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.

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.
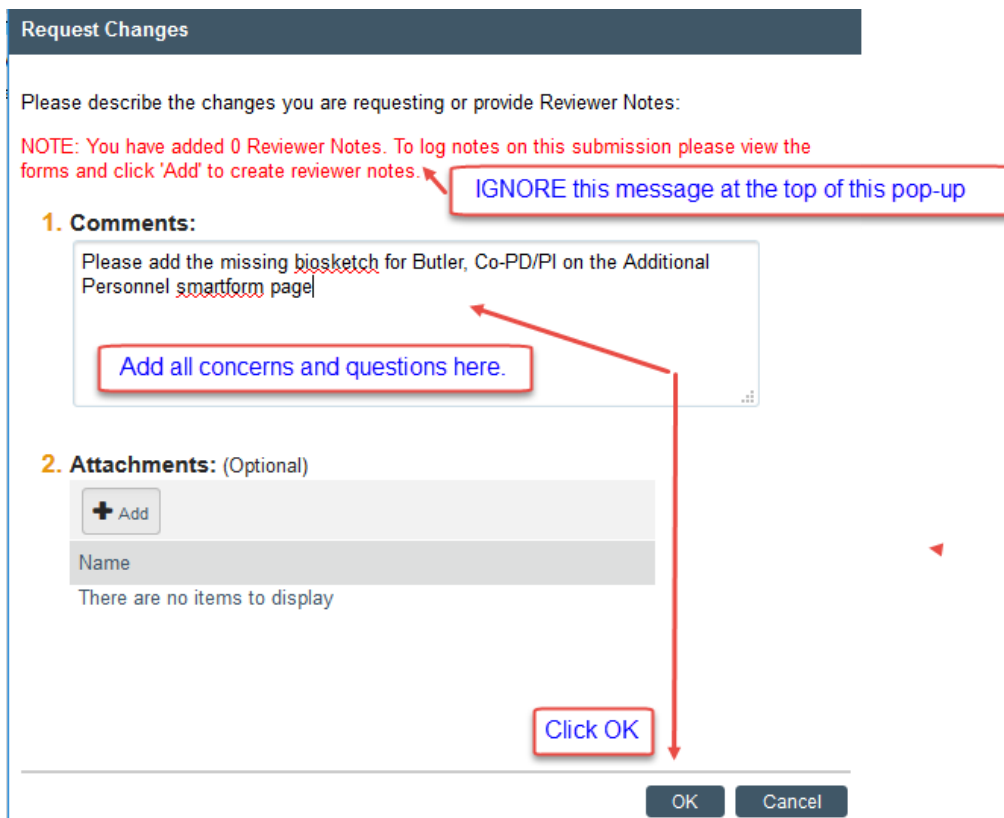
View Differences

Create Document Review

▤ Team Disclosure Status

✔ Approve

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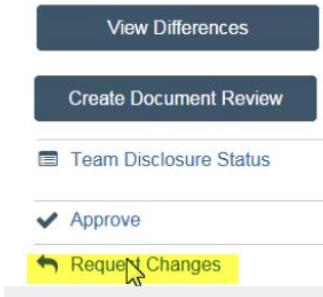
- Enter all comments, concerns, questions in the Comments area.
- NOTE: You may optionally upload any associated attachments if desired.
- Click OK

Request Changes

Please describe the changes you are requesting or provide Reviewer Notes:

NOTE: You have added 0 Reviewer Notes. To log notes on this submission please view the forms and click 'Add' to create reviewer notes.

IGNORE this message at the top of this pop-up

1. **Comments:**

Please add the missing biosketch for Butler, Co-PD/PI on the Additional Personnel smartform page

Add all concerns and questions here.

2. **Attachments:** (Optional)

➕ Add

Name

There are no items to display

Click OK

OK   Cancel

The system now sends an automatic email notification to the PI and the proposal will appear in the PIs 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".

> Department Review:
> Response Pending
> from PI

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

| Budgets | History | Reviewers | COI Person Details | Attachments |

Contacts

Name	Organization
Kim Aakre	Pediatrics
Arthur Lee	Huron Consulting, Inc.
Megan Aaron	Medicine
Ariana Cacciola	Athletics
Georgia Babb	Junior

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