

## Sharepoint Instructions for Submitting Proposals

### I. Professional Enrichment Grant (PEG) applications are now to be completed directly on Sharepoint:

1. Log into Sharepoint (link found on Faculty & Staff Homepage of the Wittenberg web site).
2. From the left column on the screen, click on **campus forms**.
3. Under Committee Forms, click on Faculty Development Board PEG grant proposals.
4. Click on **New** (in the yellow task bar)
5. Fill in the form. (Information can be copied and pasted into the fields.)
6. When you have documentation confirming acceptance, attach it by clicking on the paperclip icon at the top of the form. (To do this later, go back to the PEG form on Sharepoint, click on your name and select **Edit item**.)
7. Select: **OK** to submit (bottom of the form)
8. You should be able to see your proposal listed if successfully submitted, and you will also receive an e-mail confirming the submission. Cathie Dollinger and the FDB Chair will also receive e-mail notification whenever you submit or edit a proposal.

### II. A Faculty Aide form will be made available on Sharepoint by March 1.

### III. Faculty should submit proposals (Word or pdf files ) for all other grant categories directly to Sharepoint (New Course and Course Revision grants, Faculty Growth Project grants, Faculty Research Fund Research and Project grants, and Matthies Award). See the FDB website and/or Faculty Manual for required proposal elements and sample proposals.

1. Log into Sharepoint (link found on Faculty & Staff Homepage of the Wittenberg web site).
2. From the left column on the screen, click on **campus forms**.
3. Under Committee Forms, click on **Faculty Development Board - All other proposals**.
4. Click on **New** (in the yellow bar) and fill in a title for your proposal, semester and year of submission, choose the relevant grant category, and attach your file (see step 5) before you click ok.
5. Click on **Attach File** and **Browse** to find and upload the file containing your proposal. (if you have more than one file to attach for a given grant proposal, repeat this procedure.)
6. Once you see the name of your file(s) displayed, click **ok**
7. If you make a mistake, you can click on the entry and choose either **edit** or **delete**.
8. You should be able to see your proposal listed if successfully submitted, and you will also receive an e-mail confirming the submission. Cathie Dollinger and the FDB Chair will also receive e-mail notification whenever you submit or edit a proposal.

If you have any questions about FDB grants or the proposal submission process, please contact Kristin Cline, FDB Chair ([kcline@wittenberg.edu](mailto:kcline@wittenberg.edu)). Sharepoint questions may also be directed to Myke Cooney, Information Technology Services ([mcooney@wittenberg.edu](mailto:mcooney@wittenberg.edu)).