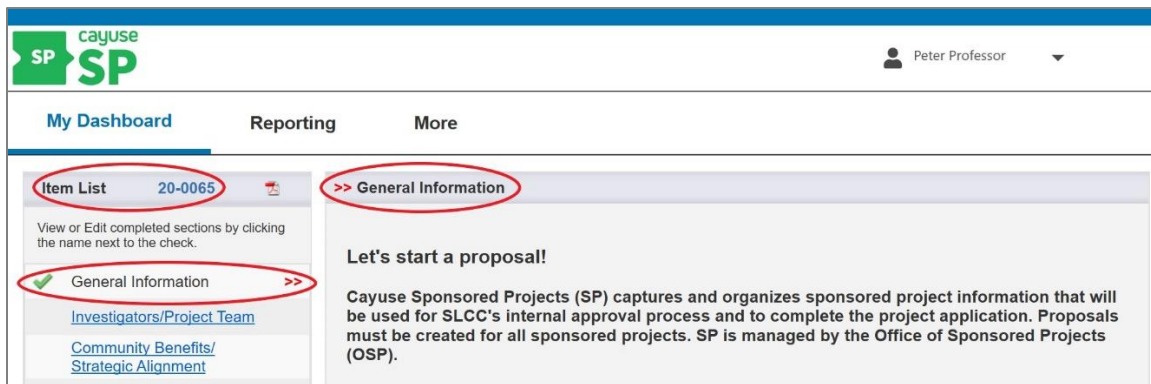


General Information

General Information is the first section on the **Proposal Development Menu**. This section captures certain information about the sponsor, funding opportunity, proposal, deadline, submission method, Lead PI, etc., and will be used to complete the project application.

As a reminder, all information in the **General Information** section is the same information entered during **Start New Proposal**. See the [Cayuse SP – User Guide: Start New Proposal](#) for information on creating this page and information about each field.

When this section is complete, a green check mark appears next to the General Information section on the menu.



The fields in the **General Information** section are editable during proposal development, before the proposal is submitted for routing. All fields marked with a red asterisk * are required and must be completed before the page will save. A validation error will generate if required fields are deleted and left empty.

You must click **Save** at the bottom of the page before navigating away from this page or your newly entered information will not be saved. Remember, this system does not autosave.

The screenshot shows a portion of the 'General Information' form. It includes a 'Sponsor Deadline' field with a date of 08/11/2020, a 'Clear' button, a 'Time' field set to 5:00pm, and a 'Mountain' dropdown menu. Below this are radio buttons for 'Postmark' and 'Receipt'. The 'Title of Project' field contains the text: 'Learning in the Arts at All Stages of Life: A community college arts education project with collective impact'. At the bottom of the form, there are three radio buttons: 'Create Proposal', 'Pair with a 424 Proposal', and 'Un-Pair with 424 Proposal'. A large red 'X' is overlaid on the 'Create Proposal' button, and the 'Save' button is circled in red.

You can navigate back to this page at any time by clicking on **General Information** on the left side menu.

Next Step

Navigating and completing the **Investigators/Project Team** section.

For more information, see [Cayuse SP - User Guide: Investigators/Project Team](#)