Proposal – How to Respond to Changes Requested

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 with a link to the UTRMS Proposal. The proposal also appears in My Inbox tab on the UTRMS Dashboard.

1. Department Review – Respond to Changes Requested
   a. Navigate to the proposal record by clicking the link in the email notification or clicking the name of the proposal that appears in My Inbox. Filter State by Department Review: Response Pending from PI.” Select the appropriate proposal.

   b. In the proposal record, click History tab to view the information logged by the department reviewer under Changes Requested by Department link.
If Reviewer Notes are added, click **Reviewer Notes** tab to find more information. On the **Reviewer Notes** tab, click on the hyperlink to navigate directly to the question where the **Reviewer Note** is added.

### 2. Viewing and Responding to Reviewer Notes

a. Reviewer notes appear in the orange callout with the number which indicates the number of reviewer notes added to the thread. To open the reviewer note, click on the orange callout.
   
i. You will notice in the above example a response is required. You will make the necessary changes and enter a reply to the reviewer note.
   
ii. Do **NOT** select **Department review required**. This option routes the proposal back to OSP Operations Team for Proposal Specialist Assignment.

b. Click **Close**

c. Select **Edit Funding Proposal** to make necessary changes as requested by OSP Proposal Analyst.
d. Once you have made all of the necessary changes to the proposal, click **Submit Changes to Specialist** in left column of the proposal record.

![Submit Changes to Specialist](image)

```
Next Steps
- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Submit Changes To Specialist
```

e. On the Submit Changes to Specialist page, enter any necessary **Comments** and upload any necessary attachments associated with the requested changes.

![Submit Changes to Specialist Page](image)

```
1. **Comments:**
   Participant Support is updated. Budget totals are updated in the Current & Pending documents & Budget Justification.

2. **Attachments:** (Optional)
   - Name
     There are no items to display
```

f. Click **OK**. This action will return the proposal to the OSP Proposal Specialist.