University of Pittsburgh

PERIS
PITT ELECTRONIC RESEARCH INFORMATION SOLUTION

Quick Reference

Granting Edit or Read Only Rights to a Funding Proposal

7.0 Select team members that have EDIT rights ▼3

mcclure

▲ Last	First	Organization
McClure	Christine	Office of Research
McClure	George	Educ-Grants Management
Mcclure	Maureen	Administrative & Policy Studies

8.0 Select team members that have READ only rights: ▼4

mcclure

▲ Last	First	Organization
McClure	Christine	Office of Research
McClure	George	Educ-Grants Management

▼6

Financials	Reviewer Notes	Reviewers

▼6

Reviewers

Current Step: 1

Approval Step 1

Christine McClure

Where to start?

1. 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.