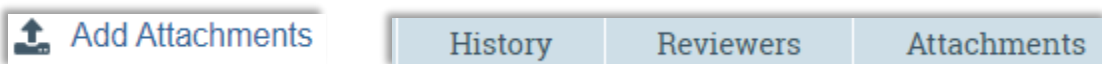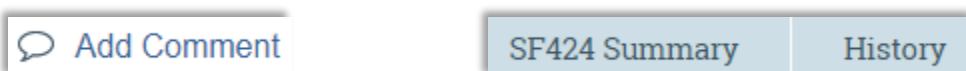# Proposal WorkSpace Activities
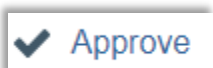
Add Attachments – Documents added here can be found in the Attachment WorkSpace tab.

Add Comment – Comments added here will become part of the WorkSpace History. Note that an alert is not sent when comments are added.

**Approve –** Used by a Department Reviewer to route a proposal to School or OSP review.

Copy – Allows the user to create a copy of the current proposal creating a new Funding Proposal.

Create Additional Budget – Allows for the creation of budgets other than the master budget.

Create-Update SF424 – For a System-to-System application push data from the funding proposal SmartForms and Budget into a SF424. The SF424 can be access through the SF424 Summary tab.
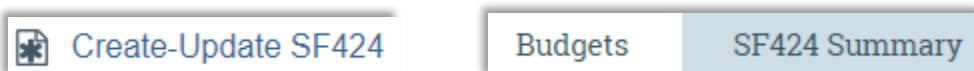
Manage Access – Add editors and/or readers to the Funding Proposal.

≗ Manage Access

Request Changes – Used by a reviewer to allow the proposal team to make changes to a proposal.

↩ Request Changes

Send Email – Send a message to all team members, editors, readers, or the OSP Specialist. This Email becomes part of the WorkSpace history.

✈ Send Email

Submit Changes – Used by the proposal team when changes were requested. Routes the proposal back to the reviewer.

→ Submit Changes

Submit for Department Review – Notifies a department reviewer that a funding proposal is ready for review.

➔ Submit For Department Review

Update SF424 Research Plan – Add documents that will become part of the SF424 Research Plan. Trigger the PI Certification by answering question 14 in the affirmative.

☑ Update SF424 Research Plan

Withdraw Proposal – Remove the proposal from the submission workflow.

← Withdraw Proposal