

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

|  |  |
| --- | --- |
| **Test Description:** | 9. Specialist returns to PI for Changes after Departmental review and approval |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 9:** Specialist returns to PI for Changes after Departmental review and approval

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 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. |  | * 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 | None-review proposal details. | * The Proposal details are now available for review. |  |
| 5 | **Return Proposal to PI requesting changes**  On the left hand side select **Specialist Requests Changes.** |  | * Specialist request changes form displays |  |
| 6 | **Specialist Requests Changes**  Department Review Required Optional – This determines if the proposal changes have to go back thru department review OR if the changes will just be returned to the specialist and bypass department review.  Comments:  **OK** | For this test, do not check the box.  Add a comment to assist the PI in his changes. | * Proposal is now back in the state of Specialist Review:Pending changes by PI |  |
| **End of Test** |  |  |  |  |