

<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	All Aggregators listed on proposal	Email notice sent to inform when all proposal persons have certified.
Proposal is waiting for your Review and Approval	All Approver(s) listed for a specific routing stop (People Flow)	Email notice sent to a particular routing stop (DLC, Dean, Sponsor 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 <b>approved</b> .
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 <b>returned</b> proposal.
Research Administration Support (RAS) is working on Proposal	PI, Aggregator(s) and Contract Administrator assigned to proposal	Email notice sent to inform recipients that the proposal reached RAS and assigned to Contract Administrator. Email now includes link to proposal.
Proposal has received final RAS Approval	Aggregator(s)	Email notice sent to inform that a proposal has received final RAS 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 [ra-help@mit.edu](mailto:ra-help@mit.edu)  
Include your **Name, Contact Information**, and the **Proposal, Award, and IP Number**.