Job Aid: Manage Relationships
How to Manage Relationships

Proposals and Awards can be linked to Agreements using the “Manage Relationships” activity.

Follow the steps below to associate an agreement with a proposal or award:

1. Navigate to the Proposal Workspace or Award Workspace, as appropriate.
2. On the Workspace, click the Manage Relationships activity.

3. In the Manage Relationships window, search for the related submission you would like to link. Select the appropriate project and click OK.
4. When complete, click OK.

Note: Linked agreements are displayed on the Related Projects tab of the Workspace.