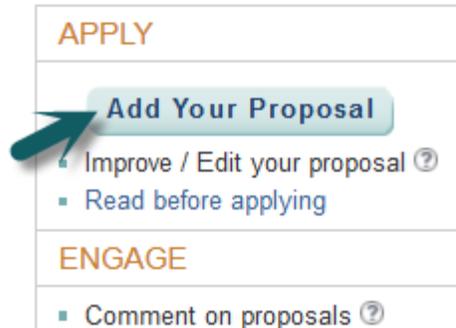# Submitting a Proposal on behalf of Someone Else

You can submit a proposal on behalf of another person by following these simple steps:

1. Access the open proposals forum on which you'd like to post a proposal.

2. Click Add Your Proposal button on the main forum page. You will be asked to login if you have not done so yet.

3. After you login, you will land on the Create Proposal form where you can enter and post your proposal.

4. Start entering the proposal details in the fields as displayed on the form. In the Primary Author section, check the checkbox saying "I am submitting this proposal on behalf of someone else".

5. Once you check the checkbox, a few data fields will appear in which you can indicate the primary author of the proposal. If the primary author is a UCSF employee or affiliate, you can look them up by using the Look Up Contact field.

Primary Author

☑ I am submitting this proposal on behalf of someone else

Look up contact:

Start typing the person's first and/or last name and/or email, then select from the list of matching names.

If no suggestions match, please enter the information manually below.

First Name:

Last Name:

Email:

Organization:

UCSF Profiles URL:

6. Start typing person's name or email, and the system will show a list of names that match your input.

Primary Author

☑ I am submitting this proposal on behalf of someone else

Look up contact:

Grad

- g
- Deborah Grady (deborah.grady@ucsf.edu)
- William Degrado (william.degrado@ucsf.edu)
- Gilbert Gradinger (gilbert.gradinger@ucsfmedctr.org)
- Colette Grady (gradyc@orthosurg.ucsf.edu)
- Elizabeth Grady
- Eric Grady (eric.grady@ucsf.edu)
- Jeremy Grady (jeremygrady81@yahoo.com)
- Margaret Grady (margaret.grady@ucsf.edu)
- Anita Moon-Grady (anita.moongrady@ucsf.edu)
- Peggy O'Grady (peggy.ogrady@ucsfmedctr.org)
- Sophia Vinogradov (sophia.vinogradov@ucsf.edu)

7. If you see your proposal author in the lookup list, click on their name. You will see that the fields below have been populated with the person's information stored in the UCSF online directory. If there are no matching suggestions, you can enter the primary author's information manually in the fields below.

8. After having specified the primary author information, fill out the rest of the Create Proposal form.

9. Click Save and Post Proposal to save and publish your proposal on the forum.

10. You will see that this proposal shows the specified person as the primary author, while also indicating that the proposal was submitted by you. Please note that only one person can edit the proposal during the proposal submission/optimization phases, and by default it is the person who submitted it. If the primary author, whose proposal was submitted by someone else, wishes to be able to edit their online proposal, they need to ask UCSF Open Proposal administrators to reassign the editing permissions from the original submitter to them.