SUBMITTING A PROPOSAL

1. A completed proposal is submitted to the workflow, by selecting “Submit for Approval” on the top right side of the proposal screen.

2. To track the progress of a submitted proposal go to the “Proposals” tab in the left-side navigation menu.

3. Look up the proposal by code or keyword, or change the filter settings located on the right to “Review” or to “My Proposals” to find the desired submitted proposal.

4. Select the desired proposal.
5. The “Workflow Status” displays at the top, disclosing the proposal location within the workflow.

6. To review workflow steps clicking on “Prev” or “Next”.

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![Workflow Status](image)