

Managing Session Proposal Collaborators:

Once you start a session proposal you automatically become the owner and Primary Collaborator with access to the Manage Collaborators page.

The Primary Collaborator is the owner of the proposal. They can invite or remove collaborators and transfer ownership to a collaborator. Only they can submit the proposal for review.

Collaborators only have access to the proposal's submission form. They cannot see who else is collaborating on the session proposal, and they cannot submit the proposal for review.

Communication about the contents of a proposal:

If the Point of Contact is not the owner/Primary Collaborator, SACNAS will contact both the owner and Point of Contact with questions regarding content of the proposal. If someone else writes to SACNAS about a proposal the owner/Primary Collaborator and Point of Contact will be looped in.

Other Communication about a proposal:

All other communication will be directed solely at the Point of Contact, who is responsible for sharing any updates with those involved in the proposal.

Add a Collaborator

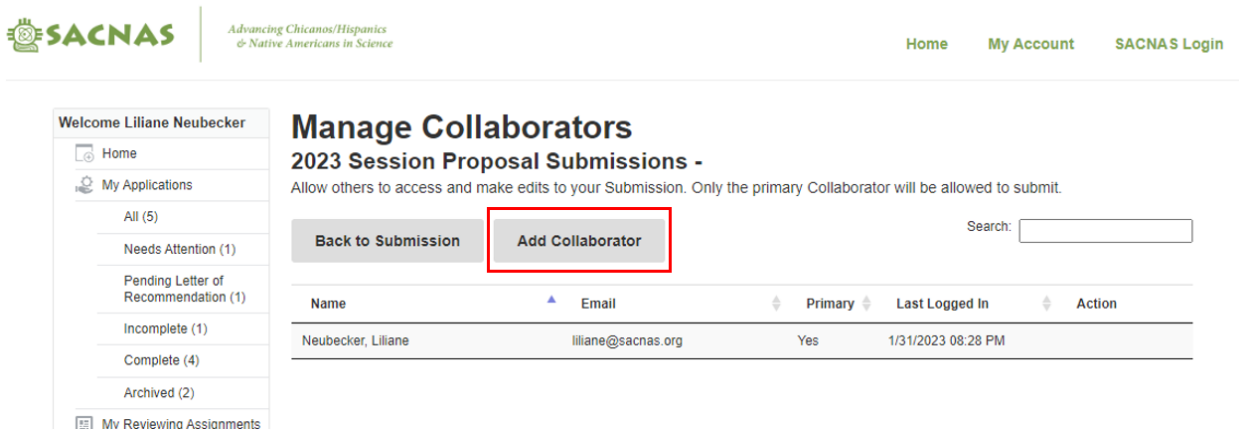
Collaborators only have editing access to the proposal, they cannot change ownership, see, add, or remove other collaborators, and they cannot submit the proposal for review.

1. From the Session Proposal Submission Form click on the “Manage Collaborators” button



The screenshot shows the SACNAS website interface. At the top, there is a navigation bar with the SACNAS logo, the tagline "Advancing Chicanos/Hispanics & Native Americans in Science", and links for "Home", "My Account", and "SACNAS Login". Below the navigation bar, a sidebar on the left displays a welcome message for "Liliane Neubecker" and a list of application statuses: "Home", "My Applications" (All (5), Needs Attention (1), Pending Letter of Recommendation (1), Incomplete (1)), and "My Reviewing Assignments". The main content area shows the breadcrumb "Home / My Proposals / 10423 - New Proposal" and the title "2023 Session Proposal Submissions". A "Manage Collaborators" button is highlighted with a red box. Below the title, there are links for "Point of Contact" and "Diversity" leading to a "Submission Page". A green bar at the bottom of the main content area is labeled "Point of Contact".

2. From the Manage Collaborators page click on the “Add Collaborators” button

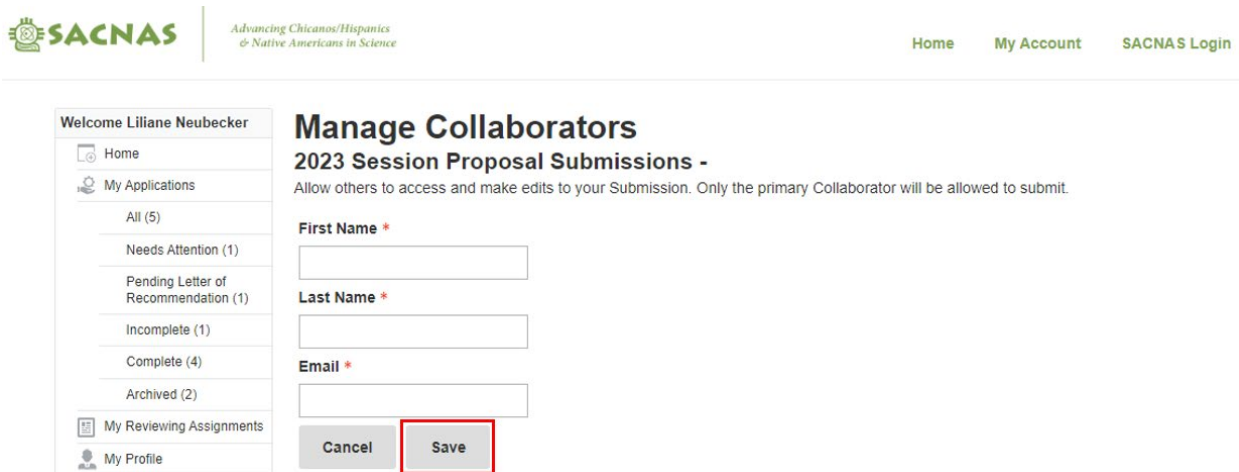


The screenshot shows the "Manage Collaborators" page for the "2023 Session Proposal Submissions". The page title is "Manage Collaborators" and the subtitle is "2023 Session Proposal Submissions -". Below the title, there is a note: "Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit." There are two buttons: "Back to Submission" and "Add Collaborator", with the latter highlighted in a red box. A search input field is located to the right of the buttons. Below the buttons is a table with the following data:

