Upload New Award Documents – Study Staff

1. From the Grants page, click the Funding Proposal tab, then click the Sponsor Review tab and click on the name of the Funding Proposal for which a Notice of Award has been received.
2. On the proposal workspace, click **Notify SPO of Grant Status** activity.

3. On the **Notify SPO of Grant Status** form, select “Award Received,” add any appropriate comments, drag and drop the award documents, and click **OK**.

The proposal transitions to the **Confirmation** state and an email notification is sent to the assigned Specialist.
Assigned Specialist Response

The assigned Specialist reviews the documents provided by the Study Staff and performs the “Award Letter Received” activity.

The Funding Proposal moves to the state and an email notification is sent to the PI.

**NOTE:** If the documentation is determined not to be an award notice, the Specialist may return the Funding Proposal to the “Pending Sponsor Review” state.