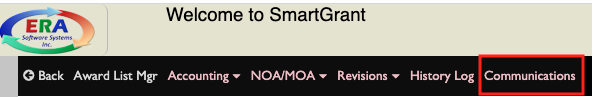
**COMMUNICATION LOG**

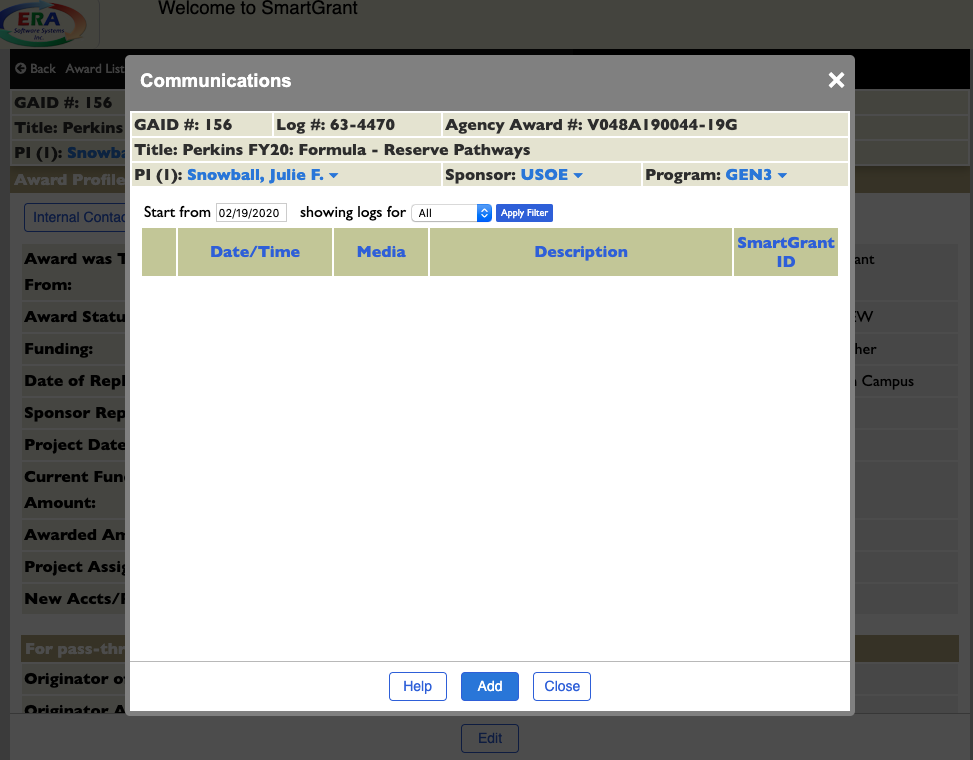
Track all communications and house documents in SmartGrant

**SENDING EMAILS**

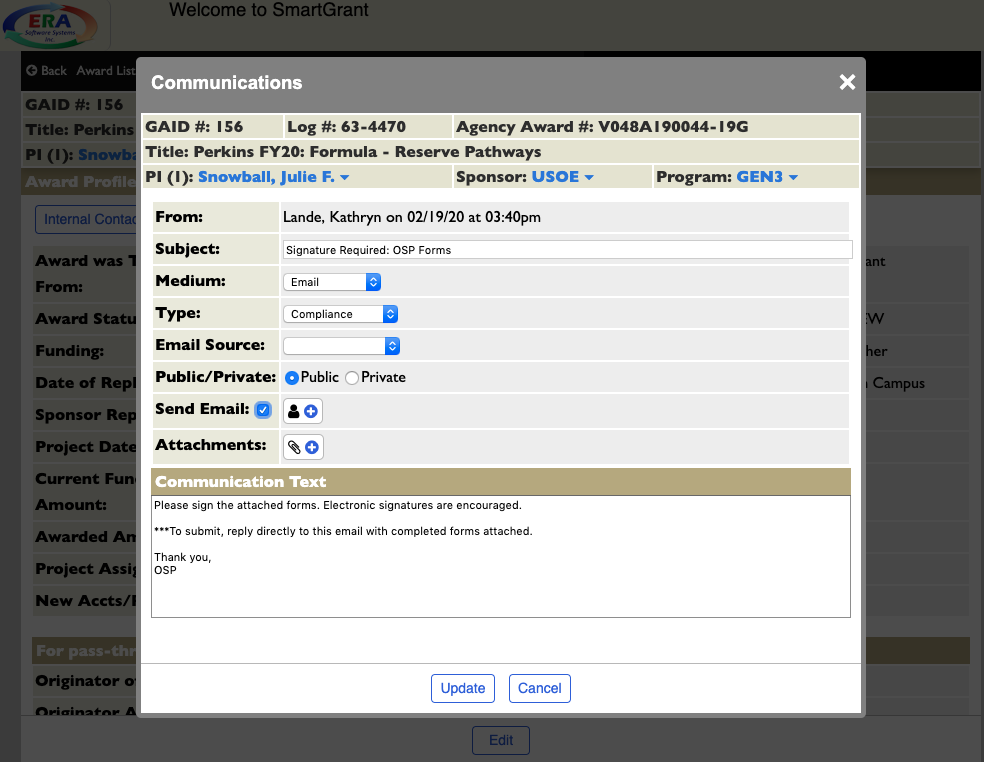
* In SmartGrant, select relevant award
* On the top menu, select “Communications”



* A pop-up box will open, select “Add”

