



## The FRCE Application Portal – Getting Started

The link to the portal can be found here: <https://orgs.cmich.edu/frceapp> or on the Office of Sponsored Programs' website.

You will need to log into the portal using your CMU Global ID and password.

When you log in, the system will open to your personal FRCE Dashboard "My FRCE Dashboard." Under the "My FRCE Dashboard," you will notice that there are three tabs: Research, Premier Display, and Publication Exhibition.

If you have a currently active Research FRCE Award, you should see that on the Research tab.

Other types of active awards from fiscal years prior to 2022-2023 (premier display, publication and exhibition cost funds) were not uploaded into the portal and so will not be reflected under those tabs. From FY 2022-2023 forward, premier display and publication and exhibition costs fund awards will also be reflected in the portal.

### Proposal Submission

To navigate within the portal to submit a proposal, simply click on the three lines in the upper left corner and then the option of choosing which application type will appear. Click on the proposal type and navigate through the process.

**It is important to have all materials prepared ahead of the submission as the FRCE Application Portal does not have the ability to save partially completed applications.**

The portal does have the ability to cancel a submission and start over (*be careful in doing so with research applications as your chair will receive a request to review/approve the proposal once submitted*).



Once you submit a proposal, that proposal will be displayed on the respective tab. Once submitted, you will receive an automated email letting you know it was submitted with a date/time stamp.

Chair and Dean Approvals:

If you submit a research proposal, then your chair will also receive an email at that time asking them to approve; once they approve, the dean will receive an email for approval.

In order for a proposal to be considered and reviewed by the FRCE committee, **approvals from the chair and dean for pending FRCE Research proposals (Type A, Type B, Type C) will need to be received electronically no later than the day before the committee meeting at which the proposal is being reviewed (the chair will approve first and then the dean will approve second).** It is the responsibility of the proposal's project director to work with their chair and dean to secure approvals by the deadline.

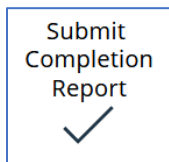
- *For example, if a research proposal is received by 11:59pm on January 25, 2024 to be reviewed at the February 15<sup>th</sup> FRCE committee meeting, the approval from the Chair and Dean will need to be received by February 14<sup>th</sup>. **If the approval is not received, the proposal will not be reviewed.***

If awarded, the management of the proposal will be completed within the portal, including the submission of the completion report.

### Completion Report Submission

**It is important to have all materials prepared ahead of the completion report submission as the FRCE Application Portal does not have the ability to save partially completed reports.** Please see the "FRCE Completion Report Instructions" for additional information regarding the submission.

When you are logged into the FRCE Application Portal, navigate to the "My FRCE Dashboard" and then to the "Research" tab. Once on the "Research Tab," if there is a completion report that needs to be submitted related to a funded award, the following symbol will be available beside the award summary information on the Dashboard:



Click on the checkmark under the "Submit Completion Report."

Once completed, select "submit."

The report will be reviewed at the next available FRCE Committee Meeting based on the posted deadlines.