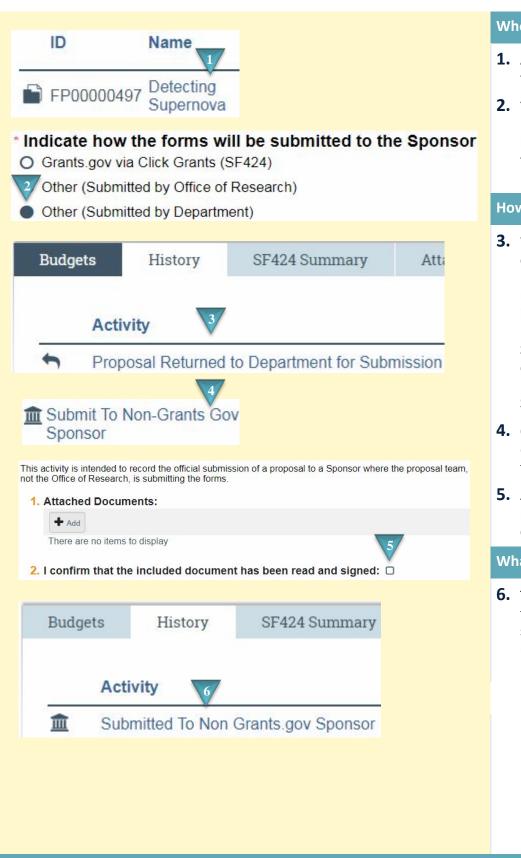




Quick Reference

UPDATING AN APPLICATION WHEN SUBMITTED
BY DEPARTMENT

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.** Click the *Submit To Non-Grants.Gov Sponsor* activity in the left sidebar.
- **5.** Attach a copy of the submitted proposal. Check the confirmation and click *OK*.

What's Next?

 The History tab will indicate that the proposal has been submitted and the status will now be Pending Sponsor Review.