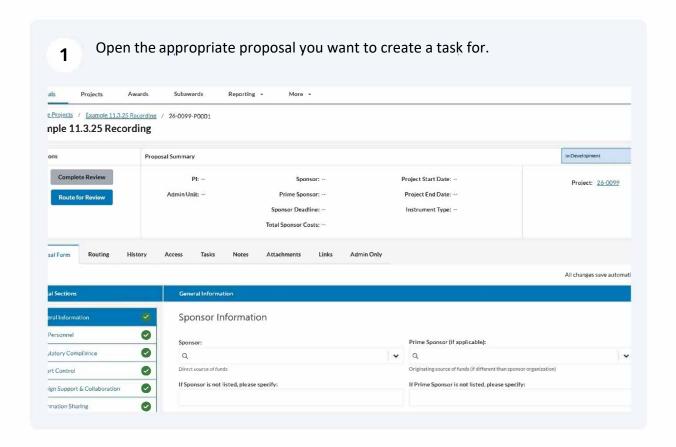
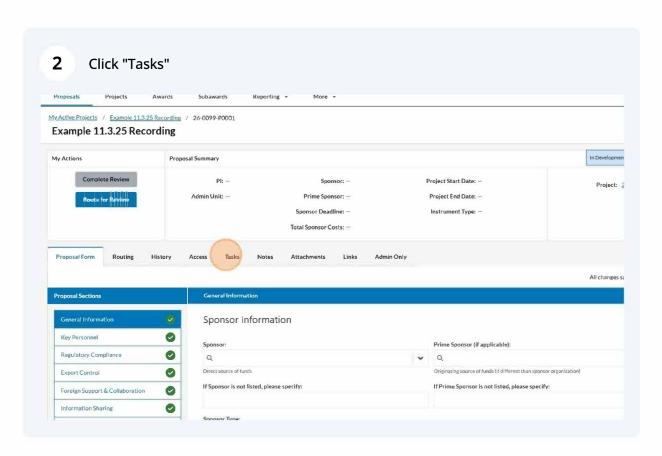
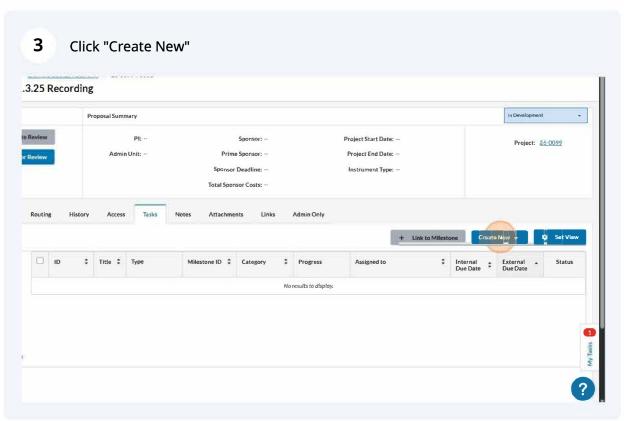
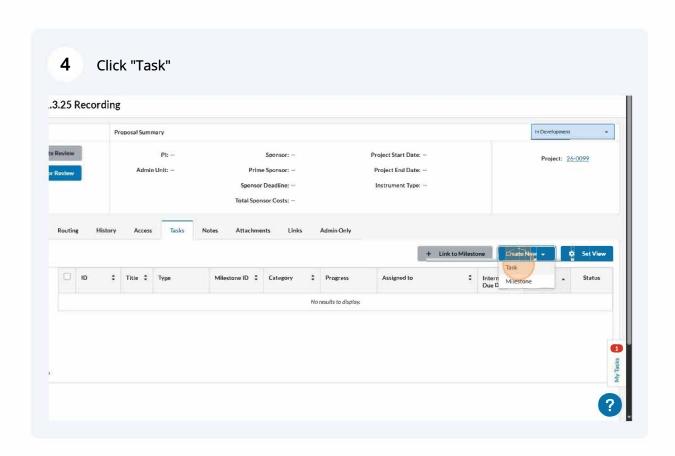
## **Create a Task**

