How to Request Changes or More Information

While reviewing a funding proposal you can add change requests and route the proposal back to the PI to make the changes.

**Department Review**

Open and review all the proposal smartform views, budgets and SF424 Forms (if applicable) and collect any questions of concerns.

See the user guide “How to Review a Proposal Submission” for details and screen prints related to reviewing a funding proposal submission.

**As an example**

Opening up the funding proposal smartform pages, on the Additional Personnel smartform view, a reviewer has discovered a missing biosketch.
How to Request Changes or More Information

When ready to send the PI all change requests, click the “Request Changes” activity.

- Enter all comments, concerns, questions in the Comments area.
- NOTE: You may optionally upload any associated attachments if desired.
- Click OK

The system now sends an automatic email notification to the PI and the proposal will appear in the PI’s inbox. It is removed from the reviewer’s inbox until the PI responds to the reviewer notes sending it back to the reviewer.
ADDENDUM

Note that the status of the funding proposal has changed to “Department Review: Response Pending from PI”.

The History tab and the Reviewers tab will display the progression of the workflow.

## Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Aakre</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>Arthur Lee</td>
<td>Huron Consulting, Inc.</td>
</tr>
<tr>
<td>Megan Aaron</td>
<td>Medicine</td>
</tr>
<tr>
<td>Ariana Cacciola</td>
<td>Athletics</td>
</tr>
<tr>
<td>Georgia Babb</td>
<td>Junior</td>
</tr>
</tbody>
</table>

## Reviewers

The following people will review this proposal and provide organizational approval

Current Step: 1

### Approval Step 1

- Mindy Kear
- Lewis First
- Susan Victory

### Approval Step 2

- Brian Cote
- Gordon Jensen