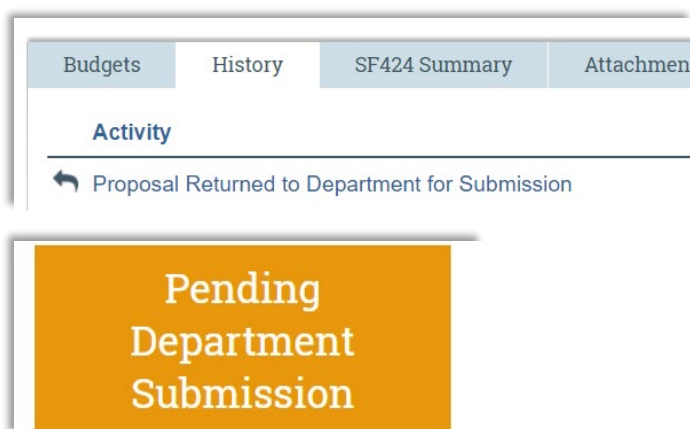




Updating an Application when Submitted by Department

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.

The image shows a screenshot of the "Submit To Non-Grants Gov Sponsor" form. At the top, there is a header with a building icon and the text "Submit To Non-Grants Gov Sponsor". Below this, a dark blue bar contains the text "Submit To Non-Grants Gov Sponsor". The main content area has a paragraph: "This activity is intended to record the official submission of a proposal to a Sponsor where the proposal team, not the Office of Sponsored Programs, is submitting the forms." Below this is a section titled "1. * Attached Documents:" with a "+ Add" button. Underneath the button, it says "There are no items to display". Below this is a section titled "2. I confirm that the included document has been read and signed:" followed by an unchecked checkbox. At the bottom right, there are "OK" and "Cancel" buttons.

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