Name	Email	Primary	Last Logged In	Action
Neubecker, Liliane	liliane@sacnas.org	Yes	1/31/2023 08:28 PM	

3. You will then be prompted to add the name and email of the person you would like to invite. Once you click Save they will receive an email from sessions@sacnas.org that will inform them that they have been added as a collaborator to edit the proposal. Read on for Removing a Collaborator.

Note: collaborators only have access to the form fields, they cannot see or change other collaborators, nor can they submit the proposal for review.



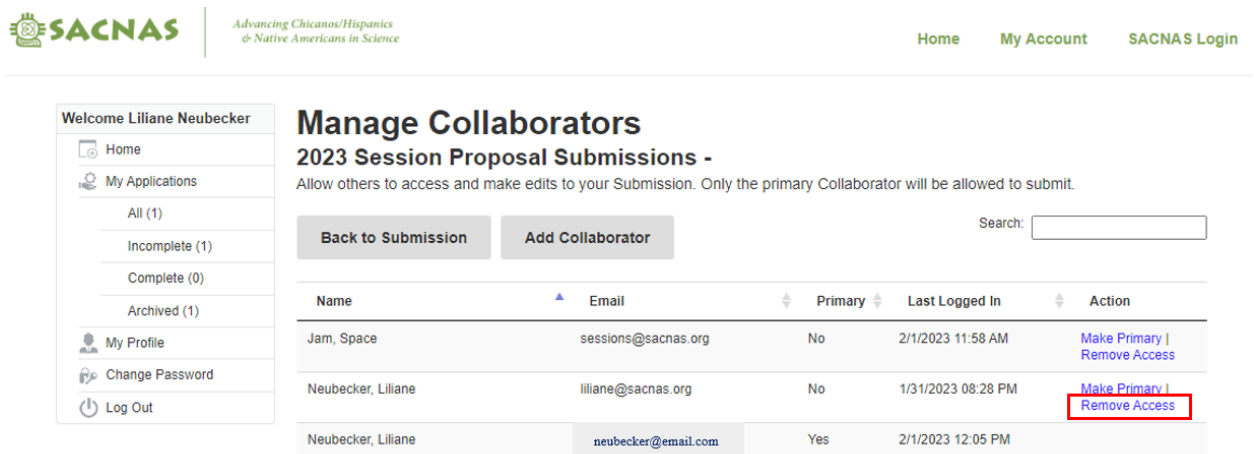
The screenshot shows the "Add Collaborator" form on the "Manage Collaborators" page. The page title is "Manage Collaborators" and the subtitle is "2023 Session Proposal Submissions -". Below the title, there is a note: "Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit." The form has three input fields: "First Name *", "Last Name *", and "Email *". Below the input fields are two buttons: "Cancel" and "Save", with the latter highlighted in a red box.

Remove a Collaborator

1. From the Session Proposal Submission Form click on the “Manage Collaborators” button



2. From the Manage Collaborators page click on “Remove Access” on the right-hand side of their row. They will **not** be notified of this change; you can add them back at any time using the Add Collaborator instructions.



Working in the Proposal Simultaneously

Users will receive notices if other users have the proposal open. The Primary Collaborator can kick-off other users from the proposal by clicking “Yes, I want to take over editing”. Other users will only see an error message informing them. **Make sure you are not working at the same time to avoid losing your work.**

Warning

Space Jam is currently editing this form. Do you wish to take over editing and switch Space Jam to a read-only view?

[Yes, I want to take over editing](#)

Error

Space Jam is currently editing this page.
Please, reload.

Transfer proposal ownership // Assign a new Primary Collaborator

The primary collaborator is considered the owner of the proposal and is the only user who can access the “Manage Collaborators” page and submit the proposal for review.

Transferring ownership means you will no longer be able to manage collaborators or submit the proposal, but you will still have access to the proposal as a collaborator, as long as the new Primary Collaborator does not remove you from the proposal.

1. To switch ownership of your proposal, first make sure that their email address is spelled correctly and that they still have access to that inbox.
2. Next click “Make Primary” on the row of collaborator you would like to transfer ownership to.



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& Native Americans in Science

[Home](#) [My Account](#) [SACNAS Login](#)

Welcome Liliane Neubecker

- Home
- My Applications
 - All (1)
 - Incomplete (1)
 - Complete (0)
 - Archived (1)
- My Profile
- Change Password
- Log Out

Manage Collaborators

2023 Session Proposal Submissions -

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

[Back to Submission](#) [Add Collaborator](#) Search:

Name	Email	Primary	Last Logged In	Action
Jam, Space	sessions@sacnas.org	No	2/1/2023 11:58 AM	Make Primary Remove Access
Neubecker, Liliane	liliane@sacnas.org	No	1/31/2023 08:28 PM	Make Primary Remove Access
Neubecker, Liliane	neubecker@email.com	Yes	2/1/2023 12:05 PM	

3. You will be prompted to confirm that you wish to assign a new Primary Collaborator. Once you click OK, they will receive an email informing them of this change and you will be redirected to the proposal as you will no longer have access to the Manage Collaborators page.

