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:

   - Allow SRO to only view proposal but not submit
   - Allow SRO to view and edit but not submit proposal
   - Allow SRO to view, edit and submit proposal

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

   - Allow SRO to only view proposal but not submit
   - Allow SRO to view, edit and submit proposal
   - Remove all SRO access to this proposal

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