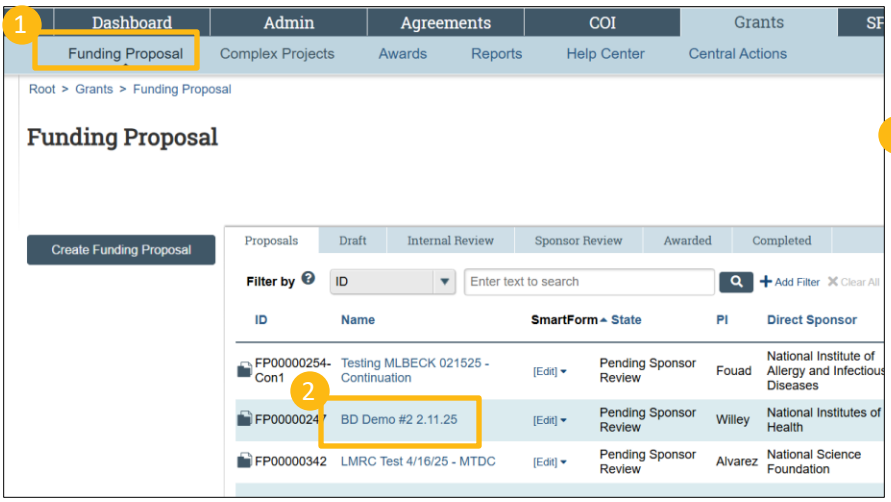
Initiate Changes Requested

During both department and OSP reviews of a funding proposal, the reviewer can request clarifications of changes. This is done by adding reviewer notes to specific fields and pages in the funding proposal and then issuing a clarifications request to the project owner.

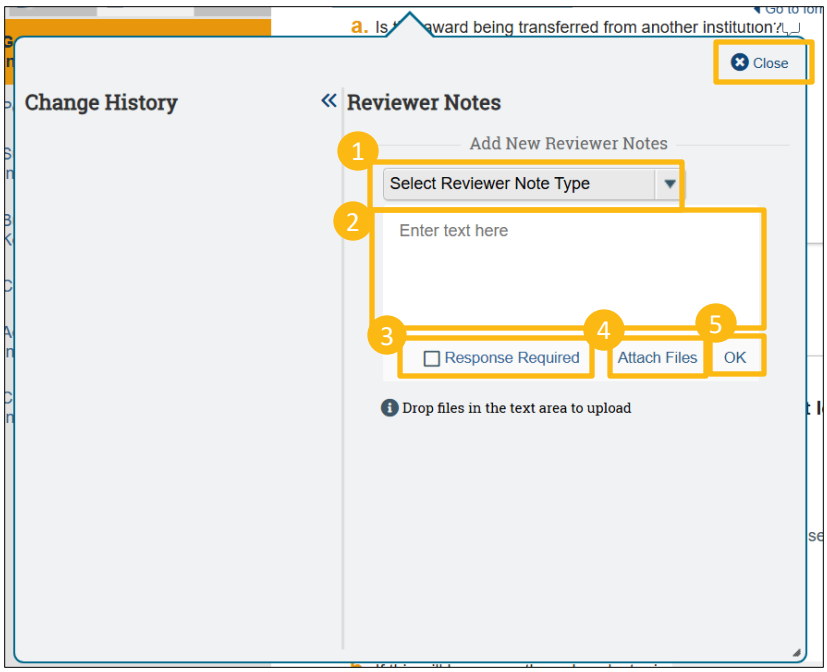
1. **From the Funding Proposal page, click on the funding proposal you wish to review and click Edit Funding Proposal. Then navigate to an item you want to comment on and click the note icon. To comment on an entire section, click the note icon in the upper right corner of the section. To comment on a specific question, click the note icon rightnext to it.**



