proposal ID starting with “GR” will be automatically generated.

Principal Investigator Portal

Sara Haller

Create Proposal

Proposal Status :

GR27-001

[Not Submitted]

This is a test

>

GR24-084

[Not Submitted]

New Landscape for Project

>

Attention: Every form entry is required to **submit** a proposal to Project GREEN.
(except CO PI names)

Proposal Information

Proposal Title

Resubmission test

Type of Proposal

New Project

Is this a resubmission?

Yes

Proposal ID

If old proposal id's are re-used, please consult to Project GREEN's Administrator at bolessar@msu.edu

Principal Investigator and Team Members

Email

bolessar@msu.edu

If you are resubmitting a previously submitted proposal that did not receive funding, choose “Yes” here. You will enter the GR-XXX proposal ID of your previous proposal.

Principal Investigator Portal

Sara Haller

Create Proposal

Proposal Status :

GR27-001

[Not Submitted]

This is a test

GR24-084

[Not Submitted]

New Landscape for Project

Attention: Every form entry is required to **submit** a proposal to Project GREEN.
(except CO PI names)

Proposal Information

Proposal Title

Type of Proposal

Continuation of a Funded Proposal

Proposal ID

If old proposal id's are required, please consult to Project GREEN's Administrator at bolessar@msu.edu

Principal Investigator and Team Members

Email

Full Name/Lead PI

For submitting a proposal related to a past funded proposal (Continuing Proposal), select “Continuation of a Funded Proposal” and provide the required proposal ID (the same proposal ID from the previous year will be used). If you do not have this ID, please email bolessar@msu.edu



PI Portal

Sara Haller 



Create Proposal

Proposal Status : 

Edit

Creating New Proposal

Principal Investigator and Team Members

Emailbolessar@msu.edu

Full Name/Lead PI

InstitutionMichigan State University

DepartmentABR DIRECTORS OFFICE

CO PI 1

CO PI 2

Project Funding

Save

Submit

The second section of the form is for “Principal Investigator and Team Members”. The email address will be automatically filled in by the system. Enter your full name, department, co-principal investigator’s name (if none, enter “N/A”), and choose your institution from the drop-down menu.



Search by Proposal ID or Title

Create Proposal

Proposal
Status :

GR27-001

[Not Submitted]

This is a test



GR24-084

[Not Submitted]

New Landscape for Project



Creating New Proposal

Project Funding

Amount Requested
(current funding year)

Total Cost of Project

Total Project Duration

Tracking & Compliance

Umbrella Project MICL

Note: If project is approved, funds will not be released until all university approvals are received.

This is applicable if you have an ABR appointment, if this does not apply to you enter 12345. If this applies to you and you do not have this information please contact Project GREEN's Administrator at bolessar@msu.edu.

Proposal Development Number

Please contact your unit's fiscal office or research administrator for this information

The other sections work similarly, and you will find instructions within each field.



Principal Investigator Portal

Sara Haller



Search by Proposal ID or Title



Create Proposal

Proposal
Status :

Saved



GR24-084

[Not Submitted]

New Landscape for Project



Creating New Proposal

Impact

This is a test

Attachments

There is nothing attached.

 File shall include proposal and letter(s) of support.



You must upload your full proposal as a single PDF document. Click the text highlighted in blue to upload.



Principal Investigator Portal

Sara Haller



Search by Proposal ID or Title



Create Proposal

Proposal
Status :

View
Mode

Proposal : This is a test



GR27-001

[Not Submitted]

This is a test



GR24-084

[Not Submitted]

New Landscape for Project



Return Without Review Policy

All proposals must meet the following Return Without Review criteria. Proposals that fail to meet any single criterion will not be accepted for submission.

Has the prospective PI reviewed the Project GREEN PI Eligibility Guide and confirmed eligibility prior to proposal submission?

☒ Yes ☐ No ☐ Not Applicable

Does the proposal include a Project Summary that does not exceed 300 words?

☒ Yes ☐ No ☐ Not Applicable

Does the Project Summary include a statement describing how the proposed project addresses Michigan Plant Industry Priorities?

☒ Yes ☐ No ☐ Not Applicable

Are Sections III through VIII of the proposal limited to a maximum of four pages in total?

☒ Yes ☐ No ☐ Not Applicable

Has a current one-page vita been included for each PI, Co-PI, and Collaborator listed on the proposal?

