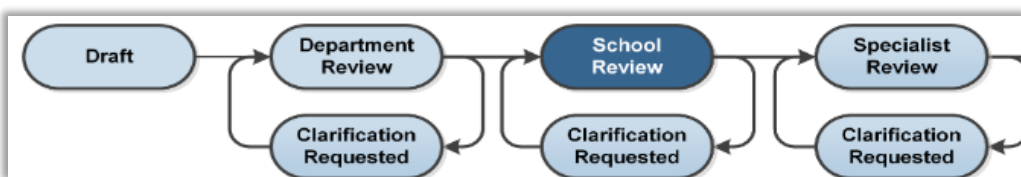
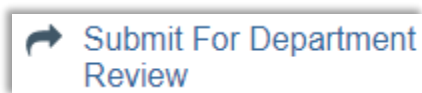




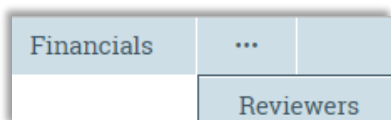
Routing a Proposal for Review



1. To have a Funding Proposal begin the internal approval process select Submit For Department Review. This will notify the department reviewers that the application is ready for their review.



2. Department Reviewers and the review step that the application is in can be found in the Reviewers tab.



3. Department Reviewers will have the option to Approve which will send the proposal to School Review (if applicable) or Request Changes. School Reviewers will have the same options.



4. If changes are requested use the Submit Changes to Department Reviewer activity to return the proposal to the approval workflow.

