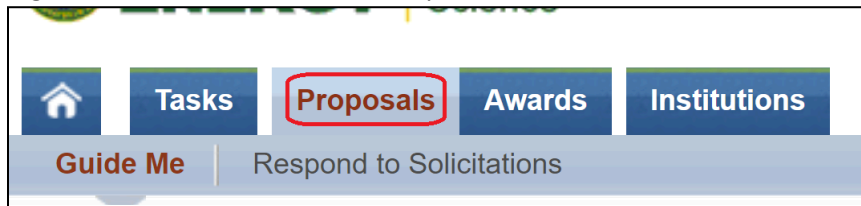


# DOE - PAMS

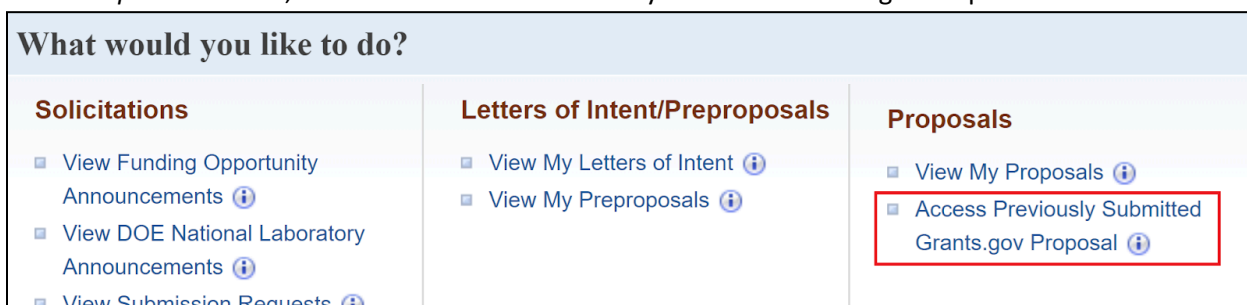
## Granting Access to Grants.gov Proposals

For all proposals in PAMS, Wendy Montgomery ([oraa@umd.edu](mailto:oraa@umd.edu)) and Sally Egloff ([oraera@umd.edu](mailto:oraera@umd.edu)) will need access. The following steps explain how to grant access to a proposal.

- 1) Log Into PAMS and click on the "Proposals" tab



- 2) In the *Proposals* section, click on the "Access Previously submitted Grants.gov Proposal" link.



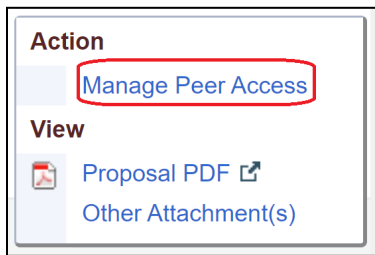
- 3) Enter information according to your grants.gov proposal.

A screenshot of the 'Register to Institution - Grants.gov Proposal' form. The form has a title 'Register to Institution - Grants.gov Proposal' and a sub-header 'Enter proposal ID, email and choose a role to register to the institution and get view access to the proposal. If you are an SRO/BO/AO (View More)'. Below the sub-header, it says 'Fields with \* are required'. The form has three main sections: 'Institution Details', 'Proposal ID', 'Email(as entered in Grants.gov proposal)', and 'Choose Role'. The 'Choose Role' section has three radio button options: 'SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Of', 'PI (Principal Investigator)', and 'Other (Point of Contact)'. The 'PI (Principal Investigator)' option is selected. There is a 'Cancel' button at the bottom left.

- 4) A list of proposals will be displayed. Locate the proposal you want to update. On the right-hand side, click on the drop-down arrow next to "Action/Views"




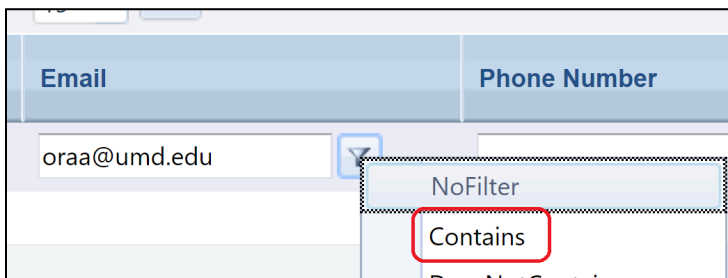
5) Select "Manage Peer Access"



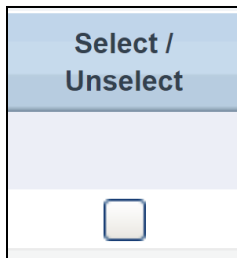
6) Click on the "Add New Person" link



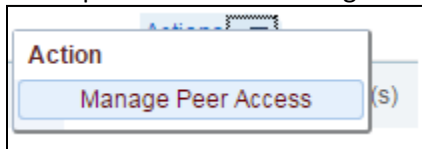
7) Enter the last name of the person you wish to grant access in the "Email" field. Click on the filter icon  and select "Contains".



8) Locate the name of the person. On the left-hand side of the page, under the *Select/Unselect* column, check to select > Scroll down > Click the Add All Users button



9) Under Options > Select "Manage Peer Access"



10) For both Wendy's account and Sally's account, ensure there is a checkmark next to the following Peer Access Rights: View, Withdraw, Edit Revised Budget, Submit Revised Budget to SRO, Manage Peer Access

User Information	
Names	Sally Egloff
Update Peer Access	<input checked="" type="checkbox"/> View <input type="checkbox"/> Edit <input type="checkbox"/> Submit <input type="checkbox"/> Delete <input type="checkbox"/> Withdraw <input checked="" type="checkbox"/> Edit Revised Budget <input checked="" type="checkbox"/> Submit Revised Budget To SRO <input checked="" type="checkbox"/> Manage Peer Access

11) Click the "Save and Continue" button. You will be brought to a list of users who currently have access to this proposal. Verify that the person you just added now appears on this list.