1. Notification E-mail

1.1. Once the Principal Investigator has completed her/his required actions in Part II of the OSP Proposal & Award Acceptance Workflow (the “Proposal Workflow”), the OSP Coordinator, Research Services (“CRS”) will receive a notification e-mail with the OSP Proposal Number in the subject line. In this case, the proposal number is 987654321.

1.2. The task e-mail will provide instructions regarding how to log into the Frevvo system so the CRS can complete her/his required tasks.

1.3. **Note:** Please log into the Frevvo system using Google Chrome as your browser.
2. **Frevvo Dashboard**

2.1. Once the CRS logs into the Frevvo system, she/he will see a dashboard containing all of the tasks she/he has in Frevvo system. The CRS will need to identify the “OSP Proposal & Award Acceptance Workflow” section under “My Tasks.”

![Dashboard Screenshot]

2.2. The CRS will then need to click the ► icon for the task related to the applicable proposal (see above). In this case, the proposal number is 987654321. After several seconds, the Proposal Workflow will open.

2.3. To finish the Proposal Workflow for a particular proposal, the CRS will need to:

   2.3.1. **Upload the final, signed award/agreement** in **Section 18, Additional Supporting Documents** (which is the only portion of Part I or II of the Proposal Workflow accessible to the CRS in this last step); and

   ![Section 18 Screenshot]

   2.3.2. **Click “Finish”** at the bottom of Part II. This will add the particular proposal to the “Submissions Table,” which can be accessed in accordance with the **Frevvo User Guide**.

   ![Finish, Reject, Save Buttons]

   [Note: See the specific instructions in the **Frevvo User Guide** regarding the “Reject” and “Save” features.]