## Quick Reference: Reviewing S2S Requests Electronically

**Last Updated: 6/15/2015**

### Navigation key:
1. Edit identifying information (all can be edited except for Project type)
2. Comments are internal use only and are not sent to the sponsor
3. Add signatories or electronically sign (only appears after Lock and route for signatures has been selected)
4. Edit the due date, validate opportunity
5. Add performance sites, edit SF424 questions
6. Add or delete proposal attachments
7. Edit period dates & budget information
8. Edit which approvals apply to the proposal
9. Edit approval statuses, dates
10. Add/Edit research team members
11. Add or edit other participating HU departments (part-of accounts)
12. Edit school specific questions (not sent to sponsor)
13. Manage proposal documents
14. Add or edit Grant Administrators
15. Preview and validate proposal
16. Once submitted, view GRANT tracking number, proposal status and final application image.

<table>
<thead>
<tr>
<th>Request number</th>
<th>5906662</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Initial request</td>
</tr>
<tr>
<td>Status</td>
<td>Under internal review</td>
</tr>
</tbody>
</table>

### Helpful hints:
- Click **open all** to expand all components for a summary of the proposal.
- Click on an individual component to edit or view detailed information.
- Proposal must be fully complete and ready to submit before clicking **Lock and Route For Signatures**.
- Once routed, only OSP/SPA office can make any edits.