

# GRA Proposal Submission Process Changing

As of 3/14/25, we're requiring proposal submissions via  **quickbase**

Proposal submissions will still involve the PI filling out our standard Word templates, but for each new project submitted we'll be asking you to fill in the data for the project's entry in our database.



[Click here to go to the site](#)

# Notifications

## Rep Steps

Submit via  **quickbase**

 Email Notification

 Email Notification

## GRA Steps

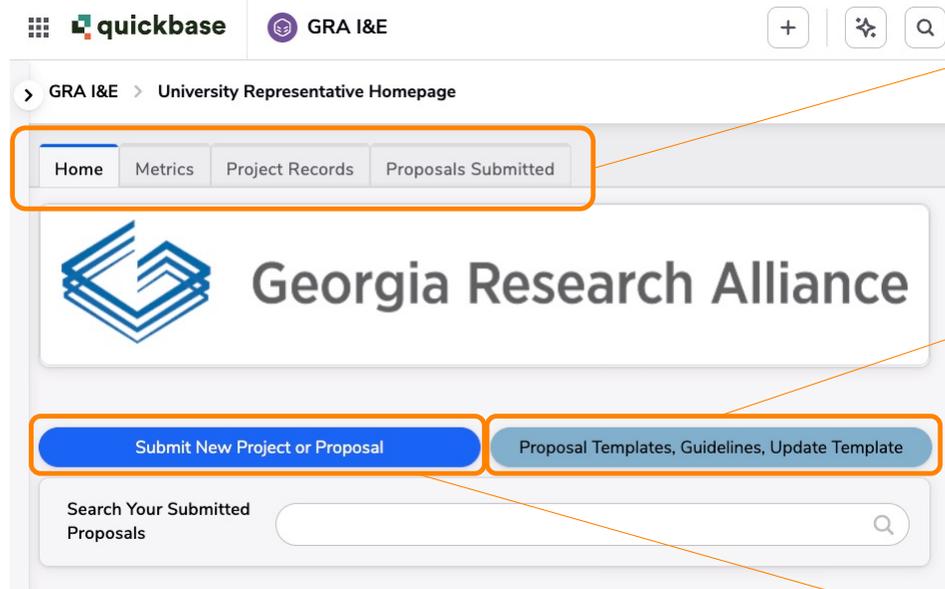
1.  Email Notification

2. Accept via  **quickbase**

3. Review proposal

When you submit a proposal in this system, it sends us an email notification. Then when we acknowledge receiving the proposal, you are sent an email notification, and it will also email you when one of your submitted proposals has been reviewed.

# Homepage [\(Link to the Homepage\)](#)



Tabs to navigate to other screens which have useful data.

A link to our webpage where we host our most up-to-date proposal templates, guidelines, and update template.

Click here to submit a new proposal.

# Two submission types: new project and new proposal

## ✓ Are you creating a new project or adding to an existing project?

New Project

Click here if GRA hasn't seen this project before.

Existing Project

Click here if submitting a proposal for a project that has already received GRA funding.

Choose “new project” if we’ve never reviewed a proposal on the relevant project yet, meaning it isn’t in our database yet.

Choose “existing project” if we have reviewed a proposal from that project.

## Submitting a new project: Fill in data from the proposal.

### Phase IA Proposal

#### I. Summary

<b>Project or Company Name</b> TestProject	<b>University Representative: Andrew Short</b>
<b>University:</b> GRA	<b>Incorporated:</b> No
<b>Phase:</b> IA	<b>Date of Submission:</b> 250226
<b>Total Funding Requested in Phase I:</b> [\$] 50,000	
<b>Lead PI Information:</b>	Andrew Short I&E ashort@gra.org 678-538-7721

<b>Invention Disclosure:</b> N/A
<b>University Licensing Arrangement:</b> N/A

<b>Financial Status:</b>	<b>Grants:</b> [\$] - [Sources]
	<b>Equity:</b> [\$] - [Sources]
	<b>Debt:</b> [\$] - [Sources]
	<b>Other:</b> [\$] - [Sources]

<b>Company Officers:</b> N/A
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**Project Profile:** This is a test description of the project or company history, status and goals. These are usually about 50 words long, so I'm copy/pasting a couple of times to mimic that. This is a test description of the project or company history, status and goals. These are usually about 50 words long, so I'm copy/pasting a couple of times to mimic that. This is a test description of the project or company history, status and goals. These are usually about 50 words long, so I'm copy/pasting a couple of times to mimic that.

