

Changing proposal status from Specialist Review back to Draft

If the proposal is in “Specialist Review” and edits are needed, please advise the use **Specialist Requesting Changes**. That should make the proposal editable and if it needs to be rerouted it can be by indicating in the pop-up window by selecting the checkbox (see below).

The screenshot shows a web application interface with a pop-up window titled "Specialist Requests Changes". The main interface has a "Specialist Review" tab selected. The pop-up window contains a form with the following fields: "PROPOSAL INFORMATION", "PDI/PI:", "Department/Institute/Center:", "Specialist:", "Direct Sponsor:", "Prime Sponsor:", "Proposal Due Date:", "Opportunity ID:", "SF424:", and "Date Submitted to Sponsor:". Below these fields is a "Comments:" text area. A checkbox labeled "Department Review Required:" is present. The pop-up window also has "OK" and "Cancel" buttons at the bottom right. In the background, a "My Current Actions" section is visible, with "Specialist Requests Changes" highlighted by a red box.

If the check box was checked, when requesting changes there should be an option now from the workspace of “Submit changes to specialist” under “My Current Actions”. There is logic tied to that checkbox and that activity which will bring it back to either specialist review or back to individual/department review. So, if SOE is in the credit, or a department from SOE is credited, and checkbox was selected it will go through that routing path via Individual/department review.

NOTE: Central Office will only roll back a proposal if it’s in individual/department review and submitted by the PI before proper reviews by the specialist have taken place. Since the proposal is further along in the process, the proposal needs to be reviewed by the departments again and as such should be documented as to why it needs to go back for changes.