☒ Yes ☐ No ☐ Not Applicable

New this year: This checklist has been created to help PIs avoid a “Return without review” response to their proposal. This should be completed before submission.

PI Portal

Sara Haller

Create Proposal

Proposal Status :

Saved

Edit

Creating New Proposal

Synopsis

Limited to 4000 characters including spaces and punctuation.

Impact

Attachments

There is nothing attached.

File shall include proposal and letter(s) of support.

Save

Submit

To save the form before submission, click the “Save” button. This will allow you the opportunity to work on it later.

Principal Investigator Portal

Sara Haller

Create Proposal

Proposal Status :

Saved

View Mode

Proposal : This is a test

GR27-004

[Not Submitted]

This is a test

>

GR24-084

[Not Submitted]

New Landscape for Project

>

Your saved proposal will appear on the left-hand side marked as “[Not Submitted]” in red. You will receive a system-generated email that your record has been saved.

A SAVED PROPOSAL IS NOT CONSIDERED SUBMITTED!

PI Portal

Sara Haller

Create Proposal

Proposal Status :

Saved

GR24-084 [Not Submitted]
New Landscape for Project >

Edit

Proposal : New Landscape for Project GREEN Portal

Attention: Every form entry is required to **submit** a proposal to Project GREEN.(except CO PI names)

Proposal Information

Proposal Title

New Landscape for Project GREEN Portal

Type of Proposal

New Project

Is this a resubmission?

No

Proposal ID

GR24-084

Principal Investigator and Team Members

Email

bolessar@msu.edu

Full Name/Lead PI

Sara Haller

To edit or submit a saved proposal, click on the pencil icon in the top right corner of the screen. This will allow you to make changes and submit when you are ready.



PI Portal

Sara Haller 

Create Proposal

Proposal Status :

GR24-084 [Not Submitted]

New Landscape for Project >

Edit

Proposal : New Landscape for Project GREEN Portal

Synopsis

Limited to 4000 characters including spaces and punctuation.

Impact

Attachments

 ProjectGreen_for pen highlighter combo.jpg X

Max. number files reached.

Save

Submit

If you are ready to submit and the “Submit” button is grayed out, make sure you have filled in all of the fields. All fields are required in order to submit your proposal.

PI Portal

Sara Haller

Create Proposal

Proposal Status :

GR24-084 [Not Submitted]

New Landscape for Project >

Edit

Proposal : New Landscape for Project GREEN Portal

Synopsis

Impact

Attachments

This is a test.

ProjectGreen_for pen highlighter combo.jpg

Max. number files reached.

Save

Submit

Once all of the fields are filled out, the “Submit” button should be green. If you are ready to submit your proposal, click “Submit”.

PI Portal

Sara Haller

Create Proposal

Proposal Status :

GR24-084 [Submitted]

New Landscape for Project

Edit

Proposal : New Landscape for Project GREEN Portal

Attention: Every form entry is required to **submit** a proposal to Project GREEN.(except CO PI names)

Proposal Information

Proposal Title	New Landscape for Project GREEN Portal
Type of Proposal	New Project
Is this a resubmission?	No
Proposal ID	GR24-084

Principal Investigator and Team Members

Email	bolessar@msu.edu
Full Name/Lead PI	Sara Haller

The submitted proposal will appear on the left-hand side marked as “Submitted” in green color. You will receive a system-generated email that your proposal has been submitted.



Search by Proposal ID or Title



Create Proposal

Proposal
Status :



GR24-084

[Submitted]

New Landscape for Project



Edit

Proposal : New Landscape for Project GREEN Portal



Attention: Every form entry is required to submit a proposal to Project GREEN.(except CO PI names)

Proposal Information

Proposal Title

New Landscape for Project GREEN Portal

Type of Proposal

New Project

Is this a resubmission?

No

Proposal ID

GR24-084

Principal Investigator and Team Members

Email

bolessar@msu.edu

Full Name/Lead PI

Sara Haller

You can delete your proposal by using the trash bin icon if necessary

If you need technical support, feel free to contact
the Research Evaluation and Data Analytics Team
at ABR.Research.Admin@msu.edu

For submission questions, contact Sara Haller at
bolessar@gmail.com

Thank you and Good Luck!