Cloud Express
Electronic Research Administration
Proposal Guide

Initiating a New Proposal

• Go to the Georgia Southern University webpage
• Click on MyGS and login
• Under Research Resources select the “Cloud Express” Tab
• You will be directed to the cloud express homepage
  o Select the researcher tab, then underneath Proposals select “Create Proposal”
  o Select the drop down arrow for the proposal type – select “New”
  o Your home office is the lead unit and should be entered automatically
  o Under activity type, select the appropriate type
  o Type in or select the calendar to enter the project start date
    ▪ Do the same to enter the project end date
  o In the box for the project title, enter the title of your proposal – please note this title can be edited and changed if needed
  o To enter the sponsor code, select the search button ➔
    ▪ In the next screen, scroll to the bottom and select the blue “search” button
    ▪ Click on “Sponsor Name” to alphabetize the results
    ▪ Under show entries, select 100 – please note entries are on multiple pages
    ▪ Scroll down until you find the sponsor and to the left click “select”
    ▪ The sponsor code will then be entered in automatically
      • If you cannot find your sponsor in the list, use the generic code 999998 and contact your grant coordinator.
  o At the bottom of the page, select “save and continue”
• At the top highlighted in blue, it should say the document was successfully saved
• The proposal number will be automatically created and in the top left hand corner – please write this number down for your reference in order to search for the project in the future.
• When you are finished, select your user name in the top right hand corner and log out