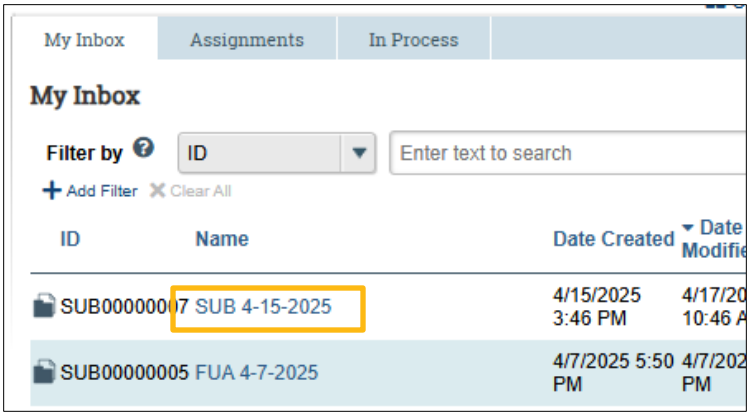
Respond to a Clarification Request

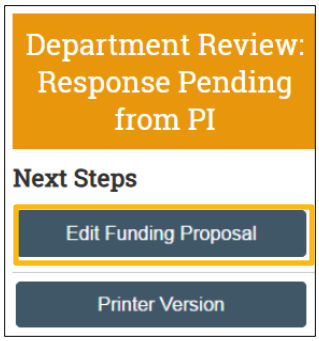
After reviewing a funding proposal, the reviewer may request changes. If they do, the Research Administrator receives an email notification with a link to the funding proposal, and the funding proposal appears in their system inbox. The proposal team must make the appropriate changes and submit the revised proposal for review again.

1. **Open the funding proposal by clicking the link in the email notification or from your inbox. Note: If it was returned from a department reviewer, the funding proposal will be in a Department Review: Response Pending from PI state. If it was returned by the Specialist, it will be in a Specialist Review: Pending Changes by PI state.**

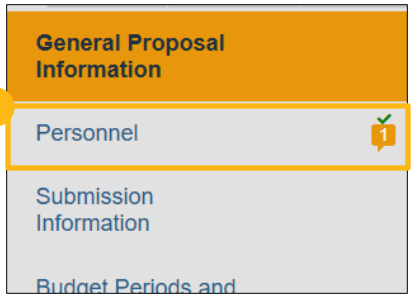


2. **From the funding proposal workspace, click Edit Funding Proposal. Note: Changes can be requested during the Department Review and the Specialist Review.**

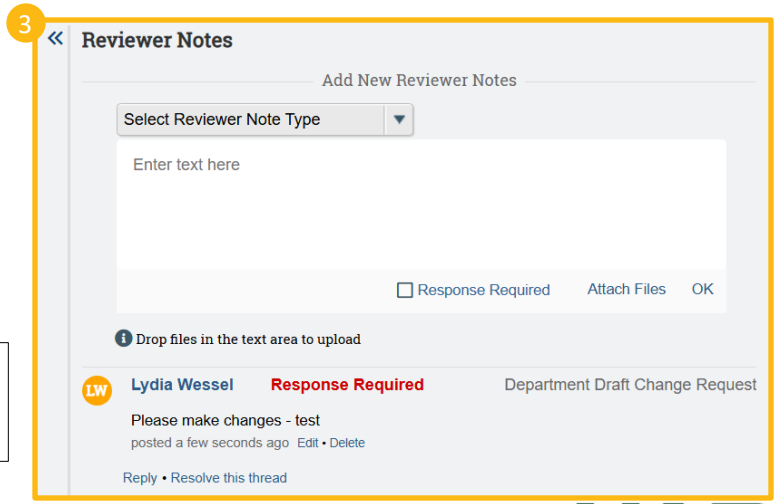




3. **The orange note icon on the Left Navigator of the SmartForm indicates a reviewer left a comment or requested a change on that page. Navigate to the pages containing reviewer notes to address them. To review the notes and make changes, click on the orange note icon next to the question or field to open the note. Review the notes the reviewer left and make the appropriate changes to the proposal.**

