

Module 2

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Introduction to S2S Grants



Objectives

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- In this module you will learn:
 - ▣ The features and benefits of the system
 - ▣ How to:
 - Log-on
 - Navigate
 - Understand the icons
 - Set User preferences
 - ▣ User Tips

Features/Benefits

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- ❑ Downloads funding opportunities directly from Grants.gov
- ❑ Provides auto-fill and data reuse capability
- ❑ Automatically tracks errors and warnings
- ❑ Easy navigation between forms
- ❑ Easy compilation of PDF document prior to submission
- ❑ Stores proposal documents and attachments
- ❑ Tracks proposal submission status

Logging in

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□ To log-in:



Type in the URL:
<http://s2sgrants.research.ucla.edu>



Click the *Sign In* button



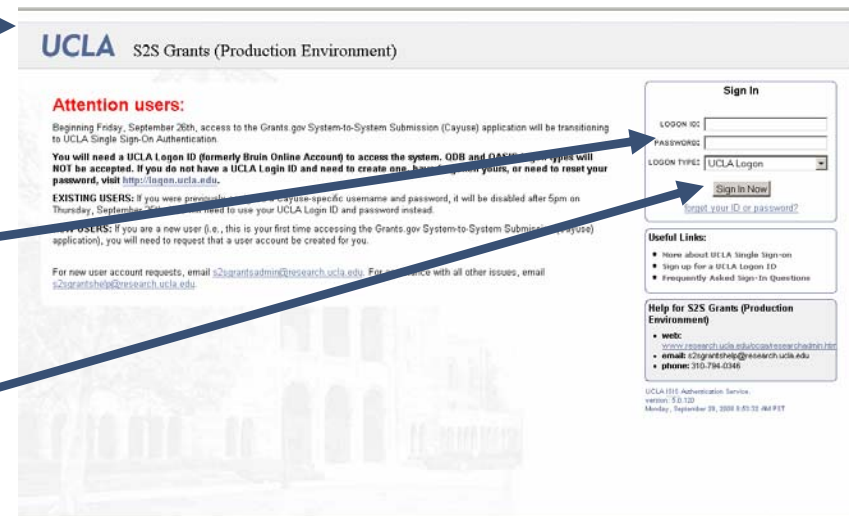
A UCLA Single Sign-On page will appear



Type your UCLA Logon ID and password



Click Sign in Now



Logging in

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- ❑ Visit <https://logon.ucla.edu> to:
 - ❑ Confirm whether you have a Logon ID
 - ❑ Create a logon ID
 - ❑ Check your logon ID or password if you have forgotten them
 - ❑ Change your password
- ❑ Have your 9-digit University ID (UID) number available when you access the site.

UCLA logon.ucla.edu

Welcome to logon.ucla.edu

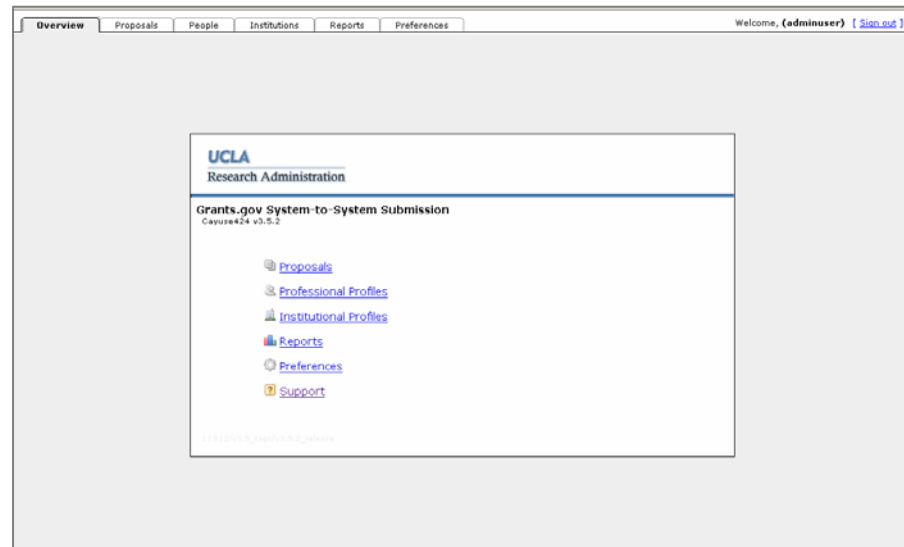
The UCLA Logon ID is your campus online identifier. It is used for authentication to most online services on campus. It also provides eligible users with access to Bruin OnLine services such as an e-mail account, network access, web hosting service, etc. Previously, the UCLA Logon ID was called a Bruin OnLine ID or BOLid.

