

Assign a PIN to a Proposal

You can assign a Personal Identification Number (PIN) to a proposal. An Other Authorized User (OAU), who is not a PI or Co-PI, needs a proposal's PIN to log in to Proposals, Awards, and Status and work on the proposal (see [OAU Login](#)).

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).



Figure 1 Proposal Actions screen. The Proposal PIN button is circled.

2. In the **Temporary Proposals in Progress** list (Figure 1), highlight the proposal that you want to assign a PIN to.
3. Click the **Proposal PIN** button (Figure 1). The **Proposal PIN Control** screen displays (Figure 2) for that proposal.

Figure 2 Proposal PIN Control screen.

4. Type the PIN in the boxes provided (Figure 2).
5. Click the **OK** button (Figure 2). The **PIN Changed for Proposal** screen displays (Figure 3).

Figure 3 PIN Changed for Proposal screen.

6. Click the **OK** button (Figure 3). The **Proposal Actions** screen displays (Figure 1).

See also:

- [Create a new proposal](#)
- [Create a template for a proposal](#)
- [Create a new proposal from a template](#)
- [Edit a proposal](#)
- [Check a proposal for completeness](#)
- [Allow or Remove SPO access to a proposal](#)
- [Copy a submitted proposal](#)
- [Delete a proposal template](#)