Reference Sheet
Researcher Portal Role Block Links: Principal Investigator and Project Team Member

**Role: Principal Investigator**

- **Applications: Drafts** – This link allows researchers to locate and edit applications that have been initiated and saved but NOT submitted for review. *NOTE: Only the PI can submit applications.*

- **Applications: Requiring Attention** – This link allows researchers to locate and edit applications that have been returned to them for modifications. This link will be red and bolded when an application has been returned for modifications.

- **Applications: Under Review** – This link allows researchers to locate applications that have been submitted but have NOT received a review decision. Applications here cannot be edited. *NOTE: Until the Awards module of the Researcher Portal is active, researchers may find previous funding applications listed under this link.*

- **Applications: Post-Review** – This link allows researchers to locate applications that have received a review decision. Researchers use this link to find applications that may need to have event forms (e.g., annual renewal, amendments) created to update information. Applications here cannot be edited.

- **Applications: Withdrawn** – This link allows researchers to locate applications that have been withdrawn. *(This functionality will be available once the Awards module of the Researcher Portal is active.)*

**Events: Drafts** – This link allows researchers to locate and edit event forms that have been initiated and saved but NOT submitted for review. Selecting this link will display applications with drafted event(s). Click on the Events button next to the appropriate application and scroll down the subsequent page to locate the drafted event form(s). *NOTE: Both the PI and Project Team Members can submit event forms.*

**Events: Requiring Attention** – This link allows researchers to locate and edit event forms that have been returned to them for modifications. Selecting this link will display applications with event(s) requiring attention. Click on the Events button next to the appropriate application and scroll down the subsequent page to locate the event form(s) requiring attention. This link will be red and bolded when an event form has been returned for modifications.

**Reminders** – This link will become red and bolded when there is an active reminder that an event form is needed (i.e., an annual update/renewal), approximately 30 days before a deadline. The Reminders link will remain highlighted until cleared on the administrative side, so the link may remain red and bolded after the event form has been submitted by the researcher. Selecting this link will display information about the reminder, including the associated application and the event form needed, if applicable. *NOTE: You only need to initiate the event form to address a reminder once. Once the event form is saved, it can later be located under Events: Drafts for further editing.*