Editable Fields During the Approval Process

Purpose: Once submitted for approval, the ability for a PI (or Co-I or Team Member) to edit a pre-award application is limited to only uploading new documents. If changes are required, an approver can change the status of the record to allow edits to certain fields by the PI (or Co-I or Team Member).

Audience: Researcher, Team Member, Approver, RSO

The fields that are able to be edited depend on the status of the record. Depending on what type of change or edit is required, the approver should set the status accordingly.

Fields the PI (or Co-I or TM) is able to edit when the status is: **Submitted for approvals**	Fields the PI (or Co-I or TM) is able to edit after an approver sets the status to: **Pending PI Information**	Fields the PI (or Co-I or TM) is able to edit after an approver sets the status to: **Not Approved**
Upload files to Letters of support (cannot delete) and edit text in description field of uploaded files	Edit peer review question	**All fields** – the record is sent back to the PI as In preparation so all fields are unlocked except RMS number (system-generated).
Upload files to Documents section (cannot delete) and edit text in description field of uploaded files	Edit Trainee Award fields	*Note: if the record had been approved by anyone previously, setting status to Not Approved also wipes out any previous approvals; they will need to be granted again.*
	Add/remove Co-Investigator(s)	
	Add/remove Team Member(s)	
	Edit Application Led Elsewhere question	
	Edit Project Information questions	
	Edit Ethics questions	
	Edit Special Requirements questions	
	Add/change text in Special requirements comment field	
	Upload files to Letters of support (cannot delete) and edit text in description field of uploaded files	
	Upload files to Documents section (cannot delete) and edit text in description field of uploaded files	
	Edit text in the Comments field	