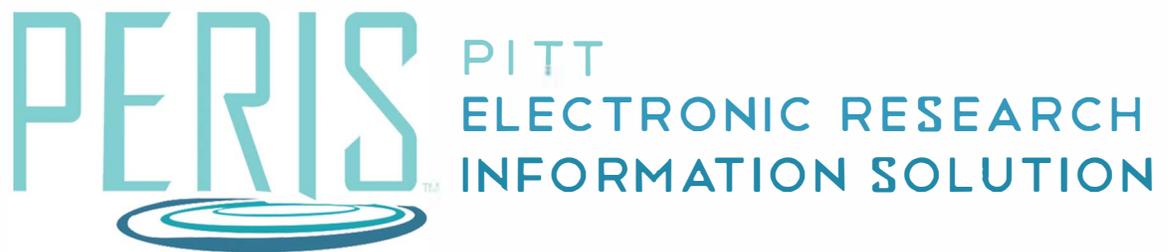




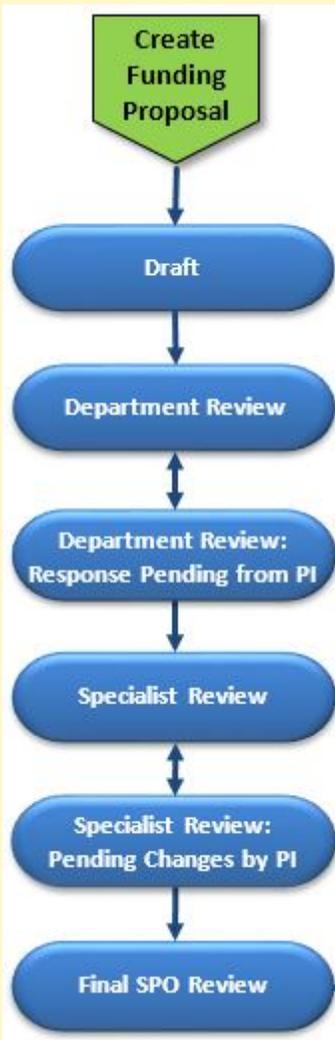
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Quick Reference

ROUTING.....2

Routing



1
↩ Submit For Department Review

2
↩ Request Changes

3
→ Submit Changes To Department Reviewer

4
✓ Approve

Where to start?

1. Once the Funding Proposal is complete click *Submit for Department Review*.

How do I request changes in a Funding Proposal?

2. If changes are necessary, the department or sponsored programs office may ask that the funding proposal be updated by clicking the Request Changes activity.
3. Changes can be submitted by clicking a *Submit Changes* activity.

How do I finish routing the Funding Proposal?

4. Click *Approve* to route for Specialist Review. Clicking *Disapprove* will move the application to a Withdrawn state.