

Send Notifications to Project Personnel & Check Certify/Approval Status

After a proposal is created in *myProposals*, notifications must be sent from *myResearch Portal* to obtain certification/approvals.

Step	Task
1.	Log in to <i>myResearch Portal</i> . NOTE: Click the View in myResearch Portal link in <i>myProposals</i> to skip steps 1 – 3.
2.	Click on Proposal Transmittal .
3.	Click on the Title of the proposal.
4.	Check the Notify box of the corresponding personnel to notify. NOTE: Check the Notify box at the top, and all Notify boxes will be selected.
5.	Click the Notify selected button.
	NOTE: The date and time of notification is recorded under Notified . NOTE: Certification/Approvals are also recorded on this screen. Repeat these steps to notify personnel again.