

# Other Support Instruction Sheet

## [Other Support Portal](#)

The link in the above heading will take you to the Other Support Sign in page. Please bookmark for future reference. Should you have any questions about the mechanics of this portal, Collaborative Grant Services (CGS) can be of assistance. Your Associate Dean for Research can answer any questions about whether an activity should be disclosed, but there is no disadvantage to over-disclosure.

## Important steps to remember:

1. The first time you access the portal will require more data input than later visits (which will be updates to any previously submitted information.)
2. Only an investigator may start the report. Department staff can be given access to edit the P&A-UK tab. Only full-time UK faculty and staff may use the system since access requires a linkblue username to sign-in (Example: abcd123@uky.edu, where abcd123 is the linkblue username).
3. There are 6 sections: Appointment, Financial, Consulting, P[ending] &A[warded]-UK, P&A-Not-UK, and Internal Funding.
4. Each section has a checkbox at the beginning of the page that says, "I don't have anything to disclose for this section." **You must check this box and save each section even if you have nothing to disclose in that section.**
5. Each section also has an Applicable Documents section, where pertinent PDF documents can be uploaded. PDFs cannot be portfolio style or have password protection.
6. **Each page/entry must be saved before moving to another section/entry.** If you have nothing to disclose or only one item to disclose, select "Save & Continue" when you've finished in that section. If there are multiple items to disclose in one section, select "Save & Add Another" to save the current entry and start a new entry in the same section.
7. If you start a new entry accidentally, select the "Reset Form" button to clear the new entry. Please note that this button will erase the entry currently being edited. It will not delete any other entries or other sections.
8. You may log out of the portal before finishing completely; your saved work to that point will not be lost.
9. The final portal screen allows you to "submit to OSPA," and then your CGS will be notified automatically to begin his/her review and discussion (checking for errors which need correction). Access may be returned to you for revisions and any changes made by the CGS will be highlighted in yellow.
10. Once you and your CGS are satisfied the information is complete and accurate, the CGS will "lock" that version. Any document submitted to a sponsor must have been locked within the past 30 days.