

## How to Grant SPO/AOR Access

Step 1) In [Research.gov](#), access your Proposal and under Proposal Actions click **Proposal Access for SPO/AOR**.

➡ A PI or co-PI must give proposal access to the SPO and AOR.

Proposal Actions		Proposal File Update Form		Last Updated	
<ul style="list-style-type: none"> <li>➡ Proposal Access for SPO/AOR</li> <li>Print Proposal</li> </ul>		Proposal Update Justification			
Personnel Access		Proposal Sections		Last Updated	
<ul style="list-style-type: none"> <li>Proposal Status: PFU/Budget Revision: Not Forwarded to SPO/AOR</li> </ul>		Required			
		Cover Sheet		04/12/2018 9:07 AM EDT	
		Project Summary		04/12/2018 9:07 AM EDT	
		Project Description	Update saved	04/12/2018 9:13 AM EDT	

Step 2) Review any errors and/or warnings that needs to be fixed and then click **Change Proposal Access**.

### Proposal Access for SPO/AOR

Below is the current proposal access for the SPO and AOR, as well as any errors that will prevent submission and/or warnings for proposal 13100.

**Sponsored Projects Office (SPO)**  
No access

**Authorized Organizational Representative (AOR)**  
No access

**Submission Errors and Warnings** Collapse ▾

**❗ The following error(s) must be fixed prior to submitting the proposal.**

**Data Management Plan**

- The Data Management Plan has not been provided and is required before submission

**⚠ The following warning(s) are recommended to be checked prior to submitting the proposal.**

**Biographical Sketch**

- Your file does not include the document section heading(s) of [Appointments, Products or Publications, Professional Preparation, Synergistic Activities] for [Khalid Snowden]
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**Change Proposal Access** Cancel

Step 3) Select **Edit Access** and **Allow Proposal Submission (AOR Only)** and click **Save** to allow SPO/AOR access to the proposal for submission.

➔ The AOR must have submission access to submit the Proposal File Update/Budget Revision.

**Change Proposal Access for SPO/AOR**

Select the level of proposal access you would like to give to the Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR). Other personnel's access to the proposal can be updated from [Manage Personnel](#).

SPO/AOR Proposal Access		
Personnel Type	Proposal Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	<input type="radio"/> No access <input type="radio"/> View only access <input type="radio"/> Edit access <input checked="" type="checkbox"/> Allow proposal submission (AOR only)	View SPO/AOR Personnel