

Select the relevant form.

The form includes the

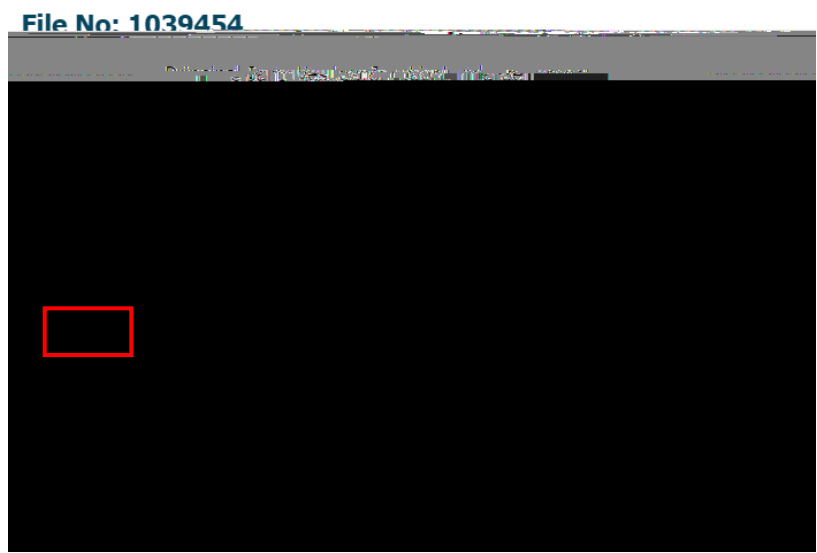
À v Š tab

 (where the PI can leave notes for the Administrator, the

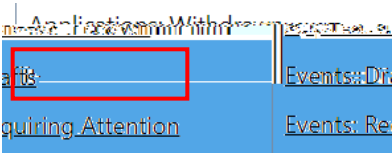
Y μ • Š] } v tab

 of -

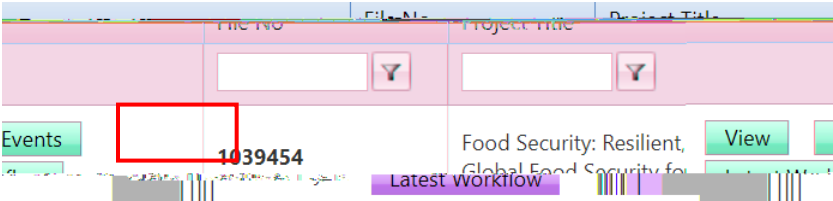
Closing the Event record will take you back to the main Events page for that particular file. The draft can be opened again, with the [Drafts](#) button. The View Event button will open the record in read-only mode and changes will not be saved.



From the portal homepage, you can locate the Event again by clicking Events: Drafts.



Locate the relevant file and click the Events button. You will be brought to the Events page, where you can view all the Event records for that file.



After responding to the questions under the Questionnaire tab, and uploading any required documents to the Attachments tab, click the Submit button.

Save

Close

Print

Export to Word

Export to PDF

Submit

ent Info

Non-Funding Agreement or Amendment

Attachments

Logs

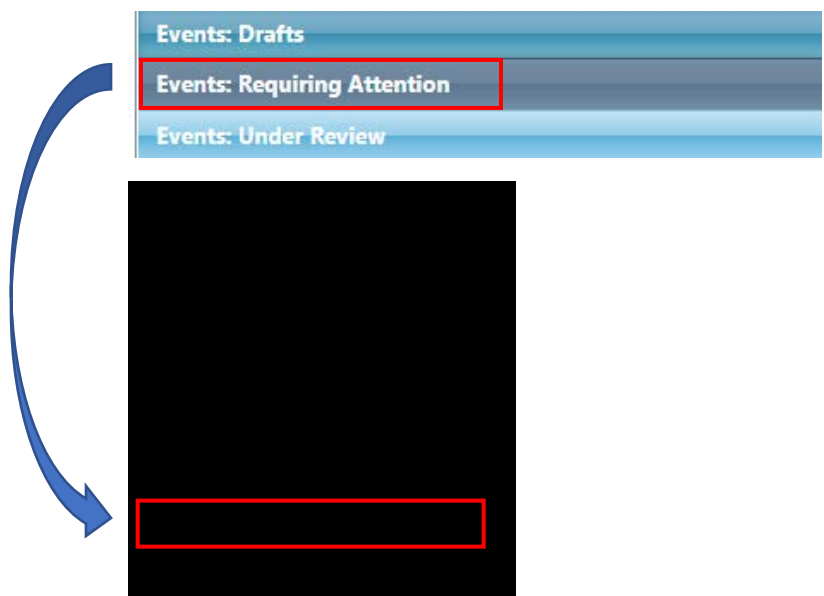
Eve

Upon submission, the request will move from **À v š • W to CE À (š š • W h v** **CA 0 1 3 4 5 6 7 8 9** At this point, no edits can be made, and the Event record will be read-only. If the PI needs to make revisions, contact the ORS or OCIE Administrator.

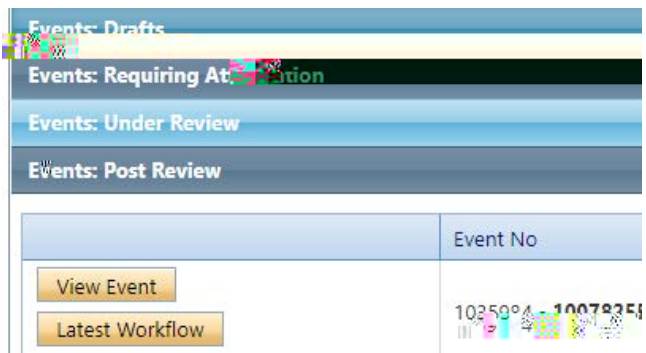
Create New Event

Description	Event Form Name
ding Application/Agreement	Applications & and other sup Fun
is Funding Agreement on the	Application for New
ent	collaboration Amendm
d Improved Funding Report	Outbound

If the Administrator returns the Event record for revisions, the PI and project team members will receive an automatic email notification with instructions. The record will appear under **Events: Requiring Attention**, which can also be accessed directly from the homepage.



If the Administrator approves the Event record, they will notify the PI. The record will move from **Events: Requiring Attention** to **Events: Post Review**.



For technical assistance with the portal, reach out to researcher.portal@dal.ca.