



University of Pittsburgh



# Quick Reference

UPDATING AN APPLICATION WHEN SUBMITTED  
BY DEPARTMENT.....2

# Updating an Application when Submitted by Department

ID	Name
FP00000497	Detecting Supernova

### 3.0 \* Indicate how the forms will be submitted to the Sponsor:

- Grants.gov via Click Grants (SF424)
- Other (Submitted by Office of Sponsored Programs)
- Other (Submitted by Department)

Budgets History SF424 Summary Att

Activity

Proposal Returned to Department for Submission

Submit To Non-Grants Gov Sponsor

Withdraw Proposal

This activity is intended to record the official submission of a proposal to a Sponsor where the proposal team, not the Office of Research, is submitting the forms.

#### 1. Attached Documents:

+ Add

There are no items to display

2. I confirm that the included document has been read and signed:

Budgets History SF424 Summary

Activity

Submitted To Non Grants.gov Sponsor

## Where to start?

1. After logging in access your funding proposal.
2. You can confirm in the Funding Proposal that Other (Submitted by Department) was selected on the General Proposal Information SmartForm.

## How do I update the application?

3. When proposal review is completed by OSP a notification will be received. The History tab will indicate that the "Proposal Returned to Department for Submission" activity has been executed. The status will be Pending Department Submission.
4. If your proposal has been submitted click the *Submit To Non-Grants.Gov Sponsor* activity in the left sidebar. If your proposal will not be submitted select *Withdraw Proposal*. If the *Withdraw Proposal* activity is not available, you can select *Email Proposal Team* and request to have this activity completed.
5. If the proposal has been submitted attach a copy of the proposal. Check the confirmation and click *OK*.

## What's Next?

6. The History tab will indicate that the proposal has been submitted or withdrawn and the status will update.