


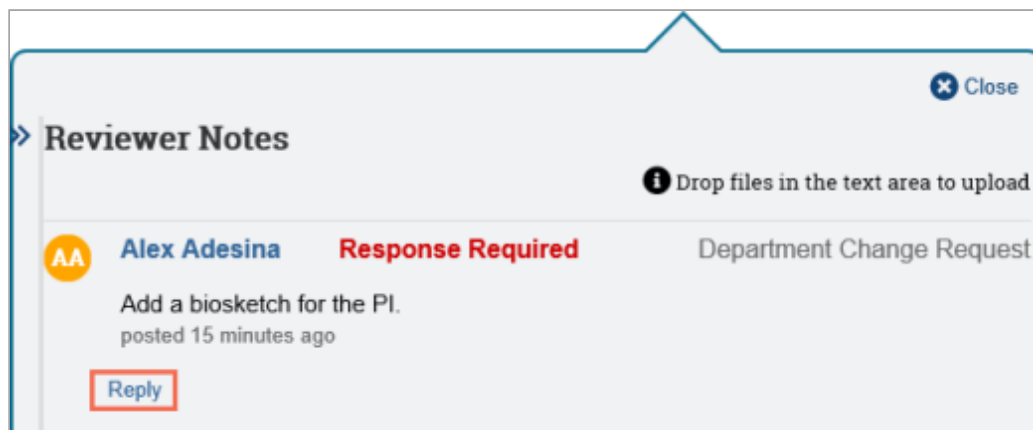
Respond to a Change Request 10.0

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After reviewing a funding proposal or complex project component, the reviewer may request changes. When they do, you receive an e-mail notification with a link to the funding proposal, and the funding proposal appears in your Inbox. You must make the appropriate changes and submit the revised proposal for review again.

To respond to a change request

1. Log on and open the funding proposal by clicking its name in the e-mail notification or from My Inbox.
2. From the workspace, click **Edit Funding Proposal**.
3. Navigate to a page containing reviewer notes and click a note icon  to open it.
4. If you must edit the project to address the reviewer's comment, close the reviewer note, and make the requested changes.
5. When you've made the change for that reviewer note, or if no change is needed, open the reviewer note, and click **Reply**. If a note is marked "Response Required," you must reply to resubmit the project for review.



6. In the text box that appears in the reviewer note, type a description of the change or explain your response, attach any pertinent files, and then click **OK**.
Your response appears beneath the reviewer note.
7. Close the reviewer note, and open the next one.
8. When finished responding to reviewer notes, click **Save**, and then **Exit**.
9. On the proposal workspace, click **Submit Changes to Department Reviewer**.
10. Complete the resulting form, and click **OK**.
The proposal returns to the Department Review state and appears in the inbox of the appropriate department reviewer to be rechecked.

Related Topics

[Submit a Funding Proposal for Review 10.0](#)