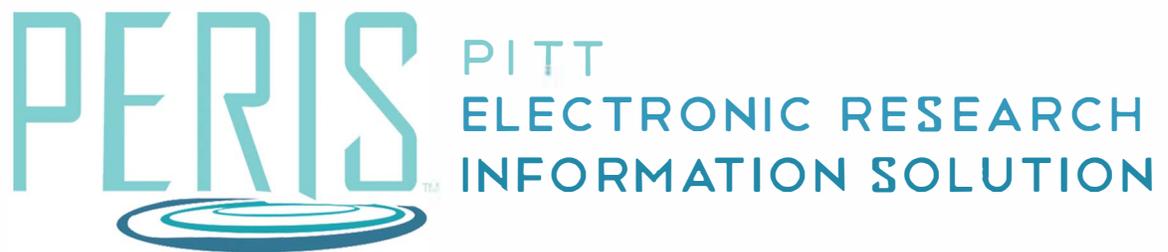




University of Pittsburgh



Quick Reference

ADDING ADDITIONAL PERSONNEL2

Add Additional Personnel

Where to start?

1. Click *+Add* to include additional institutional and/or non-institutional personnel to the project.

How do I complete the Additional Personnel SmartForm?

2. Complete all required fields. Upload attachments in PDF format.
3. Click *OK* or *OK and Add Another*.
4. Click *Update* if changes are necessary.

What's next?

5. Click *Continue* to move on to General Proposal Information.

Additional Personnel

- 1.0 Select all institutional personnel to be involved in the project:

Last Name	Key / Other Significant
There are no items to display	

- 2.0 Identify all non-institutional personnel to be involved in the project:

Last Name	Key / Other Significant
There are no items to display	

Add Institutional Proposal Staff

1. * Select staff member:
2. * Select project role:

If "Other (Specify)" selected, enter the role below:

3. Attach a biographical sketch:
[None]
4. Attach current and pending support documentation:
[None]
5. * This individual is a:
 Senior / Key Person on the proposal
 Other Significant Contributor on the proposal
 Other Personnel
[Clear](#)

* Required

Add Other Non-Institutional Proposal Staff

1. Staff member name:
 Prefix:
 * First name:
 Middle name:
 * Last name:
 Suffix:
2. Staff member contact information:
 Phone:
 Fax:
 * Email:
3. * Select project role:

 If "Other (specify)" selected, enter role name below:
6. Credential, e.g. agency login:
7. Degree:
 Type:
 Year:
8. Attach a biographical sketch:
[None]
9. Attach current and pending support documentation:
[None]
10. * This individual is a:
 Senior / Key Person on the proposal
 Other Significant Contributor on the proposal
 Other Personnel
[Clear](#)

* Required

Additional Personnel

- 1.0 Select all institutional personnel to be involved in the project:

Last Name	Key / Other Significant
<input checked="" type="checkbox"/> Update Larson	yes