

Attachment 2.

**Instructions for Creating Project Proposals in the Budget Proposal Submission SharePoint**

1. Any BLM employee may access the SharePoint and submit a project proposal. Within Internet Explorer, go to:

<https://doiportal.doi.net/blm/WO200/Budget/SitePages/Budget%20Proposal%20System.aspx>

2. Click on “BPSS Request Submission”



3. A Project Proposal Form will open. Complete all fields in the form, following the Field Descriptions provided below. Memo fields will expand to accommodate multiple lines of text. When field entry is complete, click “Save” at the bottom on the screen. If projects need to be edited, only the user that created the proposal will be able to make changes.

4. Viewing Projects. From the Main Screen, projects can be viewed in a summary table by Theme.

A - To view by Theme and State, select “View Grouped by State.” To view by Theme regardless of State, select “View ungrouped by State.”

B –To view a list of projects under each theme, click on the black arrow to the left of “Theme.” If “Ungrouped by State, a list of projects will show. If “grouped by State” (as shown), a list of states will appear, with the number of projects per theme in parenthesis.

C - To view the list of projects entered by a state under a theme, select the black arrow to the left of “State,” and a list of projects will appear.

D - To select and view a project, click the BPS Number in Blue and the full proposal form will open.

