

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 10. Test Ability for PI to Edit returned Proposal and resubmit for department Review |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 10: PI Edits returned Proposal and resubmit for department Review**

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| Step | Test Steps | Test Data | Expected Results | Notes |
| 1 | Open browser and navigate to <https://pacsstg3.rfsuny.org/SponsoredPrograms/login> |  | * The SUNY PACS website login page is presented. |  |
| 2 | Log in as grantsPI  (Test accounts have been provided) |  | * Log in is successful * **Inbox** displays |  |
| 3 | Click on Grants (tab on the Top), Prerequisite is to have a proposal in the state of Department Review: Response Pending from PI. This happens when a department reviewer disapproves a proposal. Click on the proposal name to Open the proposal up. | Use the proposal you returned to the PI in Test 9. | * The proposal page will display * Status is Department Review: Response Pending from PI * Flow shows Clarification Requested. | **NOTE: Save and Continue along the way as you proceed thru the below steps** |
| 4 | On the left hand side click on Edit Funding Proposal  **Look at the history tab to see the comments and changes.** |  | * The Proposal details are now available for editing. **Look at the history tab to see the comments and changes.** |  |
| 5 | **Proposal**  Make some changes to the Proposal  For Example, changes are needed to the project abstract & narrative. Changes are made to the documents originally uploaded.  Go to ,Jump To: in the tool bar, chose project plan attachments. This will jump you to the correct page in the proposal, for questions 1 & 2, click upload revision  Upload updated documents for both questions click Ok.  Select SAVE and then Exit on the top tool bar. | Make changes based on notes from specialist. | * Changes accepted |  |
| 6 | **ReSubmit for Department Review**  On the left hand side select Submit for Department Review  The Submit for Department Review screen displays, check the appropriate certification.  **Click OK** | For this test, check the first box for the PI/PD submission. | * Proposal is now back in the state of Department Review |  |
| **End of Test** |  |  |  |  |