


Notifying Central Office that a Proposal is Non-Funded (from Portfolio)

Step	Task
1.	Log in to <i>myResearch Portal</i> .
2.	Click on the Portfolio button from the Dashboard .
3.	Click on the Pending with Sponsor link under Proposals .
4.	Under the Actions column, click the Non-Funded button. 
5.	Type in comments (optional).
6.	Click the Send Notice button.
	NOTE: Central Office will change the status of the proposal.