**Project Goals:** This is a test description of the goals and milestones to be achieved with **Phase IA** of GRA investment. These are usually about 100 words long, so I'm copy/pasting a couple of times to mimic that. This is a test description of the goals and milestones to be achieved with **Phase IA** of GRA investment. These are usually about 100 words long, so I'm copy/pasting a couple of times to mimic that. This is a test description of the goals and milestones to be achieved with **Phase IA** of GRA investment. These are usually about 100 words long, so I'm copy/pasting a couple of times to mimic that. This is a test description of the goals and milestones to be achieved with **Phase IA** of GRA investment. These are usually about 100 words long, so I'm copy/pasting a couple of times to mimic that.

Click "Save" to submit.

Save

▼ New Project

**New Project Name \***

  
**2nd Institution (if applicable)**  
Select one     
**Has a company already been formed?**  
No     
**Project Category: Bioscience or Tech \***  
Select one     
**Current Phase \***  
Select one     
**Description ⓘ \***

Provide a brief description of the project or company history, status and goals.

PI First Name \*  PI Last Name \*  PI Email \*

Is a GRA Eminent Scholar or Distinguished Investigator involved in the project?

**Are there additional contacts to add?**  
No

**Funding Amount Requested**  
\$ 0.00

\$ amount budgeted for the current phase, e.g. \$25,000 for IA

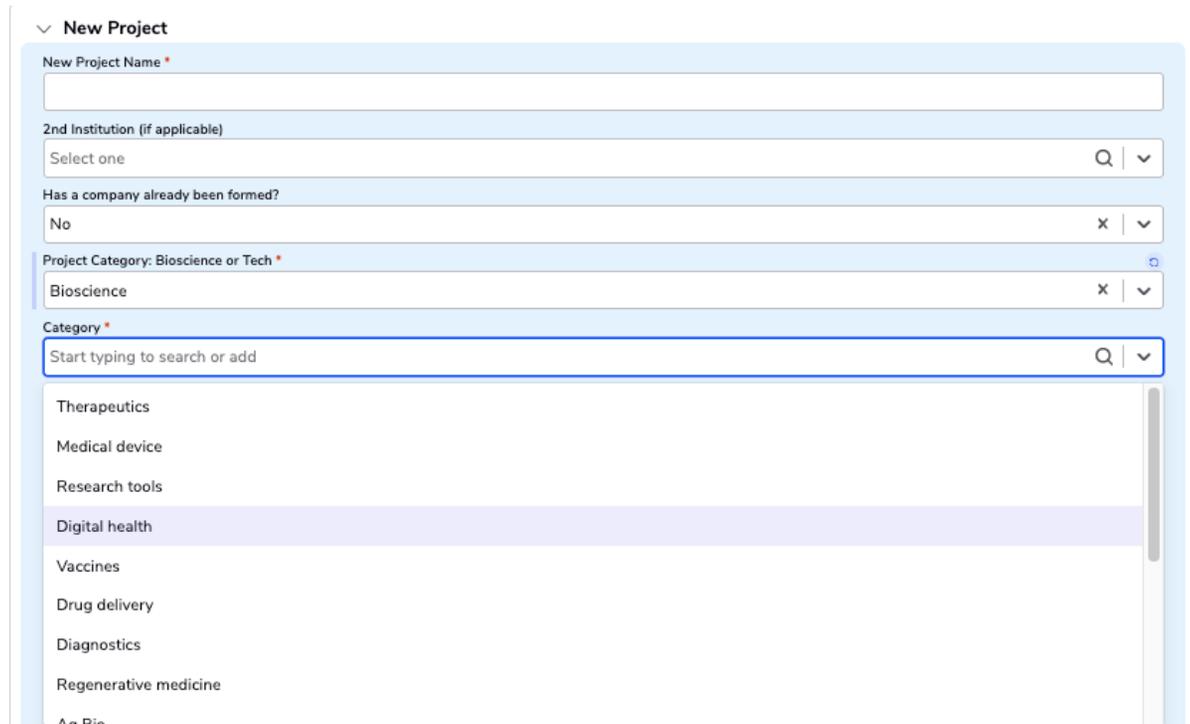
**Upload New Proposal \***

or drag and drop

# Selecting proper categories

When filling in project data, GRA categorizes projects into two broad buckets, Bioscience or Technology (since the two often have dramatically different commercialization pathways). From there, we also group projects by more specific categories. This helps us identify the right projects to recommend to e.g. accelerators, pitch competitions, interested mentors and/or investors.

Please take a moment to select the most apt category for the project.



