1. The OSP Proposal & Award Acceptance Workflow (the “Proposal Workflow”) effectively routes both initial proposals and amendments/modifications. Thus, the instructions in the Frevvo User Guide will assist the various parties in routing initial proposals and proposals for all amendments.

2. For specific instructions to commence the review for amendments, see Sections 2.2.1 and 2.2.3 of the Frevvo User Guide.

3. Because Boise State retains the documentation for all original proposals in the Proposal Workflow, it is not necessary to complete every field in every section of the Proposal Workflow when processing amendments. Rather, once the OSP Research Administrator has performed all of the actions in Section 2.2.1 of the Frevvo User Guide, the remaining parties in the electronic workflow only need to enter information into the Proposal Workflow that: (i) has changed; (ii) is new; and/or (iii) must by its nature be updated (e.g., IRB protocols).