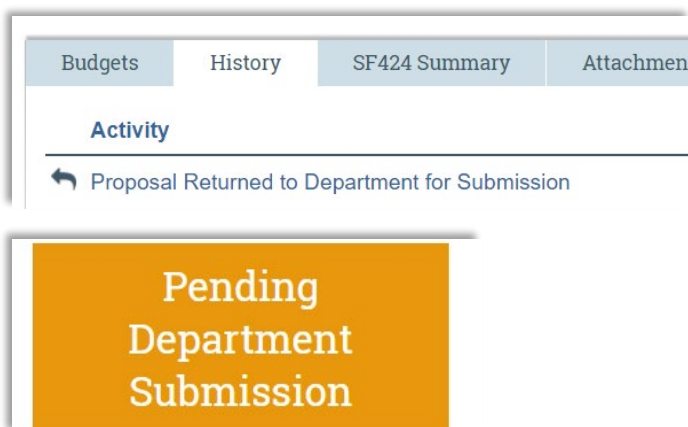




Updating an Application when Submitted by Department

When proposal review is completed by the Specialist (Office of Sponsored Programs) a notification will be received. The History tab will indicate that the 'Proposal Returned to Department for Submission' activity has been executed. The status of the proposal will be 'Pending Department Submission'.



If the proposal has been submitted select Submit To Non-Grants.Gov Sponsor activity on the left-hand side of the workspace. Attach a copy of the proposal submitted.



If the proposal will not be submitted, select Send Email and notify the Specialist.