The screenshot shows a 'New Project' form with the following fields:

- New Project Name \***: A text input field.
- 2nd Institution (if applicable)**: A dropdown menu with 'Select one' and a search icon.
- Has a company already been formed?**: A dropdown menu with 'No' and a close icon.
- Project Category: Bioscience or Tech \***: A dropdown menu with 'Bioscience' and a close icon.
- Category \***: A search input field with the placeholder 'Start typing to search or add' and a search icon. Below it is a list of categories: Therapeutics, Medical device, Research tools, Digital health (highlighted), Vaccines, Drug delivery, Diagnostics, and Regenerative medicine.

## Submitting a new proposal to an existing project: Fill in data from the proposal.

Select the project from the list of all projects you've submitted, add the phase and amount requested, and upload the proposal file.

Both forms have a section for uploading supplemental files like consultant quotes and additional data.

▼ **Proposal Submission for Existing Project** Save ▼

**Project Name**  
Select one Q ▼

**Phase \***  
Select one Q ▼

**Required**

**Amount Requested \***  
\$ 0.00

**Upload New Proposal (.docx only) \***

↑ Upload file 🕒  
or drag and drop

**Fiscal Year**  
2025

GRA's fiscal year runs July to June, so e.g. a proposal submitted in October of 2024 would be within fiscal year 2025.

**Date**  
03-13-2025

▼ **Supplemental Uploads (Existing Project)**

If there are additional files to include, please upload them here, including:

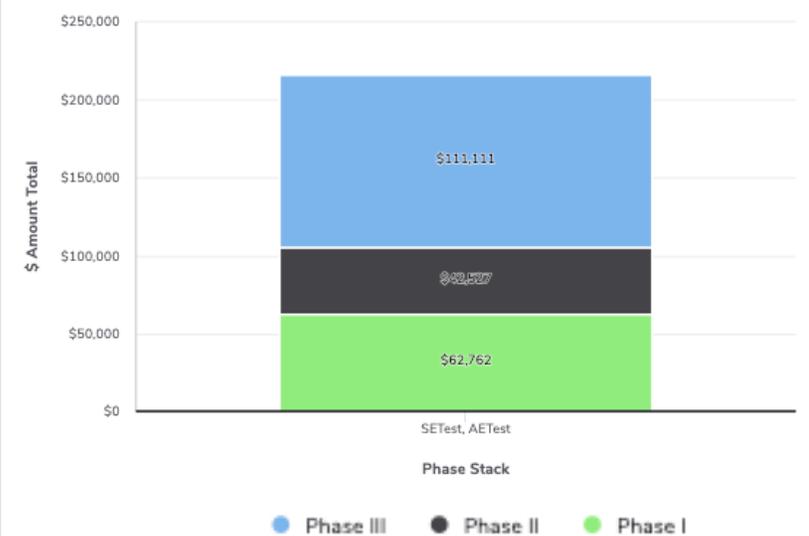
- Quotes
- Vendor quotes
- Consulting agreements
- Manuscripts
- Pitch decks
- Data figures
- Videos

↑ Upload file 🕒  
or drag and drop

[\(Link to the Homepage\)](#) quickbase

Hover over the charts below to view data legends. You can also click the ... at the top right to expand the chart.

Funding Amounts by Phase



Number Funded by Phase



Charts above are for all proposals tagged with you as University Rep since such data first started being recorded around FY17.

[\(Link to the Homepage\)](#) 

