**Request Changes to a Proposal**



**Work Instructions:**

To make a change request about a specific proposal page, do so by adding a Reviewer Note to that page.

1. Log into Click Portal.
2. From your Inbox, on the SPO Tasks tab, open the funding proposal in the Specialist Review state.
3. From the proposal workspace, click the **View Funding Proposal** button on the left and navigate to the page that requires a change
4. Click **Add** in the top left of the Reviewer Note bar.

Note: There is only one Reviewer Note type available (Specialist Draft Change Request.)

1. In the Note box, type the changes requested. It is helpful to identify the field or question on the page and the changes required
2. Click **OK**. The Reviewer Note appears at the top of the page. When finished adding Reviewer Notes to the proposal pages, exit the proposal SmartForm.
3. From the workspace, click **Specialist Requests Changes**.
4. In the pop-up window, select **Department Review Required** if the proposal should back through a department review before returning to the Specialist Review state.
5. In the Comments box, type text that you want to appear in the email that is sent to the proposal team, for example, “See the Reviewer Notes I added to the proposal pages.”
6. Click **OK**. An email is sent to the proposal team about change request.

The proposal moves to Clarifications Requested.

