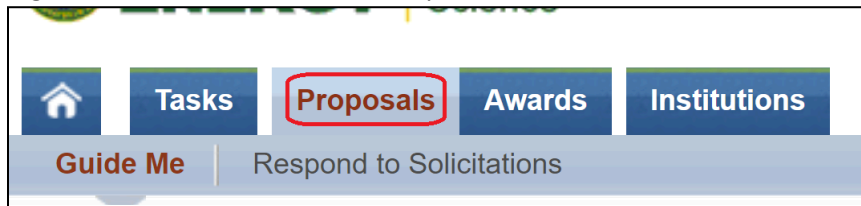# DOE - PAMS
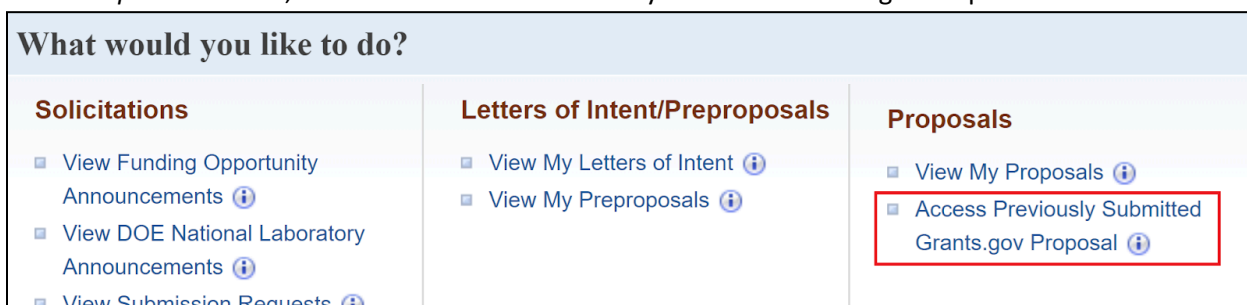## Granting Access to Grants.gov Proposals

For all proposals in PAMS, Wendy Montgomery (oraa@umd.edu) and Sally Egloff (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.

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"
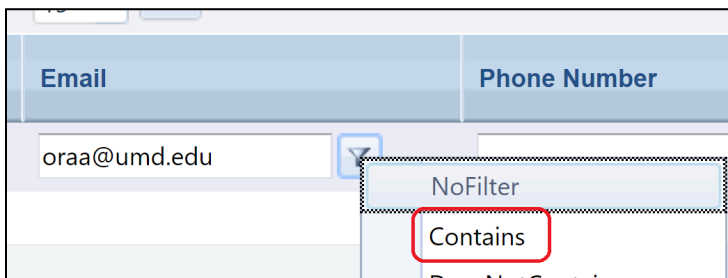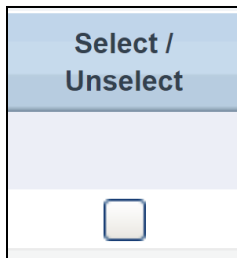
5) Select "Manage Peer Access"

Action
Manage Peer Access

View
📄 Proposal PDF ⬚
Other Attachment(s)
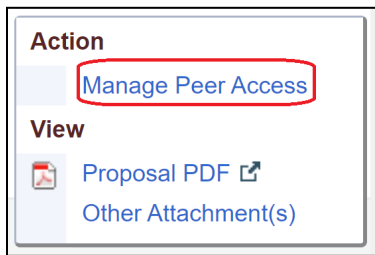
6) Click on the "Add New Person" link

⊕ Add New Person

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".

Email	Phone Number
oraa@umd.edu 🔽	
NoFilter	
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

Select / Unselect
☐

9) Under Options > Select "Manage Peer Access"

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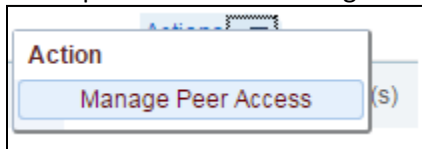
10) For both Wendy's account and Sally's account, ensure there is a checkmark next to the following Peer Access Rights: View, Withdraw, Edit Revised Budget, Submit Revised Budget to SRO, Manage Peer Access

User Information	
Names	Sally Egloff
Update Peer Access	☑ View ☐ Edit ☐ Submit ☐ Delete ☐ Withdraw ☑ Edit Revised Budget ☑ Submit Revised Budget To SRO ☑ 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.