

# Fill out the proposal

The proposal can be accessed under "My Proposals and Roles" in the top right menu.

The proposal is comprised of five chapters (each under a tab):

- Basic Information
- Personnel and Institutions
- Project
- Budget
- Signatures

A chapter with a **red alert symbol** indicates that it is incomplete. Within the marked chapter, click on the red symbol(s) beside individual sections to highlight the fields requiring attention. A **green checkmark symbol** indicates that the information in the chapter is complete.

**Please note that the symbols might not refresh immediately even if the information in the chapter is complete. Changing to another chapter and going back to the other will refresh the symbol.**

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