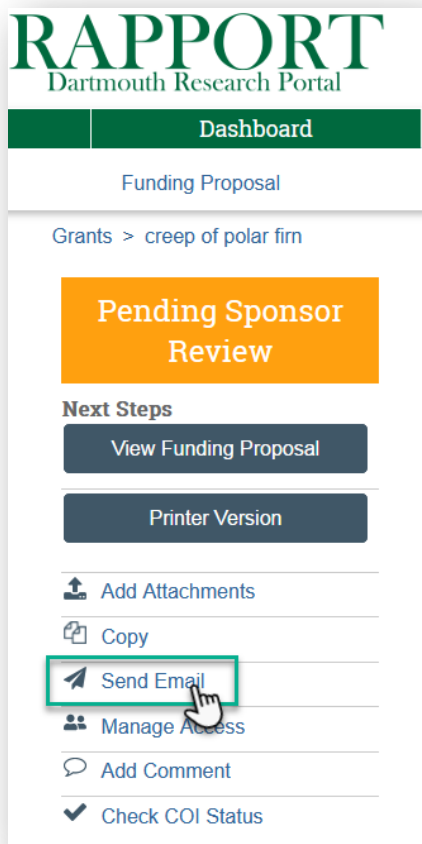


How to Request an Advance Account from a Funding Proposal:



- Go to RAPPORt > Grants > Funding Proposal
- Find and open the FP you wish to request an Advance Account for
- Click SEND EMAIL

1. * Email subject line:
Advance Account Request

2. * Select at least one group of recipients:
 All team members
 All editors
 All readers
 Specialist

Select any other recipient for this email: (Only editors and readers have access to the funding proposal.)

Salazar

Last	First	Organization	Preferred Email
Salazar	Carol	Medicine	Carol.M.Salazar@Dartmouth.edu
Salazar	Yvonne	Office of Sponsored Projects	Yvonne.M.Salazar@Dartmouth.edu
Salazar-Kish	Jolin	PE Administration	Jolin.M.Salazar-Kish@Dartmouth.EDU

3. * Comments to be included in the email:

Hi SRM,
Blah blah blah, blah blaaaah

Thank you
DRA

4. Supporting documents:

+ Add

Name

There are no items to display

OK Cancel

1. Type "Advance Account Request" in the subject line.
2. Enter the name of your SRM [or who the email should go to in their absence]
3. Add any information/message here.
4. Attach your Advance Account Request form and any other pertinent documentation.
5. Click OK to send email.