How to Manage Access to Proposals

The Manage Access activity is used to manage the list of individuals who have either edit or read-only access to the proposal submission.

*Note: For records migrated from RMS, the PI may need to allow access to the Funding Proposal record.*

1. Click **Manage Guest List** in the left column of the Proposal Workspace.

2. In the pop-up window, enter the individual’s name or click [...] to search for an individual to be added as an editor or a reader.

   *Note: This activity contains the same list of editors and/or readers as those listed as administrative personnel on the Personnel page of the Funding Proposal SmartForm.*

3. Click **OK** to return to Funding Proposal Workspace.