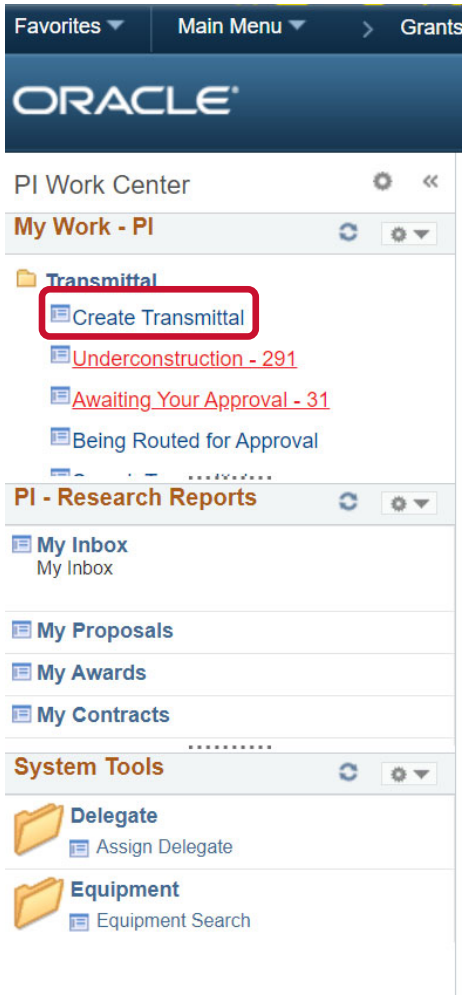
How to Create a Transmittal

- PI/RLO should create as soon as it is known that a proposal is needed based on department guidelines
  - Notify RLO/PI of Transmittal ID
  - Reference in emails
- Allows college/department ability to track items in progress
- Provides metrics for DOR monitoring of items in construction and approvals
- **Reminder:** Required for all submissions



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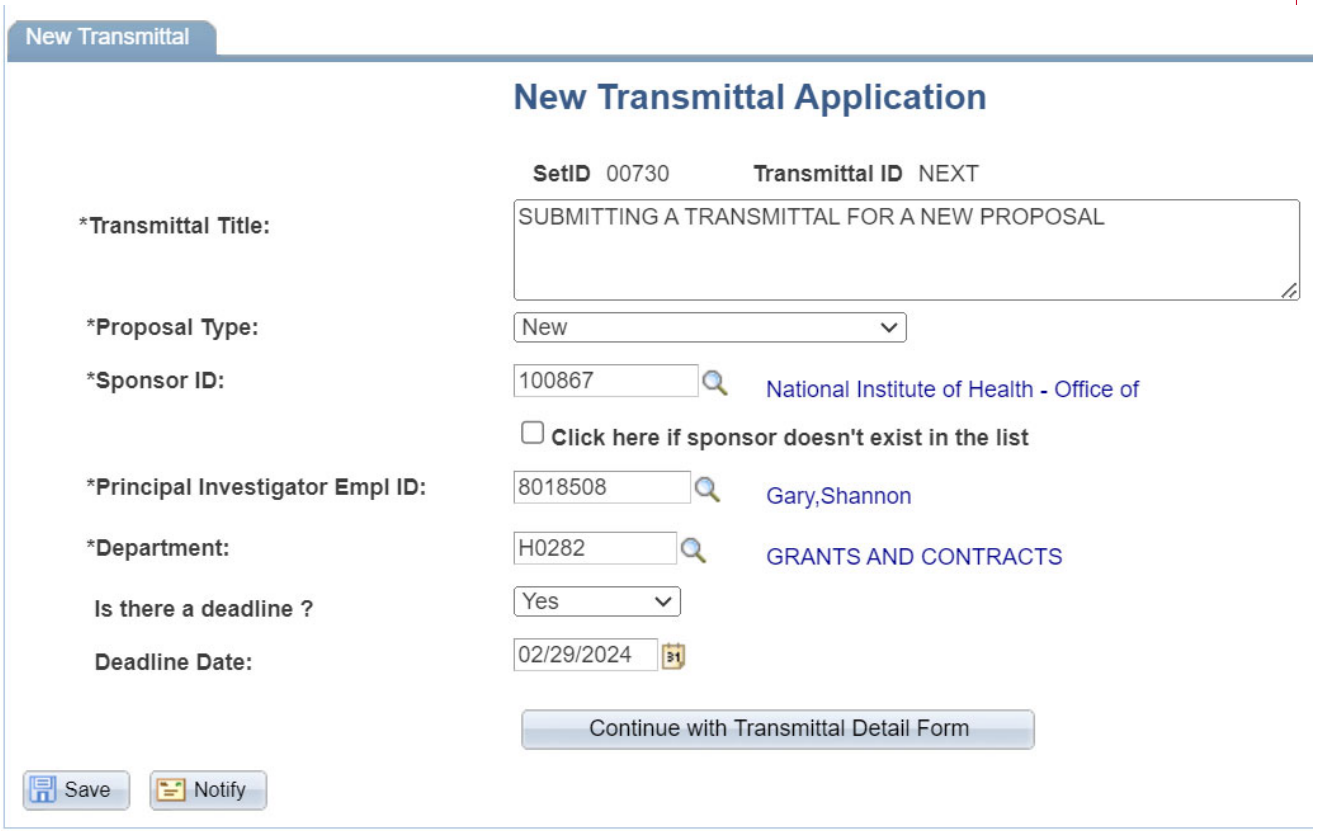
1. **Enter the proposal title. If it is unknown, enter TBD.**
2. **Choose the proposal type from dropdown.**
   - Administrative
   - Continuation
   - New
   - Renewal
   - Resubmission
   - Supplement
3. **Select the sponsor ID**
   - Click the magnifying glass
   - Select Advanced Lookup
   - Choose "Contains" for search by Name
   - Enter sponsor name
   - Search
   - Click sponsor ID hyperlink
   - If not listed, select the box so a request can be submitted to DOR Systems & Reporting to create
4. **Enter the PI's employee ID**
5. **Department will auto populate based on home dept**
   - Manually change if this does not reflect dept that the proposal is being submitted under
6. **Select yes or no to note an AGENCY deadline**
7. **Enter deadline date if "Yes" was selected**