



## Guide to Online Proposal Submission

Updated: Spring 2012

1. Go to the website: <http://weef.uwaterloo.ca/funding.php>.
  - Consult the “Important Dates” and ensure that you are submitting a proposal before the deadline for the respective term. Each of the steps in the funding application process are described here.
2. Go to the link: <http://weef.uwaterloo.ca/newProposal.php>
  - You should be on a page which is titled “Create Proposal (1 of 2)”
3. Enter the information about your proposal in the suggested areas. Note the required fields.
  - As a guide, you can use a similar style to the previous hard-copy examples, which are viewable at: <http://weef.uwaterloo.ca/funding.php>, under the “Proposal Submission” area.
  - The form is dynamic, so complete the fields in order.
4. When you are satisfied with the information entered, select “Next” at the bottom of the screen
  - You should now be on a page with is titled “Create Proposal (2 of 2)”
5. Here you can view your previously entered information and make changes by selecting “Go Back” at the bottom of the page. If no changes are needed, proceed to Step 6.
6. In the “Cost Breakdown” area, enter the first item name, and the different levels of funding that the item receives within your different funding options.
7. Select whether the item will be a “Purchase” or a “Discount”. Most items will be a purchase, but if you are receiving help from your Department, or an academic discount from the vendor, you can enter it as a discount. Listing discounts will help Funding Council understand where all of the funds are coming from for your project.
8. Select “Add Item”
  - The table below should now be populated with your item, The option totals will populate automatically as items are added
9. Repeat Steps 5-7 for all your items.



10. When you are satisfied with the information entered, select “Submit” to submit your proposal.
  - You should now see a confirmation screen
  - Your proposal will now be held for review by the WEEF director
  
11. You will also receive a confirmation email, to the email indicated on the proposal, regarding the submittal. The proposal will only be visible to you, and will appear on the website once approved by the WEEF Director.
  
12. In this email, you will see a link to a document in which you can select a presentation time for the term. Presentations are mandatory for ALL proposals.

This is a new process and we appreciate your cooperation during this transition. If you encounter any problems please feel free to contact us at [weef@uwaterloo.ca](mailto:weef@uwaterloo.ca).

Sincerely,

Your WEEF Directors