**Getting Started in PandA**

NCAR is not eligible to respond to all solicitations; if there are any questions about NCAR’s eligibility, talk to an administrator before starting PandA.

As a proposal initiator, you should read the solicitation and ask the appropriate administrator any questions. S/he can get you the answers if s/he doesn’t know them right away. Do not contact NCAR B&P or the sponsor directly until you have talked to your administrator.

Before starting in PandA, decide (or figure out with your administrator’s help) what kind of proposal you’re submitting. The options are:

1. Standard Proposal (we are proposing for funding)
2. Unfunded Collaboration (we are proposing to do work, and not receiving funding)
3. Proposal for Memorandum of Understanding (we are proposing to create an MOU with an entity, and not requesting funding)
4. Proposal for Umbrella Agreement or Blanket Order (We are proposing to create an umbrella or blanket agreement, and not requesting funding. Funding may be requested through task orders under the umbrella agreement (Task orders will be submitted as separate proposals)).

You’ll also need to know whether the proposal total budget will be over $300K or under $300K. This drives the PACUR information questions. PACUR is required for all proposals requesting funding.

Each proposal can have up to three components: Proposal; PACUR; and budget. These correspond with the three Workspaces in PandA, each color-coded differently. The Proposal workspace menus are blue; the PACUR workspace menus are yellow; and the Budget workspace menus are green.

PandA has help text for many of its fields, in gray boxes along the right hand margin. The PandA roadmaps have explanations for those questions/items that are not well-defined in the PandA help text. Please also reference the PandA glossary (https://ncar.ucar.edu/budget-and-planning/panda-help-documents). And as always, if you have any questions please contact your administrator.

**Starting a proposal**

Go to: [https://fabamboo.fanda.ucar.edu/Prod](https://fabamboo.fanda.ucar.edu/Prod)

Log in with your UCAS username and password

Once logged in, you are in the “In Box” Workspace. To start your proposal, click the “Create Proposal” button in the left-hand (blue) menu.

Then follow the appropriate Roadmap for the type of proposal you’re starting: Standard Proposal (for #1 above) or Zero Dollar Proposal (for #s 2-4 above).

Please note: You will identify Proposal Type in field 1.8, on the first page of the PandA Proposal Smartform. Choose carefully, because once the proposal workflow begins (e.g., has been submitted for Feasibility Review), you won’t be able to change the proposal type unless you withdraw and start over.