Use **Funding Anticipated** when an offer acknowledgment is received from the Sponsor.

**Funding Anticipated – Quick Guide**

1. Search for the Funding Proposal in the Grants Module. Proposals submitted to the sponsor will show up under the Sponsor Review tab.

2. OSP: Confirm the Specialist is the OSP Sr. Admin. Continue to Step 3.

   Submitting Schools: Assign the Specialist to the OSP Pre-Award Sr. Admin assigned to your portfolio. Continue to Step 3.

   Non-submitting Schools: Use the Send Grants Status Update or Send Email activity to notify OSP an award is anticipated. **Skip to Step 5.**

3. Click on the Funding Anticipated activity.

4. A new window will open with a place for comments and a place for documents.

5. Use the Add Attachments activity to add any other relevant attachments.

   The Funding Proposal will show up on the OSP Specialist’s Dashboard. They will determine if additional actions are needed, such as a JIT or response to the Sponsor.

**Note:** Emails can only be uploaded as PDFs or EML files.
Search for the Funding Proposal in the Grants Module. Proposals submitted to the sponsor will show up under the Sponsor Review tab.

OSP: Assign yourself as Specialist. Continue to Step 3.

Submitting Schools: Assign the Specialist to the OSP Pre-Award Sr. Admin assigned to your portfolio. Continue to Step 3.

Non-submitting Schools: Use the Send Grants Status Update or Send Email activity to notify OSP you received award documentation. (See image A on page 1.) Skip to step 5.

Click on the Award Letter Received activity.

A new window will open with the Award Letter Received fields, including a place for comments and a place for the direct sponsor award documents. Complete all fields and upload the award letter or agreement and click Ok.

Use the Add Attachments activity to add any other relevant attachments, including the email for the award letter.

Next Steps: OSP will initiate a Funding Award or Agreement.