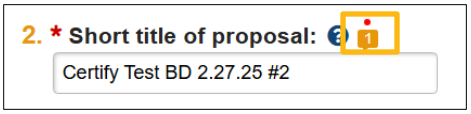




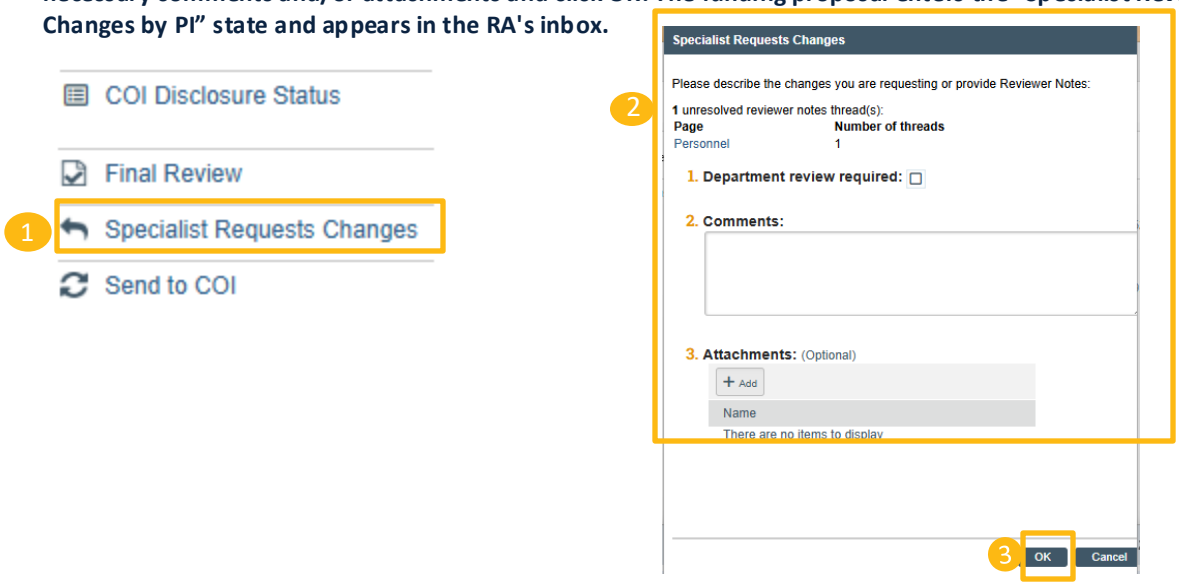
2. **Complete the reviewer note form by selecting a reviewer note type and then typing your note in the text box. To require the project owner to respond to this note before the workflow can complete, select Response Required. Attach supporting documents, if needed, click OK to save your entries, and then click Close to exit. Repeat this process for all fields/sections you want to comment on.**



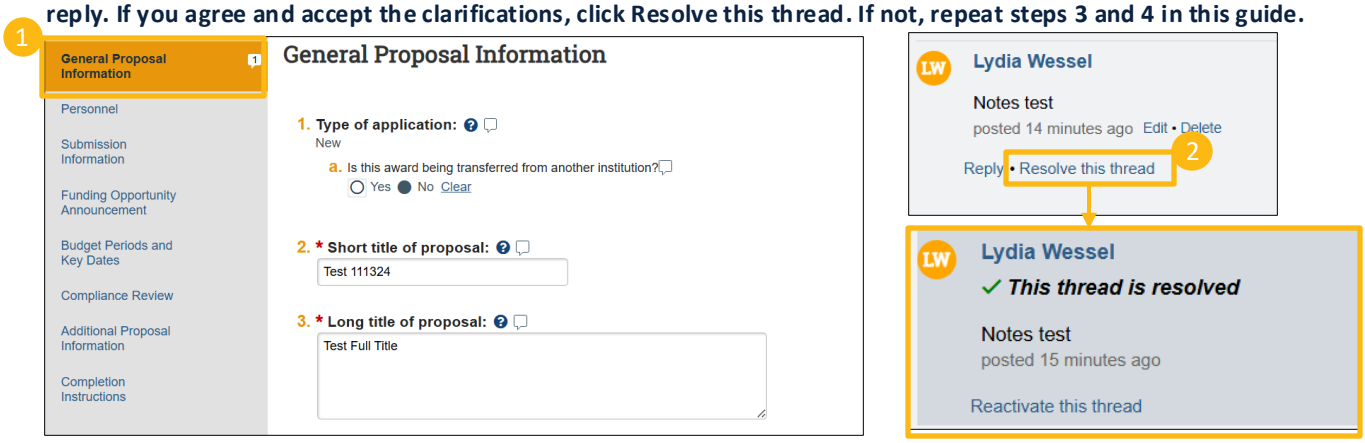
3. **To view the notes on a section or field, click its orange icon. The bottom of the reviewer note form lists all current notes for that item.**



4. Once you've added your notes, click Specialist Requests Changes on the funding proposal workspace. **Note: Be sure to uncheck the box that indicates Department Review Required** (unless another Dept. Review is actually required). Add any necessary comments and/or attachments and click OK. The funding proposal enters the "Specialist Review: Pending Changes by PI" state and appears in the RA's inbox.



5. Once the RA submits the funding proposal with their clarifications, repeat steps 1 and 2 from the beginning of this guide. Navigate to the items that indicate a clarification was needed. Review the clarifications made by the RA and read their reply. If you agree and accept the clarifications, click Resolve this thread. If not, repeat steps 3 and 4 in this guide.



6. When you've reviewed a funding proposal and are satisfied with its content, submit it for the next step in the workflow. From the funding proposal workspace, click Final Review. Type any necessary comment in the approval form. Then click OK. You'll be returned to the funding proposal workspace. The funding proposal moves to the "Pending Submission to Sponsor State."

