

# Create a Single-Project Proposal 10.0

**Show me:** [Create a Single Project Proposal](#)

If you’re a PI, study staff member, or a grants specialist, you can create funding proposals in the system. This topic shows how to create a single-project proposal, and check it for errors and omissions. (If you’re applying for a multi-project opportunity, see [Create a Multi-Project Proposal 10.0.](#))

**To create a single-project proposal**

1. From the Dashboard, click the **Create** menu and then select **Create Funding Proposal**.
2. Fill out each page of the funding proposal and click **Continue**.  
**Note:** The direct sponsor you select determines whether you are subsequently queried for Federal or non-Federal grant information. Once you specify the sponsor, the system creates a budget you can complete.
3. To search for a Federal opportunity, on the Submission Information page, under Type a package ID, opportunity ID or CFDA number, type values in one or more of the four search criteria fields, and click **Find**.

4. Type a package ID, opportunity ID, or CFDA number, and click Find. ?

Package ID:

Find... Clear

Refresh Form Support

Opportunity ID (PA or RFA number):

PA-DD-R01

CFDA number:

Competition ID:

Package Id	Opp Id	Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instructions
● PKG00037235	PA-DD-R01	G.g. Training and NIH Ext-UAT FOA (R01)	8/16/2017	8/16/2020	93.865	FORMS-E	

Grants.gov returns matching opportunities, their requirements, and forms (if supported by Huron SF424).

**Note:** A search value in the Competition ID field can only be used in combination with search criteria entered in the other fields.

4. To replace the currently attached forms with any supported updates, click **Refresh Form Support**.
5. Select the desired opportunity.
6. After completing all required fields and any optional fields you choose on the proposal pages, follow the completion instructions on the last page, and then click **Finish**.

The system automatically creates an empty budget for the proposal. Complete it as per your department’s requirements.

**Related Topics**

- [Create a Multi-Project Proposal 10.0](#)
- [Complete a Budget for a Proposal or an MPP Component 10.0](#)