1. Access the **Proposal Actions** screen:

   ![Proposal Actions Screen]

2. Highlight the proposal you want to give the SRO access to in the **Temporary Proposals in Progress** list and Click the **Allow SRO Access** button.

3. The **Proposal Errors/Warnings Screen** is displayed - Click the **Proceed** button.

4. The **Sponsored Research Office (SRO) Access Control** screen displays with these control options:

   ![Sponsored Research Office (SRO) Access Control Screen]

   *If the SRO already has access to a proposal, the **Sponsored Research Office (SRO) Access Control** screen displays as with these options:*

   ![Sponsored Research Office (SRO) Access Control Screen with existing access]

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http://www.unr.edu/engineering/about/faculty-resources/grants