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 Create a New Proposal or of Edit a Proposal).

   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).

4. The Proposal Errors/Warnings Screen is displayed (Figure 2).

5. Click the Proceed button (Figure 2).

   Figure 2 Proposal Errors/Warnings screen.
6. The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 3) 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

![Sponsored Project Office (SPO) Access Control](image)

**Figure 3 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 4 with these options:*
   - Allow SPO to only view proposal but not submit
   - Allow SPO to view and edit but not submit proposal
   - **Remove all SPO access to this proposal**

![Sponsored Research Office (SRO) Access Control](image)

**Figure 4 Sponsored Research Office (SPO) Access Control screen if the SPO already has access to the proposal.**