GRA I&E > University Representative Homepage EN

Home Metrics **Proposals Submitted** Project Records

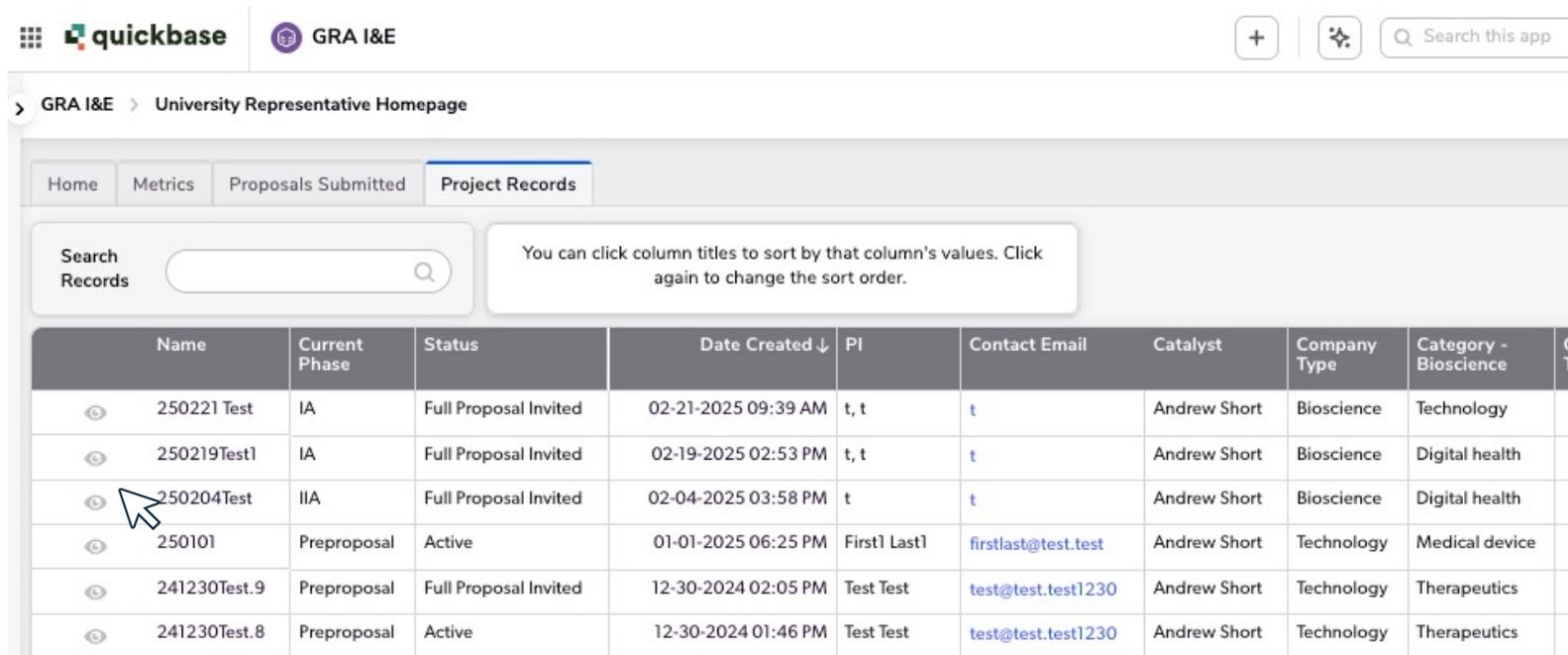
Search Records  You can click column titles to sort by that column's values. Click again to change the sort order.

Your Submitted Proposals

	Project Name	Phase	Company - Status	Survey Answered?	Contact Full Name	Contact Email	Amount Proposed	Date Submitted By Rep	Date Accepted into Queue	Date Reviewed	Date Approved or Rejected	Date Funds Sent (FKA Date Award Letter Sent)
	250221 Test	IA	Pending	<input type="checkbox"/>	t, t	test@test.test	\$21,212	02-21-2025	02-21-2025			
	250204Test	IIIA	Pending	<input type="checkbox"/>	t, t	test@test.test	\$111,111	01-01-2025	01-01-2025	01-08-2025	02-03-2025	02-04-2025
	241230Test.9	IA	Pending	<input type="checkbox"/>	test, name	test@test.test	\$30,000	09-27-2024	09-27-2024	10-02-2024	11-25-2024	12-17-2024
	250101	IIA	Active	<input checked="" type="checkbox"/>	test, name	test@test.test	\$42,527	09-11-2024	09-11-2024	10-16-2024	10-28-2024	10-30-2024
	241230Test.6	IA		<input type="checkbox"/>	test, name	test@test.test	\$32,762	09-06-2024	09-06-2024	10-02-2024	11-01-2024	11-14-2024
	241230Test.8	Pre-proposal	Active	<input checked="" type="checkbox"/>	test, name	test@test.test	\$35,000	08-15-2024	08-15-2024	09-05-2024	09-24-2024	10-08-2024
	250101	IIB	Active	<input checked="" type="checkbox"/>	test, name	test@test.test	\$49,966	08-13-2024	08-13-2024	08-22-2024	08-23-2024	08-28-2024
<b>TOT</b>							<b>\$322,570</b>					

This tab provides detailed on every proposal you have submitted to GRA. You can see what day we accepted your proposal, what day it was reviewed, what day a final decision was made, and what day the funds were sent.

## [\(Link to the Homepage\)](#) quickbase



GRA I&E > University Representative Homepage

Home Metrics Proposals Submitted **Project Records**

Search Records

You can click column titles to sort by that column's values. Click again to change the sort order.

