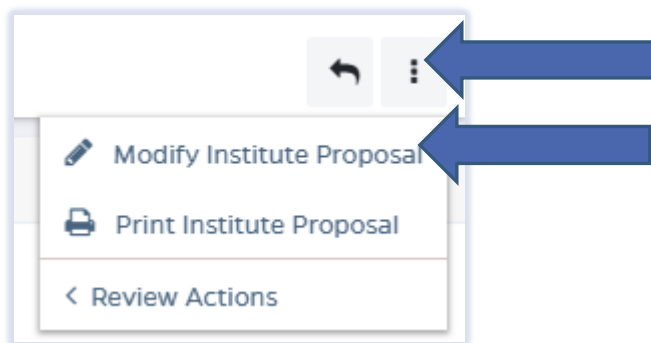# Institute Proposal Modification
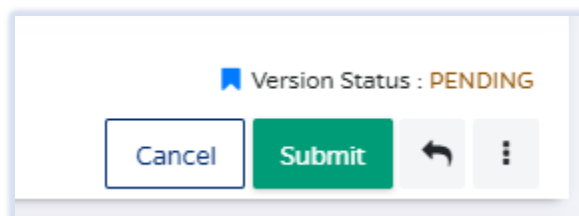## for Research Administrators only

How do I make changes to an IP?

☐ Click on the Institute Proposal tab.

    ☐ Click on the **More Actions** icon. ⋮ and choose **Modify Institute Proposal** from the dropdown menu.

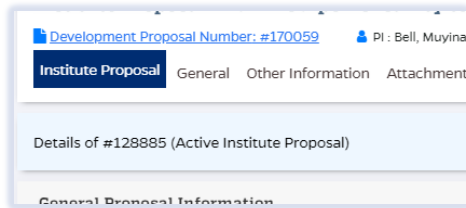   ☐ Enter a description and click on **Create** button.

    ☐ Make desired changes in the record.
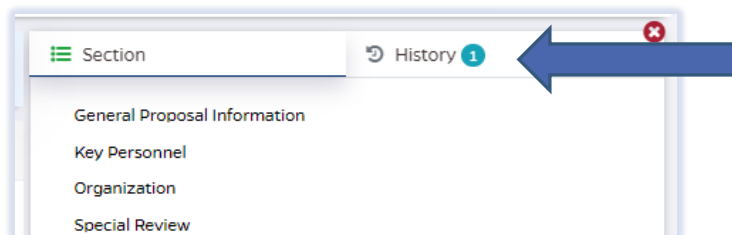
    ☐ Click on **Submit**.

    ☐ Click on **Save & Submit** button to confirm.

To review IP Modifications:
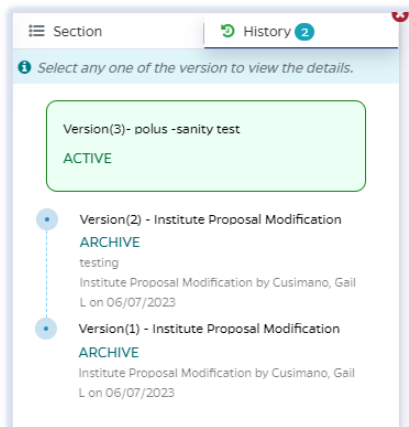
- ☐ Click on **Institute Proposal** tab.

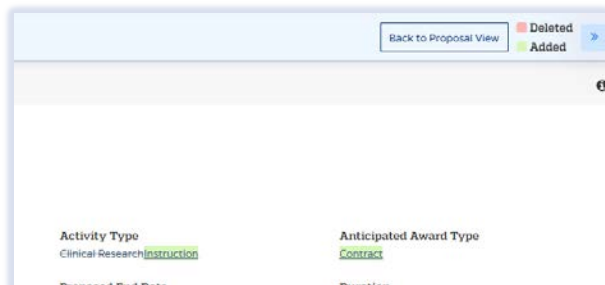- ☐ Click on **History** in upper right corner.

The **Version History** will open:

- ☐ Click on the **Version** you want to review and the following will open:
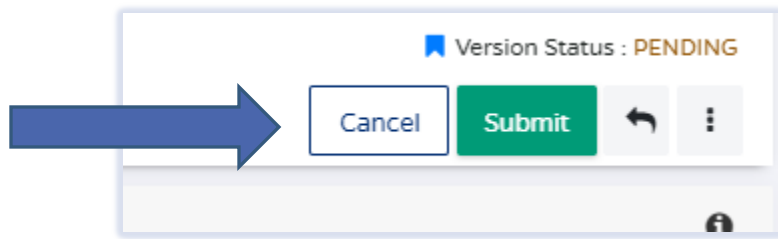

- ☐ Click on **Compare with Active Proposal** to see changes. Deleted changes show in red and Added changes show in green.
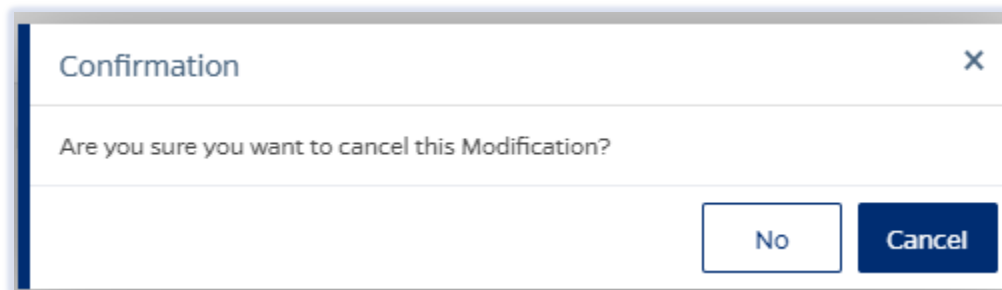
To cancel an IP Modification without saving:

☐ Click on the **Cancel** button.

☐ Then click on Cancel to confirm.

The IP Modification will show as Cancelled in the **History**.