# Allow or Remove Sponsored Project Office (SPO) Access to a Proposal

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of Create a New Proposal or of Edit a Proposal).



**Figure 1   Proposal Actions screen. The Allow SPO Access button is circled.**

2. Highlight the proposal you want to give the SPO access to in the **Temporary Proposals in Progress** list (Figure 1).
3. Click the **Allow SPO Access** button (Figure 1). The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 2) with these control options:
   • Allow SPO to only view proposal but not submit
   • Allow SPO to view and edit but not submit proposal
   • Allow SPO to view, edit, and submit proposal



**Figure 2   Sponsored Project Office (SPO) Access Control screen.**

*If the SPO already has access to a proposal,* the **Sponsored Project Office (SPO) Access Control** screen displays as in Figure 3 with these options:
   • Allow SPO to only view proposal but not submit
   • Allow SPO to view and edit but not submit proposal