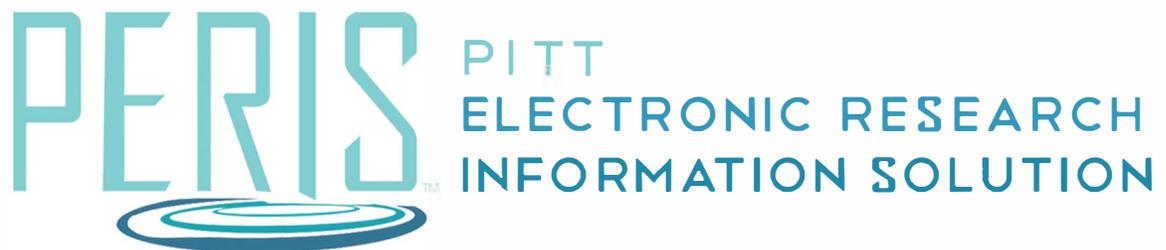




University of Pittsburgh



Quick Reference

EMAIL SPECIALIST AND PROPOSAL TEAM.....2

Email Specialist and Proposal Team

The screenshot shows a web application interface for sending emails. At the top, there is a table with two columns: 'ID' and 'Name'. The first row contains the ID 'FP00000491' and the name 'Vitamin C Receptor Signaling'. Below the table, there are two buttons: 'Email Specialist' and 'Email Proposal Team'. A message composition form is shown below the buttons, with a 'Message' field and an 'Attachments' section. The 'Attachments' section has an 'Add' button and a 'Name' field. Below the form, there is an 'OK' button. At the bottom, there is a 'History' tab with a list of activities. The first activity is 'Email sent to Specialist' with the message 'Please route back to department for budget revision.' The second activity is 'Email Sent to Proposal Team' with the message 'Budget is now complete.'

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

6 Email sent to Specialist

Please route back to department for budget revision.

6 Email Proposal Team **6** Email Specialist

6

Activity

6 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.