

- 1) Please go to your [T1 homescreen](#) -> *Project Portal* -> *Add a New Idea*
- 2) Add a New **Idea**
- 3) Please go back to your [T1 homescreen](#) -> *Project Portal* -> *My Research Projects*
- 4) Go into the **Idea** you just added and please add the **four details** below using the toolbar down the left-hand side?

Idea Details

^ Instructions

Submitting a new Idea

Please complete as much information about the proposed project as you are able to at this time, as this will enable Research Services to be as informed as possible in order to assist you.

The following fields are mandatory and must be completed before an idea can be submitted to the finance system:

- **Submission Deadline**
- **Funding Sponsor (Name)**
- **PI Name (at Exeter)**
- **Estimated Income Amount**

When you are satisfied with the information in this idea and wish it to be logged on the finance system, please remember to press 'submit'.

- Submission Deadline is easy to find under **Idea Details**.
- **Funding Sponsor** requires you to *Edit Grid*, then *Add* the sponsor (top right of respective screen).
- PI name is easy to add under **Investigator Details** (use *Edit* button top-right).
- **Estimated income** involves a slightly awkward drop-down entitled *Approximate Income or enter Estimate Income*. Hit *Edit*, select the "Estimated Income" option on that drop down, include an approx. award value in the "Estimated Income (£)" number field, save, and submit – done! 😊