

Submit Proposal for Department Review



WORK INSTRUCTIONS:

1. Log into PACS Portal.
2. Select the **My Inbox** tab, followed by the **SPO Tasks** tab, open the draft funding proposal.
3. From the funding proposal workspace, click **Submit for Individual or Department Review** on the left.
4. In the pop-up window, check who is submitting, then click **OK** to submit the proposal for review.
Note: The system checks that the credit distributions total 100%. If they don't, an error message appears, and you must fix them before submitting the proposal for review. See work instructions for completing credit distribution.

Your funding proposal has been submitted for individual or department review and is now in the **Internal Review** phase of the review process. You will receive an email if a reviewer has questions about your proposal.

