University of Pittsburgh

PERIS
PITT ELECTRONIC RESEARCH INFORMATION SOLUTION
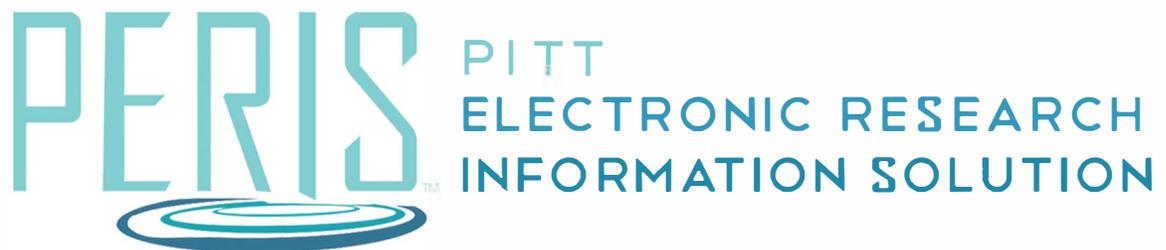
Quick Reference

Email Specialist and Proposal Team

ID	Name
📁 FP00000491	Vitamin C Receptor Signaling

1

2 ✈ Email Specialist   **2** ✈ Email Proposal Team

This message will be sent via Email to the Financial/Grants Specialist: System Administrator

1. *** Message:**   **3**

2. **Attachments:**

➕ Add

Name
There are no items to display

3 OK

4

Budgets	History	SF424 Summary

Activity

✈ Email sent to Specialist

Please route back to department for budget revision.

6 ✈ Email Proposal Team   **6** ✈ Email Specialist

6

Activity

✈ Email Sent to Proposal Team

Budget is now complete.

Where to start?

1. After logging in access your funding proposal.

How do I Email the Specialist or Proposal Team?

2. In the funding proposal workspace, in the left hand toolbar, click the *Email Specialist* activity (to email the Office of Research) or *Email Proposal Team* activity (to email the PI, Department Administrators, and those given proposal access.)

3. Compose the Message and click *OK*.

What's Next?

4. Your message will appear in the History tab of the workspace.

5. When a message is received through the Email Specialist or Email Proposal Team activity the sender displayed will be peris@pitt.edu.

6. When responding to a communication please do so through MyFunding. Click the *Email Specialist* or *Email Proposal Team* activity in the left hand toolbar. The message will be tracked in the History tab.