Allow or Remove Sponsored Project Office (SPO)/Authorized Organizational Representative (AOR) 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).
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 view proposal
   - Allow SPO to view and edit the proposal
   - Allow AOR to view, edit, and submit proposal
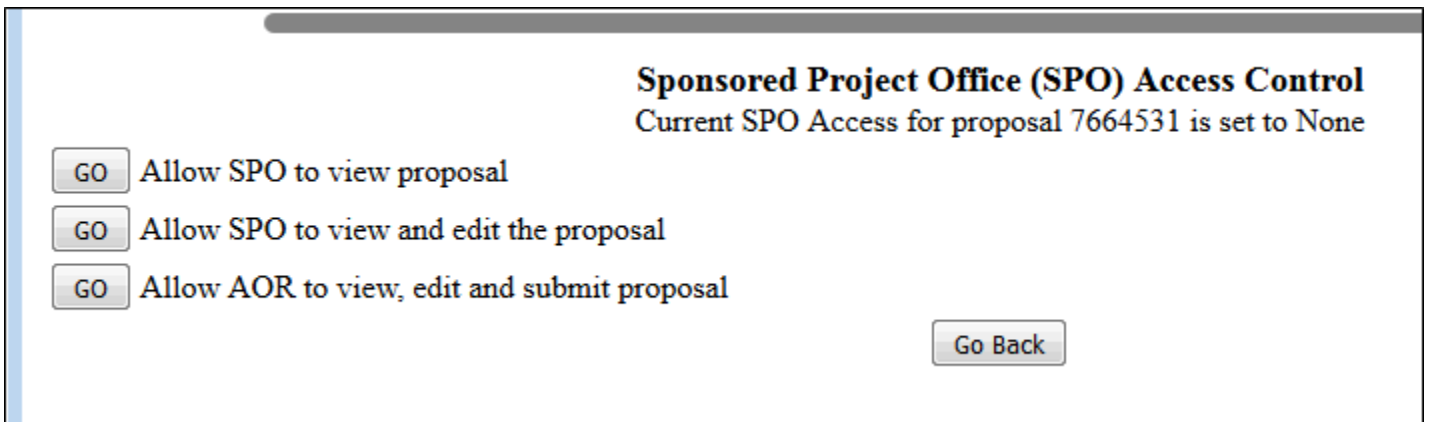
Figure 3   Sponsored Project Office (SPO) Access Control screen.

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 view the proposal
   - Allow AOR to view, edit, and submit proposal
   - Remove all SPO access to this proposal

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

Allow Authorized Organizational Representative (AOR) to View, Edit, and Submit a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see <u>Allow or Remove SPO Access to a Proposal</u>).
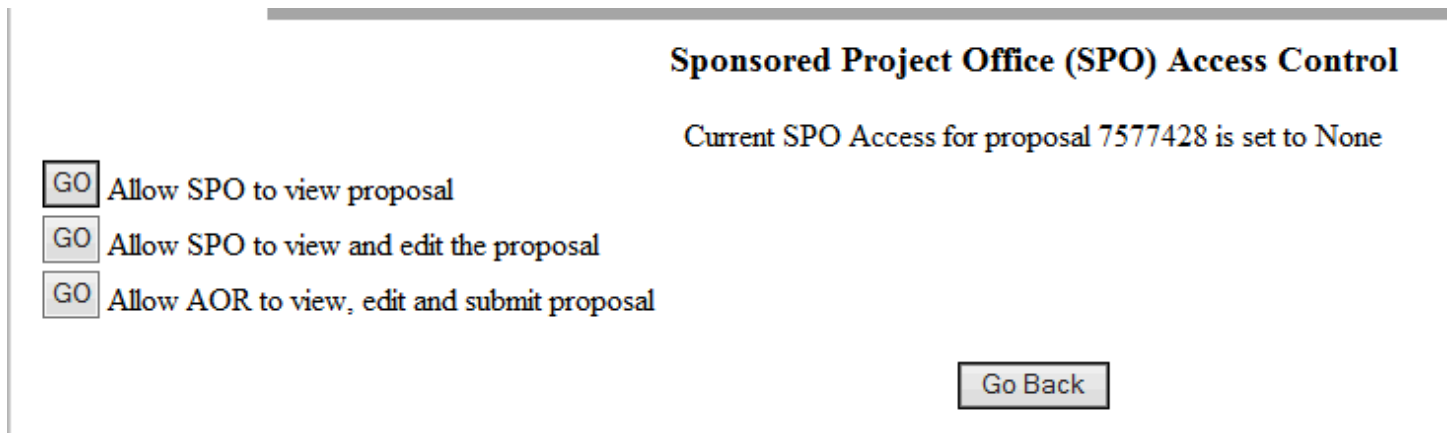

Figure 1   Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to View, Edit, and Submit Proposal is circled.

2. Click the **Go** button for Allow AOR to View, Edit, and Submit Proposal (Figure 1). A screen displays (Figure 2) with a message that the AOR now has full access to the proposal and with a list of the individuals who will receive emails from FastLane on the proposal's new access status.
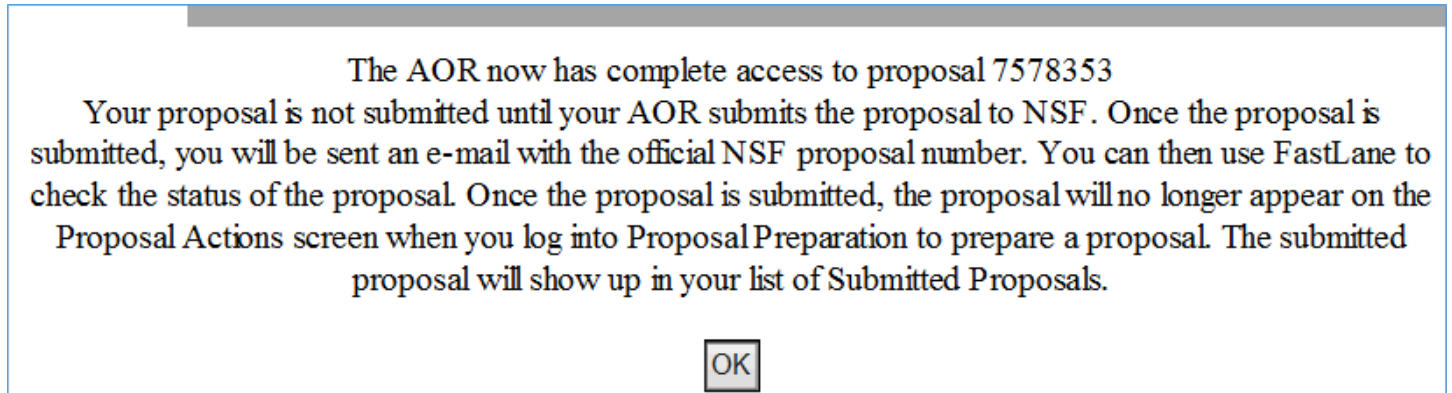

Figure 2   Screen with the message that the SPO now has full access to the proposal and with the list of people the NSF will notify of the SPO's access.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.