

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

Step	Task
1.	Log in to <i>myResearch Portal</i> .
2.	Click on the <b>Search</b> button from the <b>Dashboard</b> .
3.	<b>Search</b> for the specific project you wish to mark as <b>Non-Funded</b> .
4.	Click the <b>3 dots</b> ( ●●● ) in the top right corner to expand the project details.
5.	Click the <b>Mark as non-funded</b> button.  <b>Mark as non-funded</b>
6.	A new email window will open (using your email client) with an auto-populated email message to the central office requesting that a proposal be marked as “non-funded”
7.	Click <b>Send</b> (or your email client equivalent)
	<b>NOTE:</b> Central Office will change the status of the proposal.