University of Pittsburgh

PERIS PITT ELECTRONIC RESEARCH INFORMATION SOLUTION
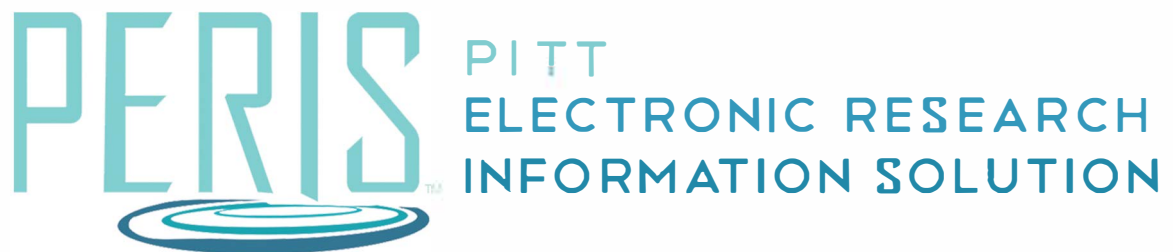
Quick Reference

Updating an Application when Submitted by Department

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 The History tab will indicate that the proposal has been submitted or withdrawn and the status will update.