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).

![Proposal Actions screen](image)

**Figure 1** Proposal Actions screen. The Proposal PIN button is marked.

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.
Proposal PIN control for 6337168

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 2  Proposal PIN Control screen.

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