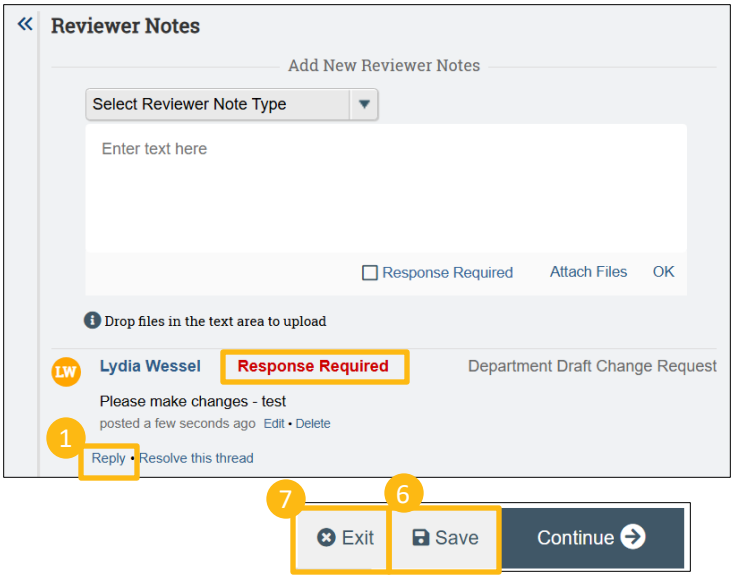


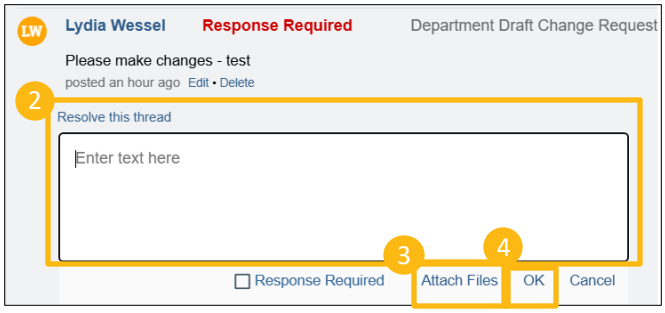




Respond to a Clarification Request

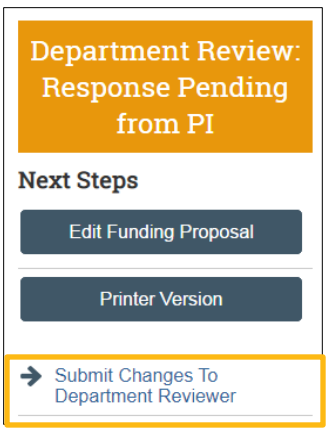
4. **The reviewer may have indicated that your response is required. If so, after you have made the requested changes, open the reviewer note, and click Reply. Type a description of the change or explain your response, attach any pertinent files, and then click OK. Your response will appear beneath the reviewer note. When finished responding to reviewer notes, click Save, then Exit. Note: If a note is marked "Response Required," you may not resubmit the proposal for review until you have replied.**

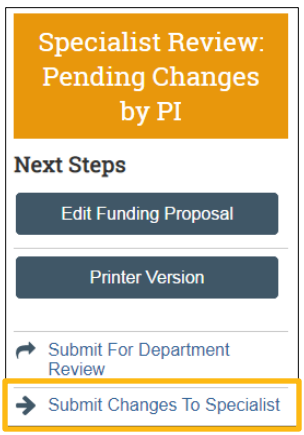






5. **After responding to reviewer notes, you must resubmit the proposal. To send it back to the department reviewer, click Submit Changes to Department Reviewer. To send it back to the specialist in OSP for review, click Submit Changes to Specialist.**





6. **Complete the Submit Changes to Department/Specialist Reviewer form and click OK. You will be returned to the funding proposal workspace, and the proposal will be returned to the Department Review or Specialist Review states and appears in the inbox of the appropriate reviewer.**

