Cloning a PINS Record



When cloning a record, please be advised that some information will not carry over and therefore will need to be entered again. It is recommended that you review information from all the tabs (Project Info, Sponsors/Subs/Deadlines, etc.) to make sure everything is correct. If there are any errors that prevent you from

routing the PINS to the CALS C&G office, they will be viewable on the "Approvals/Routing" tab.

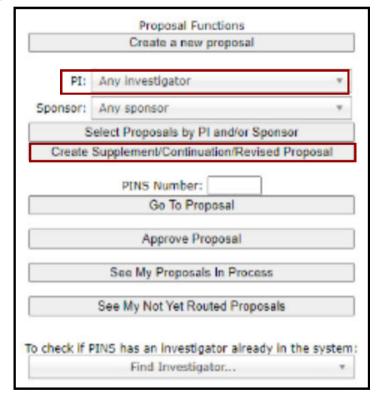


NOTE: The cloned record MUST be routed to the CALS Pre-Award Office in order for them to start working on the project with you.

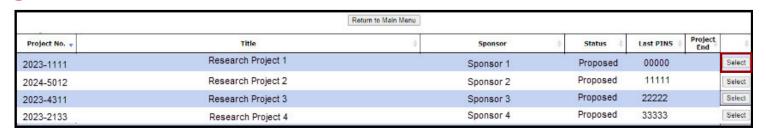
To clone a PINS record complete the following steps:

- Begin on the PINS home screen.

 Click the "PI" drop-down menu to search for your name.
- Next, click "Create Supplement/Continuation/Revised Proposal."



Then, click "Select" next to the PINS record you would like to clone.



NOTE: The Project No. is the RADAR/RED number.