

PAMS Automatic Email List

Email Recipient	Email Trigger	Email Subject	Email Body
Program Officer	Submitter hits "Submit Proposal for Review"	Proposal Submitted	<i>This is to notify you that Proposal xxxx has been SUBMITTED in the management system. Please follow the link xxxx to log on to the system to see the proposal's details and text.</i>
Submitter	Reviewer hits "send proposal back/ place on hold/ deny proposal/ approve proposal"	Proposal Returned Proposal On-hold Proposal Denied Proposal Approved	<i>This is to notify you that Proposal xxxx has been RETURNED TO YOU/ PLACED ON-HOLD/ DENIED/ APPROVED. Please follow the link xxxx or access the management system to see details related to this decision.</i>
Budget	CN document uploaded	Program CN Draft submitted	<i>This is to notify you that Proposal xxxx has been SUBMITTED to you to process a CN. Please follow the link xxxx or access the management system to see details related to this decision.</i>
	L/ F/ H/ S/P/ FO sets their CN clearance to "Yes"/ "No"/ "Questions for Budget"	Clearance Received Clearance Denied Requires Clarification	<i>This is to notify you that L/F/H/S/P/FO requires clarification/ has cleared/ has denied CN xxxx. Please follow the link xxxx or log-in to the Project Activity Management System to take action on this item.</i>
L/ F/ H/ S/P/ FO	Budget sets L/ F/ H/ S/P/ FO CN Clearance to "Pending"	CN Clearance Awaiting Approval	<i>This is to notify you that CN xxxx has been submitted to you for clearance for the CT Bureau. Please follow the link xxxx or log-in to the Project Activity Management System to take action on this item.</i>
Submitter Program Officer Budget	Budget/ L/ F/ H/ S/P/ FO set any CN Clearance to "Questions for Program" or "Questions for Both"	Requires Clarification	<i>This is to notify you that Budget/ L/ F/ H/ S/P/ FO requires clarification on CN xxxx. Please follow the link xxxx or log-in to the Project Activity Management System to take action on this item.</i>
	Budget sets CN Congressional Approval Status to "Approved"	CN Approved	<i>This is to notify you that a CN with Proposal(s) xxxx has been APPROVED. Please access the management system to see details related to this decision.</i>
Submitter Program Officer	Budget sets CN Congressional Approval Status to "Pending/ Denied/ Withdrawn/ Placed On-Hold"	CN Transmitted CN Denied CN Withdrawn CN Placed On-Hold	<i>This is to notify you that a CN with Proposal(s) xxxx has been TRANSMITTED/ DENIED/ WITHDRAWN/ PLACED ON-HOLD. Please access the management system to see details related to this decision.</i>
	Budget hits "Save and Complete Funding/Implementation"	Program Funding Approved	<i>This is to notify you that funding for Proposal xxxx has been APPROVED. Please follow the link xxxx or access the management system to see details related to this decision.</i>
Program Officer Legal Budget	Budget sets L Funding/Implementation Clearance to "Pending"	Funding Legal Clearance Set To Pending	<i>This is to notify you that a Funding Legal Clearance Status with Proposal xxxx has been set to Pending. Please follow the link xxxx or access the management system to view the proposal.</i>
	L sets their Funding/Implementation Clearance to "Yes"	Funding Legal Clearance Approved	<i>This is to notify you that a Funding Legal Clearance Status with Proposal xxxx has been set to Yes. Please follow the link xxxx or access the management system to view the proposal.</i>