

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 12. Specialist submits proposal to sponsor and notifies team |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 12: Specialist submits proposal to sponsor and notifies team**

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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 grantsspecialist  (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 Specialist Review: The proposal has already gone thru Department Review and approval. Click on the proposal name to Open the proposal up. | Use the proposal from Test 11 | * The proposal page will display * Status is Specialist Review | **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 |  | * The Proposal details are now available for review. |  |
| 5 | **Specialist Final Review**  On the left hand side select **Final Review**  Add any comments necessary.  **Click OK** | Enter comment, Specialist Final Review Completed. | * Final review form displays |  |
| 6 | **Specialist submits proposal to sponsor**  On the left had side of the screen select **Submit to Sponsor**  Attach sponsor documents (Optional), **Click add**  Check the box **I confirm that the included document has been read and signed**  **Click OK** | Use attachment 14 | * Proposal is now in the state of Pending sponsor review |  |
| 7 | **Notify Team**  On the left hand side click on **Email Proposal Team A**dd comments to indicate the proposal has been submitted to the sponsor  **Click OK** | Proposal has been submitted to the sponsor, | * Email sent to proposal team |  |
| **End of Test** |  |  |  |  |