



Purpose:

The Research Services Office enters the majority of funding opportunities into the Funding Calendar which become accessible in RMS. In the event that a Researcher identifies a new funding opportunity and can't find it in the funding calendar or RMS database, a new one is created in RMS. This typically occurs for small, one-off funding opportunities.

Funding opportunities created within RMS are reviewed and approved by Research Services in parallel with academic approvals. RSO also determines whether or not the opportunities should be entered into the funding calendar. If the opportunities are small, one-off opportunities RSO may elect to only list them in RMS and not the calendar.

Audience:


Researcher (Principal Investigator)

To add a new funding opportunity from within a Pre-Award/Application:

Step 1:

Click the  icon below the **Funding Opportunity** section. The text entry field will display.


Step 2:

Click the  icon beside the **Funding Opportunity** entry field. The *New Funding Opportunity* window opens.

Step 3:

Enter the funding opportunity name into the **Program Name** field.

Step 4:

If the opportunity is connected to an existing agency, click the  icon to add the agency.

Step 5:

Enter the **Link to Call** (website URL to agency) if one exists and the field does not populate the link.

Step 6:

Enter the **Program Deadline**.

Step 7:

If known, add any other information about the funding opportunity to the comments section.

Step 8:

Click **Save & Set Status**. Select For Intake by Research Services.

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Click **Save & Set Status**.