1. Open the email you received from Phoebe - message looks like this:

   From: Phoebe <phoebe-notification@berkeley.edu>
   Date: Tue, Dec 3, 2013 at 6:02 PM
   Subject: Phoebe – Proposal Approval Request
   To: grin.lentz@berkeley.edu

   Your Phoebe Action List has an item that needs your approval:
   Document ID: 10396
   Initiator: Chitamitra, Artwood
   Type: Proposal
   Title: Proposal - Goldstein_CMU_IFSP_12/10/13

   To respond to this item, go to

2. Click on the link in the message - the Proposal Summary tab is immediately displayed.
3. Approve the proposal by clicking on the APPROVE button.
4. Return the proposal to our CSS RA team by clicking on the RETURN button and entering a reason for returning the proposal. Click YES.

For more information about Berkeley Law Contracts and Grants support, go to the website:

http://www.law.berkeley.edu/15607.htm
Lauren Hill, CSS RA Team Lead, lhill@berkeley.edu
Meg Garstang, CSS RA Liaison, mgarstang@law.berkeley.edu
1. Log in to Phoebe using your CalNet ID https://phoebe.rac.berkeley.edu/prod/

2. Open the Phoebe Action List.

3. Click on the Phoebe Doc ID link for the proposal title you would like to review and/or approve.

4. Click on the Proposal Summary tab.

5. Approve the proposal by clicking on the APPROVE button, OR

6. Return the proposal to our CSS RA team by clicking on the RETURN button and entering a reason for returning the proposal. Click YES.

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