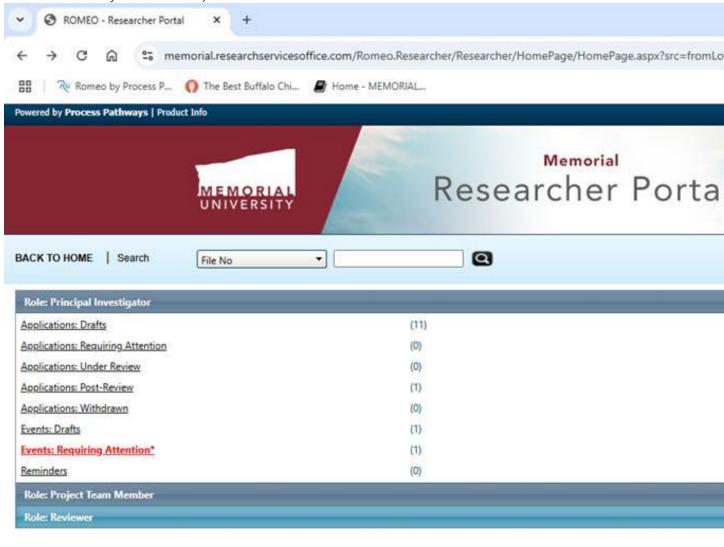
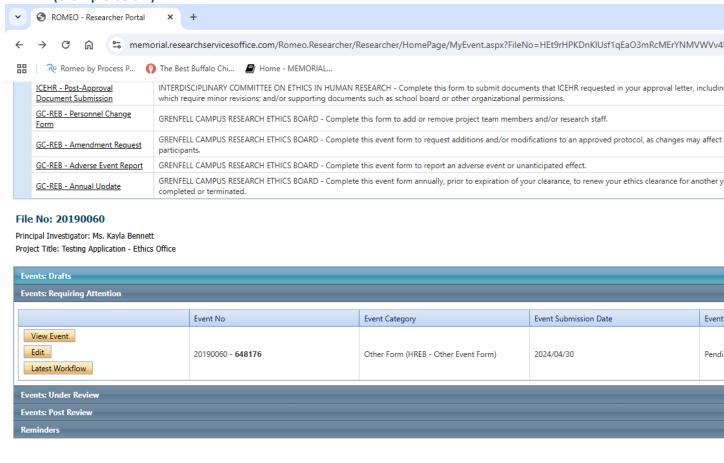
How to access an event requiring your attention:

• Events requiring attention will be on the main screen of the Researcher Portal once logged in (example below) and will be highlighted in red (note, if you are the PI this will be under "Role: Principle Investigator". However, if you are a project team member making the revisions you will need to expand the "Role: Project Team Member" section and select the Events: Requiring Attention from that block):





- Once you select the red hyperlink you will select the yellow EVENTS button alongside the file you are looking for.
- Once you've done this you will <u>scroll right to the bottom to see events requiring attention</u> (example below):



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Select EDIT along the event you want to edit - and then you will revised based on the email you received requesting Proposed Modifications.

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Type here to search