## Updating an Application when Submitted by Department

### Where to start?

1. After logging in access your funding proposal.
2. You can confirm in the Funding Proposal that Other (Submitted by Department) was selected on the General Proposal Information SmartForm.

### How do I update the application?

3. When proposal review is completed by the Office of Research a notification will be received. The History tab will indicate that the “Proposal Returned to Department for Submission” activity has been executed. The status will be Pending Department Submission.
4. Click the Submit To Non-Grants.Gov Sponsor activity in the left sidebar.
5. Attach a copy of the submitted proposal. Check the confirmation and click OK.
6. The History tab will indicate that the proposal has been submitted and the status will now be Pending Sponsor Review.

### What’s Next?

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
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<tbody>
<tr>
<td></td>
<td>Detecting Supernova</td>
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*Indicate how the forms will be submitted to the Sponsor*

- Grants.gov via Click Grants (SF424)
- Other (Submitted by Office of Research)
- Other (Submitted by Department)