Proposal – How to Request Changes

The following types of are subject to a request for changes by the reviewer of a funding proposal.

1. During Specialist Review, the assigned OSP Proposal Specialist reviews the proposal and either returns it to the PI/Administrative Contact for revisions or approves it for submission to the Final SPO Review.
2. During Final SPO Review, the assigned proposal specialist responsible for submitting the application to the Sponsor performs a final check of the application materials, and either sends the proposals back to Specialist Review state for changes to be made, or submits the application package to the sponsor.

When the proposal is sent back for changes, an email notification is sent to the PI and assigned Administrative Contact identified as Administrative Contact in Funding Proposal with a link to the UTRMS Proposal. The proposal also appears in their My Inbox tab on the UTRMS Dashboard.

OSP Proposal Specialist Review – Return Proposal to PI/Administrative Contact for revisions.

After you are assigned as Specialist to proposal record, access proposal record by clicking proposal hyperlink in Grants tab or in My Inbox on the UTRMS Dashboard.

During review, if you identify changes the PI/Administrative Contact need to make to proposal record prior to submission, click Specialist Requests Changes action in the proposal record.
Do **NOT** select **Department review required**. By selecting this option, it will need to route through the Operations team after change is made to proposal.

In the **Comments** box, enter the requested changes the PI/Administrative Contact need to make to the proposal record. Include any attachments they need to make this change (optional)

Click **OK**
The OSP Proposal Specialist is still assigned as the Review in the proposal record, but status will show **Department Review: Response Pending from PI**.
OSP Specialist Review – Respond to Changes Requested

Once PI/Administrative Contact make necessary changes, they will use the “Submit Changes to Specialist” action. This action will update the status to Specialist Review. You will receive an email with a link to the proposal record, or you may access the proposal through your Dashboard in your UTRMS In Box.

In the proposal record, click **History tab** to review the information logged by PI/Administrative Contact under **Submit Changes to Department Reviewer** link.