Allow or Remove Sponsored Project Office (SPO) Access to a Proposal

1. Access the Proposal Actions screen (Figure 1) (see Steps 1 through 4 of Create a New Proposal or of Edit a Proposal).

2. Highlight the proposal you want to give the SPO access to in the Temporary Proposals in Progress list (Figure 1).

3. Click the Allow SPO Access button (Figure 1). The Sponsored Project Office (SPO) Access Control screen displays (Figure 2) with these control options:
   - Allow SPO to only view proposal but not submit
   - Allow SPO to view and edit but not submit proposal
   - Allow SPO to view, edit, and submit proposal

If the SPO already has access to a proposal, the Sponsored Project Office (SPO) Access Control screen displays as in Figure 3 with these options:
- Allow SPO to only view proposal but not submit
- Allow SPO to view and edit but not submit proposal
- Allow SPO to view, edit, and submit proposal

Figure 1   Proposal Actions screen. The Allow SPO Access button is circled.

Figure 2   Sponsored Project Office (SPO) Access Control screen.

Figure 3   Sponsored Project Office (SPO) Access Control screen.