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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](#)).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

- 7200395 - GPG Testing AGAIN
- 7200394 -
- 7200387 - eGovernment Technical Challenges
- 7200303 - MTS D4022603 - Mig 3468
- 7200301 - Bharaf's test proposal

Buttons: Edit, Delete, Check, Save as Template, **Allow SRO Access**, Proposal PIN, Print

Submit SBIR/STTR

Create New Proposal

Buttons: Create Blank Proposal, Use Template, SBIR/STTR Phase I, SBIR/STTR Phase II

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

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](#)

Sponsored Research Office (SRO) Access Control

Current SRO Access for proposal 7200135 is set to None

Allow SRO to only view proposal but not submit

Allow SRO to view and edit but not submit proposal

Allow SRO to view, edit and submit proposal

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

*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](#)