Admin Correction to a Proposal
for Research Administrators only

How do I make changes to PD?

☐ Open a proposal with a status = Approval in Progress.

☐ Click on the **More Actions** icon. ⋮
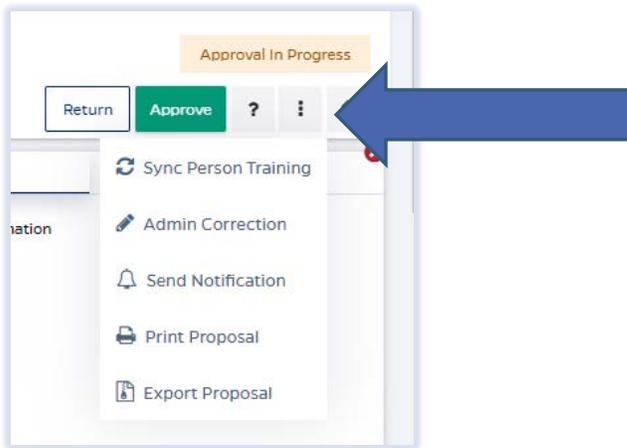
☐ Choose **Admin Correction** from the dropdown menu.

☐ Click on **Create** button.
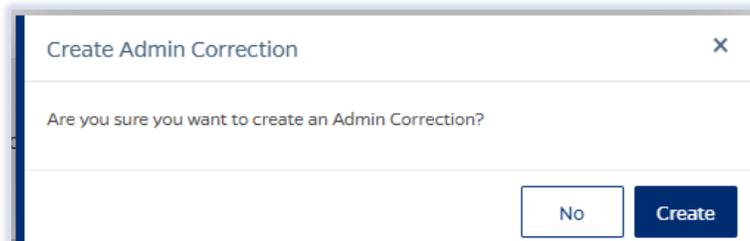
☐ Make desired changes in the record.

☐ Click on **Submit Admin** Correction.
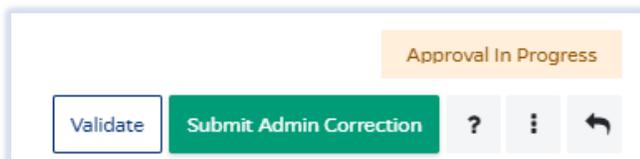
☐ Click on the **Submit** button to confirm.

Confirmation   ✕

Are you sure you want to submit this Admin Correction?

                                          No   **Submit**
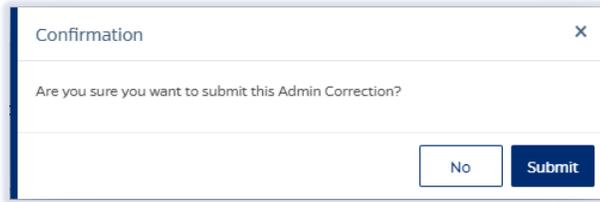
To review Admin Corrections:

☐ Click on **Proposal** tab.

⊘ Period : 02/14/2023 - 12/31/2025   👤 PI : Bell, Muyinatu   🏠 Lea

Proposal General Other Information Budget Question
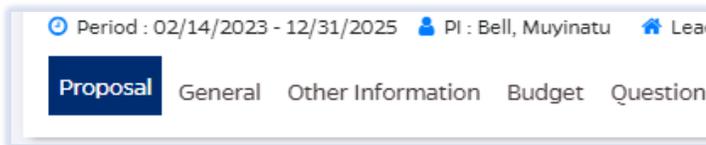
☐ Click on **History** in upper right corner.

Approval In Progress

Return   **Approve**   ?   ⋮   ↩

☰ Section   🕔 History ①

General Proposal Information
Key Personnel
Organization
Special Review
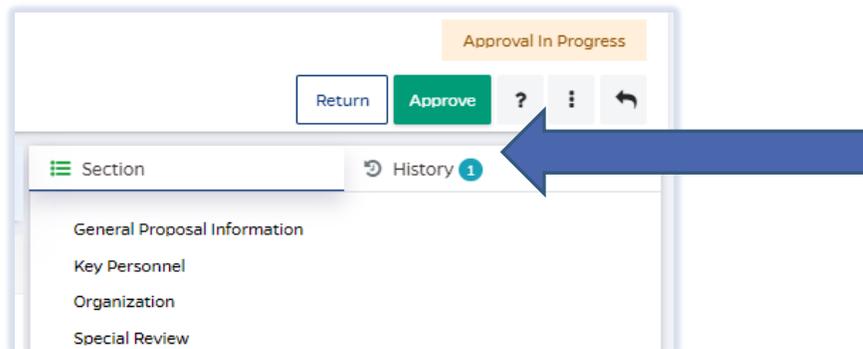
The **Version History** will open:

