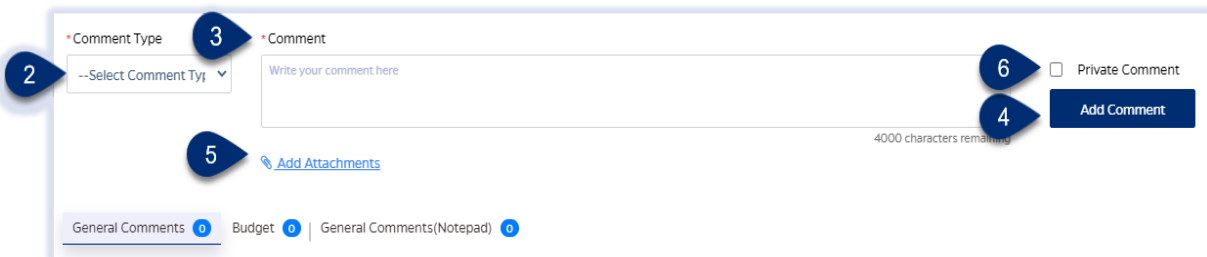# Comments

How Do I add Comments in Fibi?

Comment tabs can be found in all types of records including Proposals (PD), Institute Proposals (IP), Awards, and Service Requests. Comments can be added to records at any time, including once a PD has been approved.

For adding Comments in Proposals, IPs, and Service Request complete the following steps:

1. Click on the **Comments** tab.

2. Choose the appropriate **Comment Type** from the dropdown menu. **Comment type** only applies to PD records.

3. Enter the Comments into the **Comments** box.

4. Click on **Add Comments** button.

5. The user can add attachments as well to this page to further explain comments written by clicking on the **Add Attachments** link.

6. Comments can be marked private so that only the user and the Research Administration Office can see the comments by clicking on the **Private Comments** box.

Comments will also display on the **Proposal** tab by category.