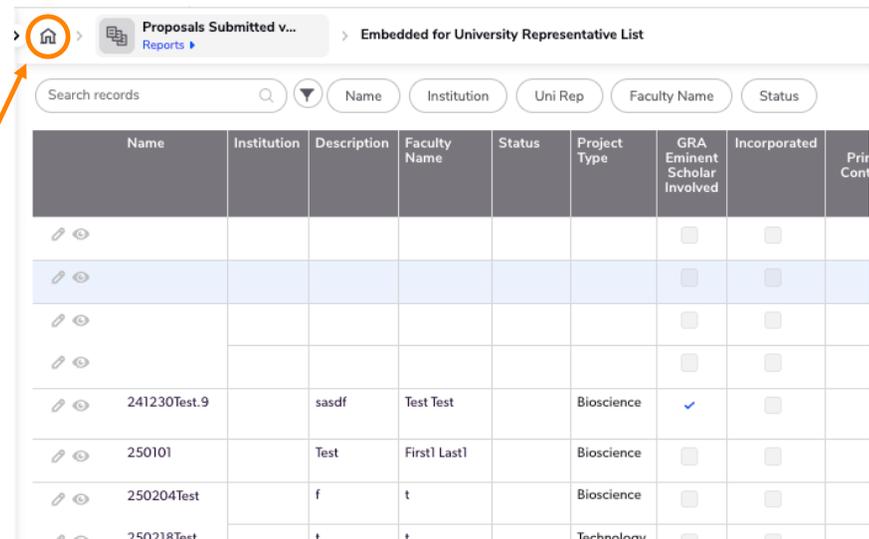
Name	Current Phase	Status	Date Created ↓	PI	Contact Email	Catalyst	Company Type	Category - Bioscience	C
 250221 Test	IA	Full Proposal Invited	02-21-2025 09:39 AM	t, t	t	Andrew Short	Bioscience	Technology	
 250219Test1	IA	Full Proposal Invited	02-19-2025 02:53 PM	t, t	t	Andrew Short	Bioscience	Digital health	
 250204Test	IIA	Full Proposal Invited	02-04-2025 03:58 PM	t	t	Andrew Short	Bioscience	Digital health	
 250101	Preproposal	Active	01-01-2025 06:25 PM	First1 Last1	firstlast@test.test	Andrew Short	Technology	Medical device	
 241230Test.9	Preproposal	Full Proposal Invited	12-30-2024 02:05 PM	Test Test	test@test.test1230	Andrew Short	Technology	Therapeutics	
 241230Test.8	Preproposal	Active	12-30-2024 01:46 PM	Test Test	test@test.test1230	Andrew Short	Technology	Therapeutics	

This tab has a record of each project you've brought to the GRA. Each entry here is basically the homepage for a given project. The data you'll be filling in when submitting a new project will live here, as will all of the proposal and award records for a given project. You can click the "view record" button  to see the project's history of proposals and awards.

# Navigating to the home page

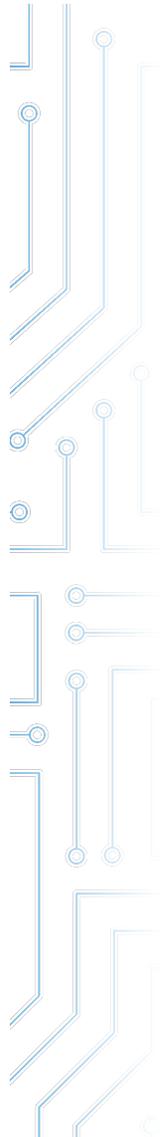
At times, you may land on this table, which is the default for proposal submissions. There's some useful data here, but the main functionality is at the [app homepage](#).

You can always navigate back to the homepage by clicking the  button here.



The screenshot shows a web application interface with a table of proposal submissions. The table has columns for Name, Institution, Description, Faculty Name, Status, Project Type, GRA Eminent Scholar Involved, Incorporated, and Priority. The first row is highlighted in blue. The home icon in the top navigation bar is circled in orange, and an orange arrow points to it from the text on the left.

Name	Institution	Description	Faculty Name	Status	Project Type	GRA Eminent Scholar Involved	Incorporated	Priority
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
241230Test.9		sasdf	Test Test		Bioscience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
250101		Test	First Last		Bioscience	<input type="checkbox"/>	<input type="checkbox"/>	
250204Test		f	t		Bioscience	<input type="checkbox"/>	<input type="checkbox"/>	
250218Test		t	t		Technology	<input type="checkbox"/>	<input type="checkbox"/>	



## Details on Process

[\(Link to the Homepage\)](#) 

We'll still accept emailed proposals in the near term

Proposals still need to go through the required process at the University, but Uni Rep submitting them to us via QuickBase is preferred

Please email Andrew at [ashort@gra.org](mailto:ashort@gra.org) if you have any questions or technical difficulties