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Allow or Remove Sponsored Project Office (SPO) Access to a Proposal

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of <u>Create a New Proposal</u> or of <u>Edit a Proposal</u>).

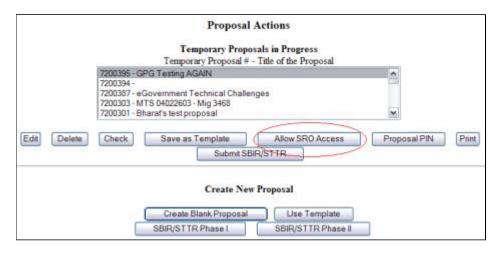


Figure 1 Proposal Actions screen. The Allow SPO Access button is circled.

- 2. Highlight the proposal you want to give the SPO access to in the **Temporary Proposals** in **Progress** list (Figure 1).
- 3. Click the Allow SPO Access button (Figure 1). The Sponsored Project Office (SPO) Access Control screen displays (Figure 2) with these control options:
 - Allow SPO to only view proposal but not submit
 - Allow SPO to view and edit but not submit proposal
 - Allow SPO to view, edit, and submit proposal

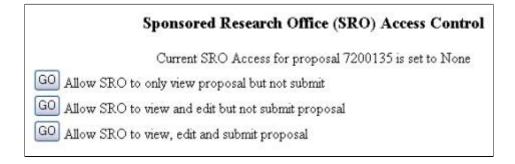


Figure 2 Sponsored Project Office (SPO) Access Control screen.

If the SPO already has access to a proposal, the **Sponsored Project Office (SPO) Access Control** screen displays as in Figure 3 with these options:

- Allow SPO to only view proposal but not submit
- · Allow SPO to view and edit but not submit proposal