☰ Section   🕔 History ①

ℹ *Select any one of the version to view the details.*

#169669: Polus test

● Version(1) - Admin Correction
   Admin Correction by Cusimano, Gail L on 06/07/2023

● No previous versions available.
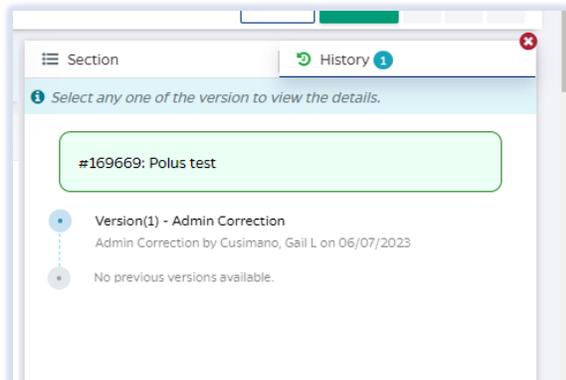
☐ Click on the **Version** you want to review and the following will open:
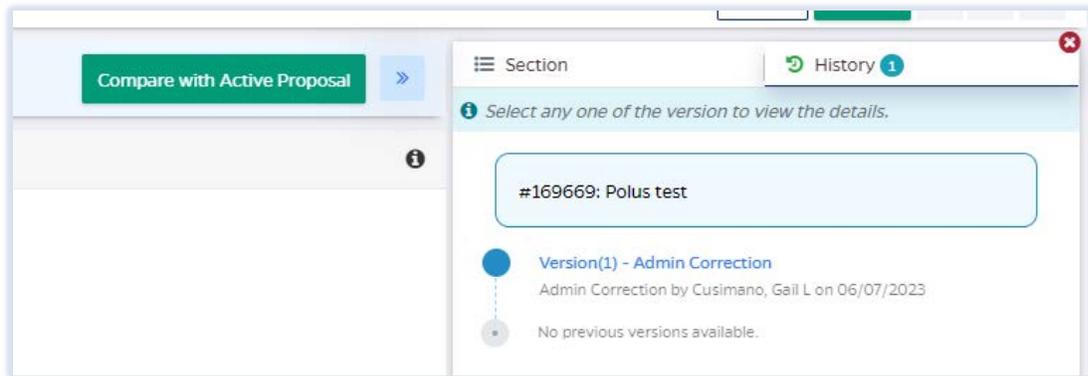
☐ Click on **Compare with Active Proposal** to see changes. Deleted changes show in red and Added changes show in green.
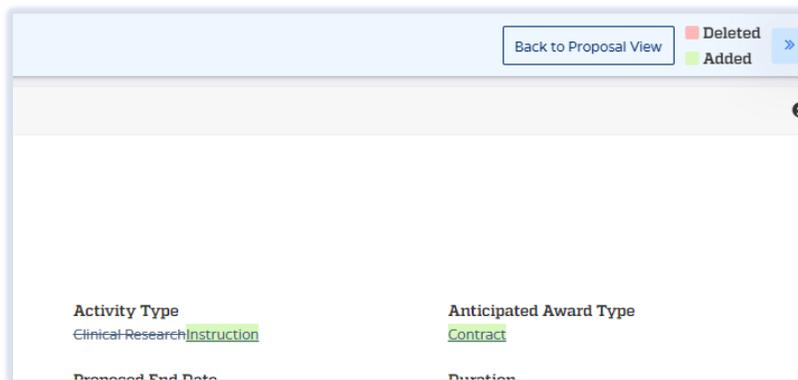
To cancel an Admin Correction without saving:

☐ Click on the More Actions icon ⋮ and choose **Cancel Admin Correction** from the dropdown menu.