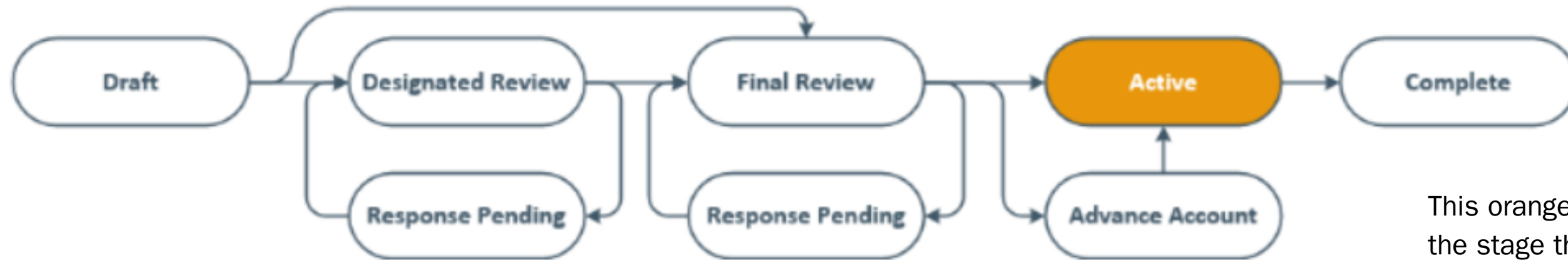


AWARD STUDY WORKSPACE: SUBMISSION WORKFLOW EXPLANATION GUIDE

The submission workflow allows you to track the progress of your agreement.



This orange oval signifies the stage the proposal is in.

- **Draft:** The Award Specialist creates the Award and begins setting up the award in PERA.
- **Designated Review:** This state will currently not be used.
- **Final Review:** Sent for final review to the Award Approver. It locks the award for editing.
- **Final Review Response Pending:** Changes, corrections, or responses are pending from the Specialist, Business Office, or other area. Will need to review the History tab to confirm.
- **Active:** The award has been approved and activated. The award will show active until it is closed in PERA.
- **Advance Account:** Notice to Proceed status means there is a risk to spending on this award.
- **Complete:** The award is closed.