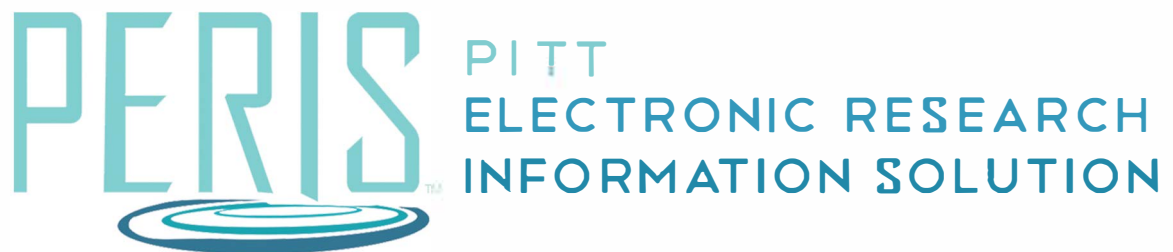




University of Pittsburgh



# Quick Reference

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

# Updating an Application when Submitted by Department

ID	Name
FP00000497	Detecting Supernova

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

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

Budgets | History | SF424 Summary | Attachments

Activity

← Proposal Returned to Department for Submission

Submit To Non-Grants Gov Sponsor

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 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?

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