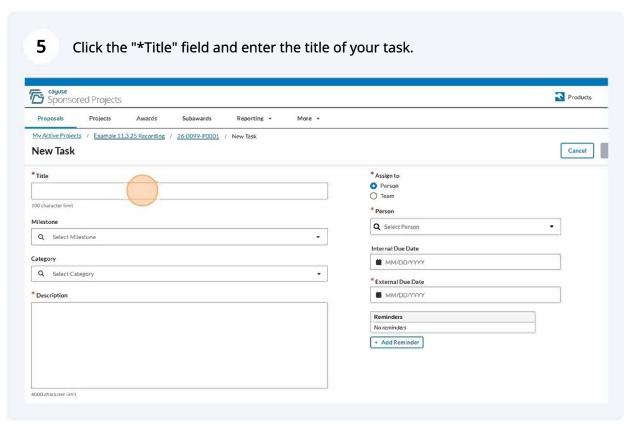


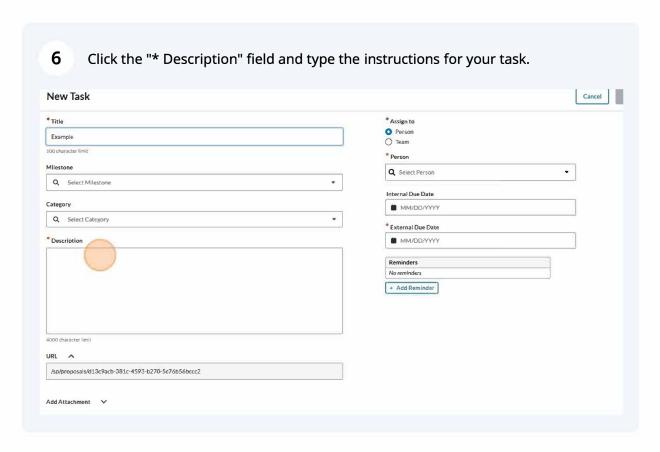


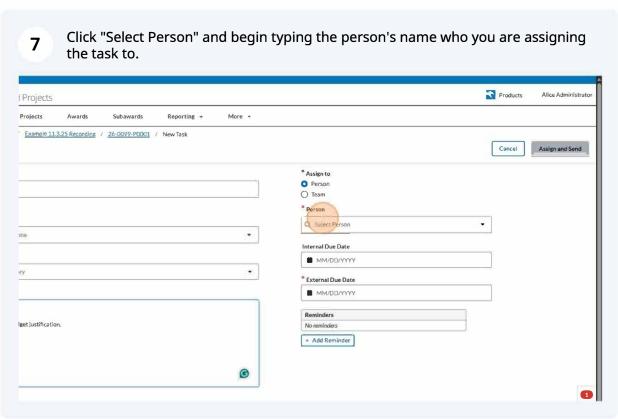


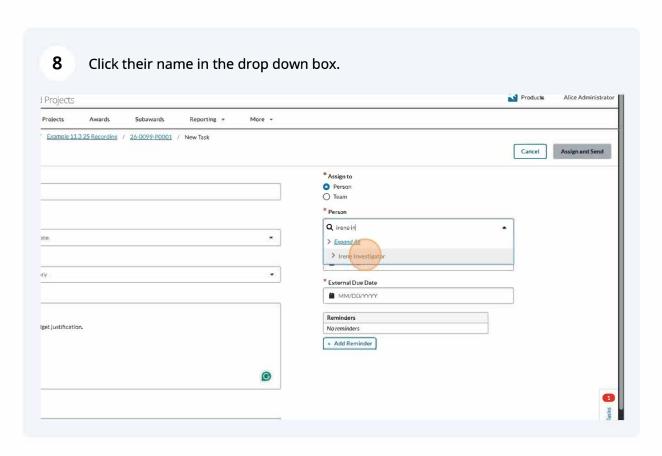


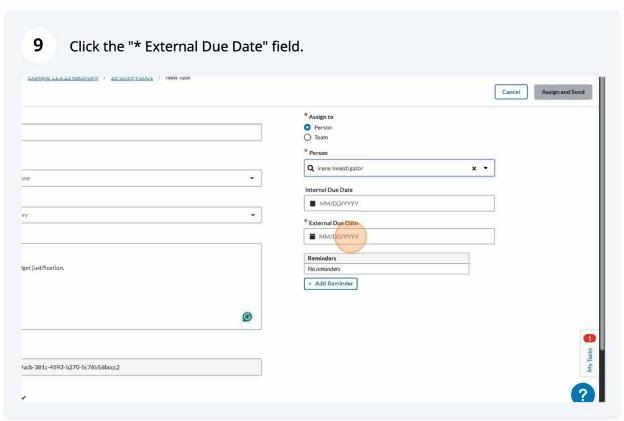


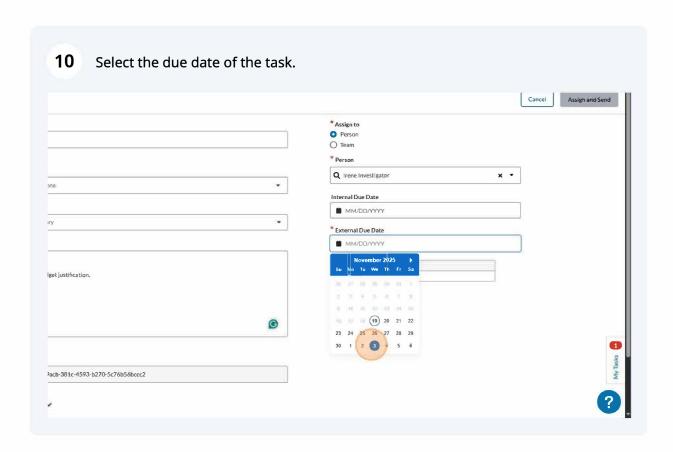


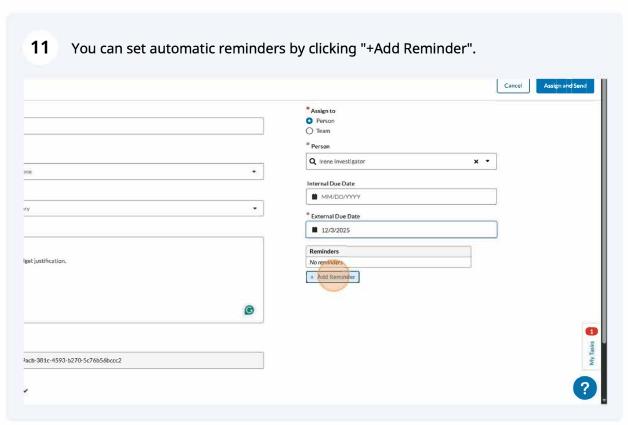




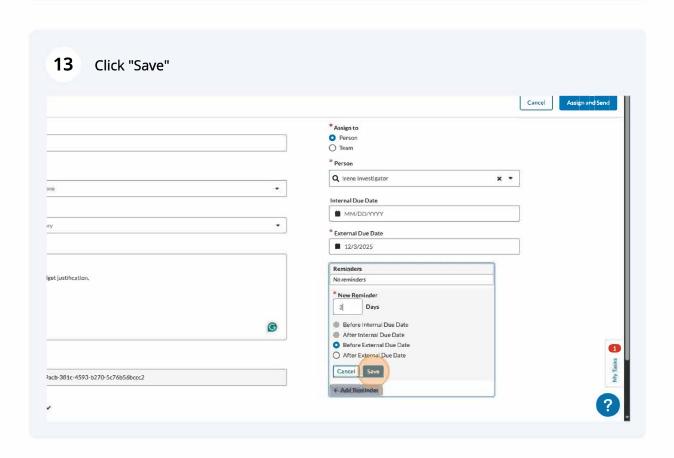








Type the number of days and select the appropriate radio button for your 12 reminder. Proposals Projects Awards Subawards Reporting + Mv.Active Projects / Example 11.3.25 Recording / 26-0099-P0001 / New Task Cancel Assign and Serv New Task Person
Team SHIEL MENERAL DOOR Q Irene Investigator × × Q Select Milestone Internal Due Date Category ■ MM/DD/YYYY Q Select Category . \* External Due Date \* Description **12/3/2025** Dear Pl. Reminders Please send the budget justification. New Reminder Before Internal Due Date
 After Internal Due Date 0 Before External Due Date
 After External Due Date Cancel Save /sp/proposals/d13c9acb-381c-4593-b270-5c76b56bccc2 + Add Reminder Add Attachment 💙



14 Click "Assign and Send" to complete your task assignment. Products Alice Administrator 1 Projects Projects Awards Subawards Reporting -More • Example 11.3.25 Recording / 26-0099-P0001 / New Task Cancel \* Assign to Person ○ Team \* Person Q Irene Investigator Internal Due Date MM/DD/YYYY \* External Due Date 12/3/2025 lget justification. 2 days before External Due Date - 12/1/2025 1 day before External Due Date - 12/2/2025 + Add Reminder 0

You will be brought back to the tasks tab under that proposal. Here you can view 15 the task history. Click the Closed checkbox to view closed tasks as well. Your new task has been assigned and sent. Total Sponsor Costs: Proposal Form Routing History Attachments Links Admin Only STATUS Irene Investigator morgan.chapman+Investigator@cayuse.com School of Professional Nursing ✓ In Progress 12/3/2025 On Hold Closed 10 per page • Showing 1/1 items SP Adhoc