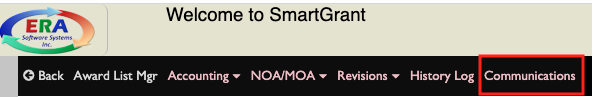


* In the communication pop-up, complete the following:
  + Subject:
  + Medium: select “Email”
  + Type:
  + Email Source: leave blank
  + Public/Private: “Public”
  + Send Email: select the box, then click on the person icon
    - You will be prompted to choose from auto-populated lists based on the PIs department chair, dean, or co-PIs
    - Select recipients to send email to, including CC and BCC options
  + Attachments: click on the paperclip icon to choose attachments to send
  + Communication Text: type personalized note. **Important** — include instructions for email recipients to respond directly to the original email. This ensures communications are logged within SmartGrant, without having to upload emails, notes or other files. 
    - *Suggested text:* To submit, reply directly to this email with completed forms attached.
  + Update

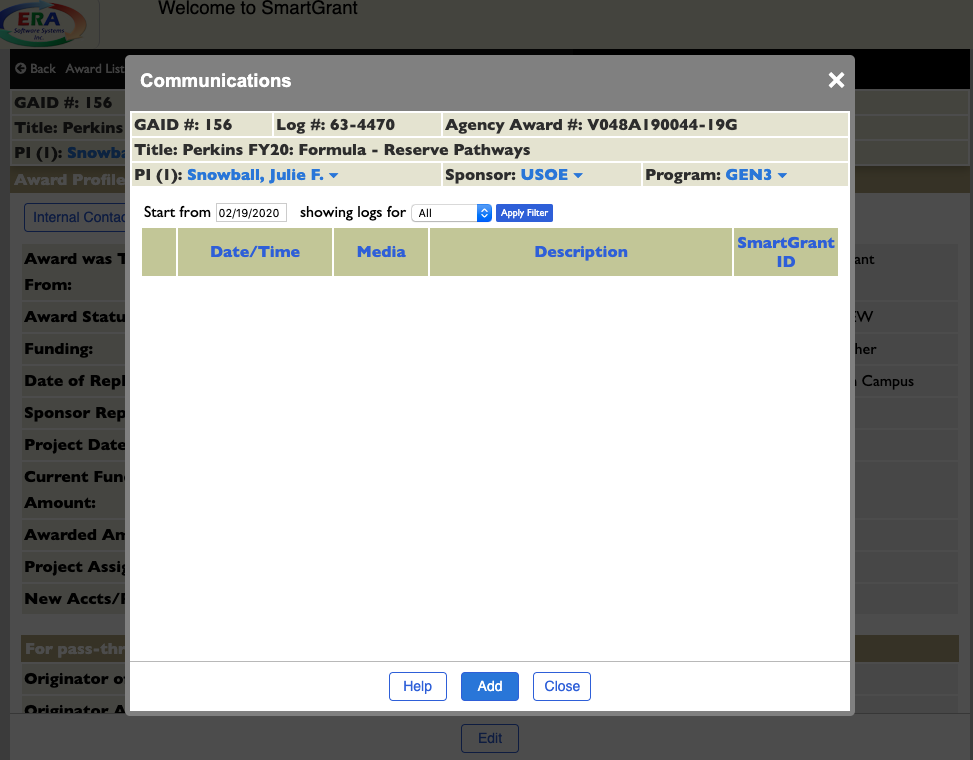


**ADDING NOTES**

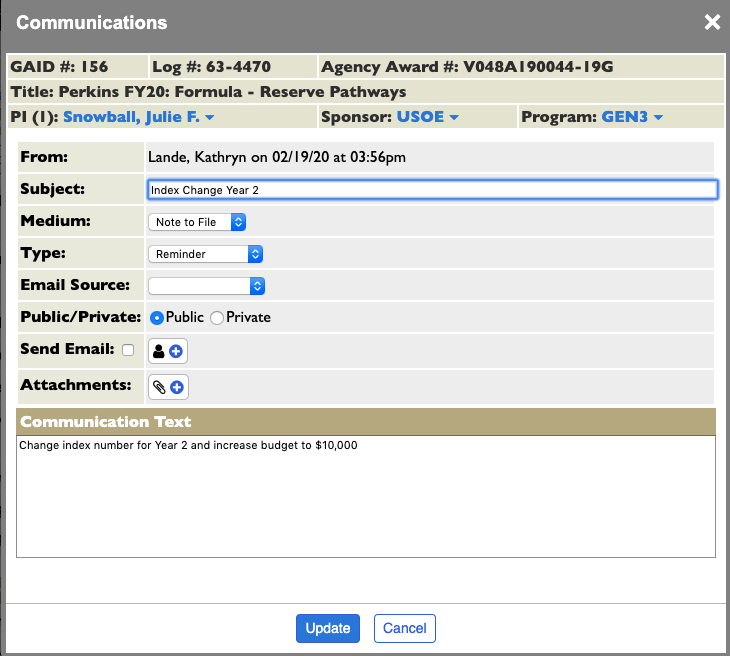
* In SmartGrant, select relevant award
* On the top menu, select “Communications”



* A pop-up box will open, select “Add”

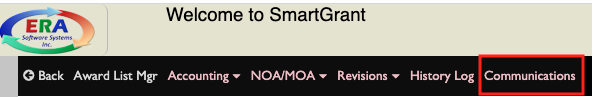


* In the communication pop-up, complete the following:
  + Subject:
  + Medium: select “Note to File”
  + Type:
  + Email Source: leave blank
  + Public/Private: “Public”
  + Send Email: leave blank
  + Attachments: click on the paperclip icon to choose attachments to send
  + Communication Text: type personalized note.
* Update



**VIEWING COMMUNICATIONS**

* In SmartGrant, select relevant award
* On the top menu, select “Communications”



* Select “Edit” icon on left of communication to open, view attachments, print, or delete

