

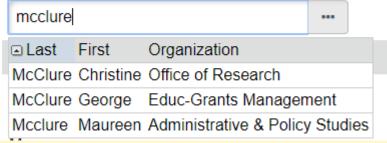


Quick Reference

GRANTING EDIT OR READ ONLY RIGHTS TO A FUNDING PROPOSAL....2







8.0 Select team members that have READ only rights:



Financials Reviewer Notes Reviewers

Reviewers

Current Step: 1

Approval Step 1

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Where to start?

 To grant access, an individual must be added to the funding proposal during development.

How do I add EDIT or READ only rights?

- 2. On the General Proposal Information SmartForm locate Proposal Access Rights Definition.
- **3.** If providing Edit access, enter a last name into the EDIT rights search box and select.
- **4.** If providing Read access, enter a last name into the READ only rights search box and select.
- **5.** Repeat steps 3 or 4 to add multiple individuals.

Who else has access?

- 6. Individuals who are reviewers for your department. To see who the reviewers are and where to proposal is in the routing process click **Reviewers** on the funding proposal workspace. This section will display all reviewers and the current step.
- **7.** The Principal Investigator will have access.

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