

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](#)).

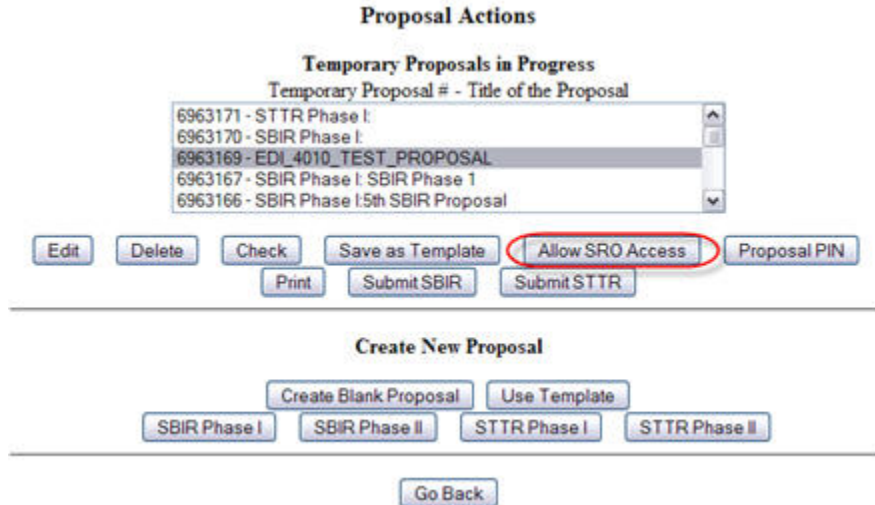


Figure 1 Proposal Actions screen. The Allow SPO Access button is circled.

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).

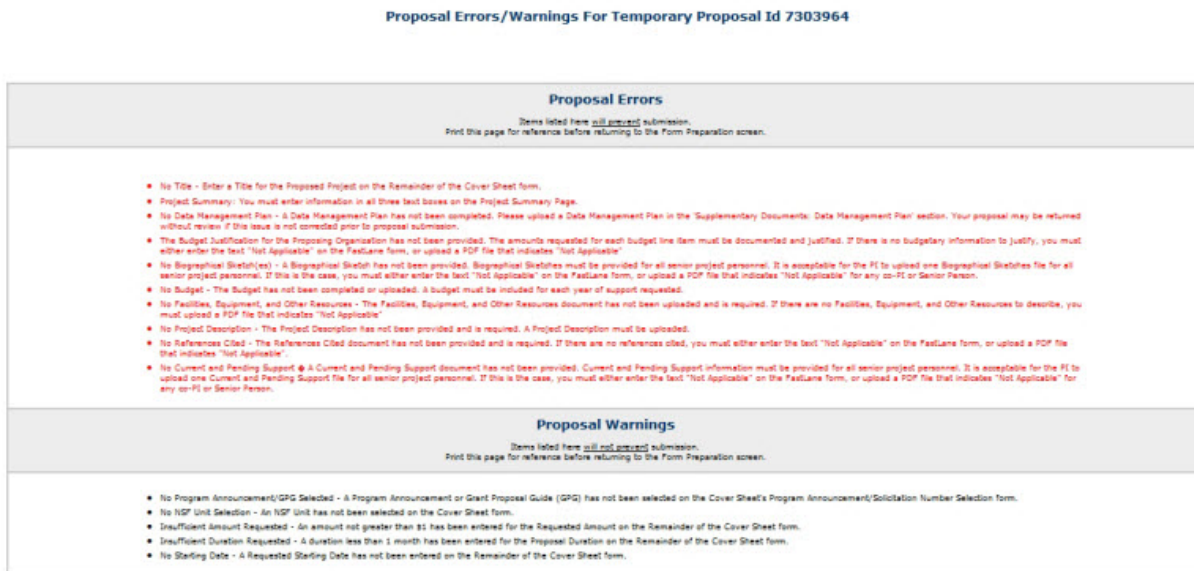


Figure 2 Proposal Errors/Warnings screen.

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 Research Office (SRO) Access Control

Current SRO Access for proposal 7200135 is set to None

Allow SRO to only view proposal but not submit

Allow SRO to view and edit but not submit proposal

Allow SRO 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 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

Current SRO Access for proposal 7200135 is set to Edit and View

Allow SRO to only view proposal but not submit

Allow SRO to view, edit and submit proposal

Remove all SRO access to this proposal

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