

<u>Email Notification</u>	<u>Recipient</u>	<u>Purpose</u>
Regarding your involvement in Development Proposal...	PI, Co-I and Key Persons (as required)	Email notice sent to request the individual to certify a development proposal. Link provided in email to bring the individual directly to their certification questions.
All Proposal Persons Certified (NEW FEATURE 6/23/17)	All Aggregators listed on proposal	Email notice sent to inform when all proposal persons have certified.
Proposal is waiting for your Review and Approval (New Feature 6/23/17)	All Approver(s) listed for a specific routing stop (People Flow)	Email notice sent to a particular routing stop (DLC, Dean, OSP Liaison), to inform the Approver(s) of a proposal waiting for review/approval.
Proposal Approved by Another Approver	Approver(s), other than Proposal Approver	Email notice sent to alternate Approver(s), to inform that someone else reviewed and approved .
Proposal Returned by Another Approver	Approver(s), other than Proposal Returner	Email notice sent to alternate Approver(s) to let them know someone else has reviewed and returned proposal.
OSP is working on Proposal	PI, Aggregator(s) and OSP CA assigned to proposal	Email notice sent to inform recipients that the proposal reached OSP and assigned to OSP CA. Email now includes link to proposal.
Proposal has received final OSP Approval	Aggregator(s)	Email notice sent to inform that a proposal has received final OSP Approval, and an Institute Proposal # assigned.
Proposal has been returned for revisions (NEW 6/23/17)	Aggregator(s)	Email notice sent inform recipients that a proposal returned for revisions.

For questions about this feature, please email the Support Team at kc-help@mit.edu
Include your **Name, Contact Information**, and the **Proposal, Award, and IP Number**.