- [Create UCLA Logon ID](#)
- [Manage UCLA Logon ID](#)
- [Look Up UCLA Logon ID](#)
- [Change Password](#)
- [Reset Password](#)
- [Set Security Question](#)

Tabbed Navigation

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- ❑ **Proposals** tab
 - ❑ Create/edit a grant proposal
 - ❑ Create/edit a subaward proposal
 - ❑ Import a subaward proposal
- ❑ **People** tab
 - ❑ Create/edit a professional profile



Tabbed Navigation

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- **Institutions tab**
 - ▣ View the primary institutional profile
 - ▣ View profiles for subcontracting institutions
 - ▣ Only Administrators can create institutional profiles. Refer to the S2S Grants Business Processes document in the Resources tab of your training handbook or on the project website for more information.

Tabbed Navigation

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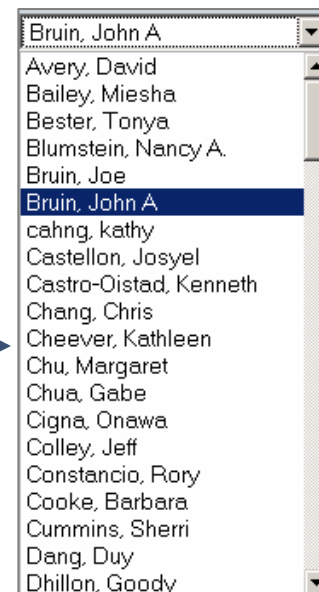
- ❑ **Reports** tab
 - ❑ Submission report
 - ❑ Unlinked Profiles report
- ❑ **Preferences/Admin** tab
 - ❑ Change your email address
 - ❑ Edit your user preferences

Navigation Features

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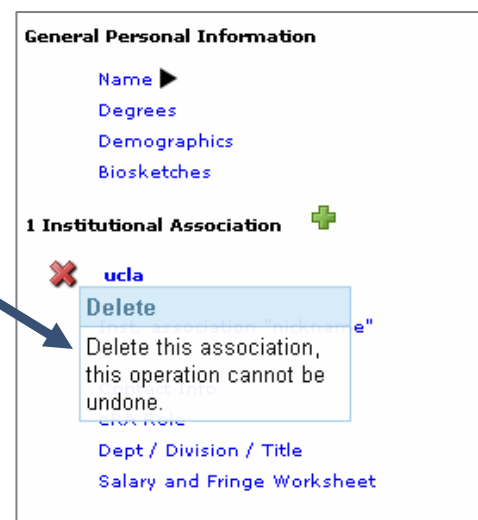
- ❑ Breadcrumb trails provides a quick way to navigate between screens within a tab
- ❑ Drop down menus allow quick access to additional information stored in the database



Icons




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- ❑ Icons perform key tasks
- ❑ Hover your cursor over an icon to determine its function
- ❑ Click the icon and the system will respond with prompts, forms changes, etc. to support performance of the activity



Changing Your Password

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-  Password changes are handled through UCLA's single-sign-on authentication system
-  If you need to change your password, visit <https://logon.ucla.edu>
-  Have your 9-digit UID ready

 **logon.ucla.edu**

Welcome to logon.ucla.edu

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User Preferences

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- ❑ Control how often you are prompted to save your changes as you navigate between tabs
- ❑ All three boxes are checked by default, which ensures that your work is optimally auto-saved



Setting User Preferences

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- ❑ Click the **Preferences** tab
- ❑ Click the **User Preferences** link
- ❑ Check or uncheck the boxes
- ❑ Recommend that you use the default settings

Hints and Tips

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- ❑ When exiting pop-up windows always click the **Close** button; don't use your browser's "back" function
- ❑ Be careful when copying and pasting to your proposal -- special characters (e.g., umlauts) may cause funding agencies to reject your proposal
-  Sessions that are idle for 60 minutes will be logged out
-  Once you are logged out, close the browser and start a new session

Conclusion

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