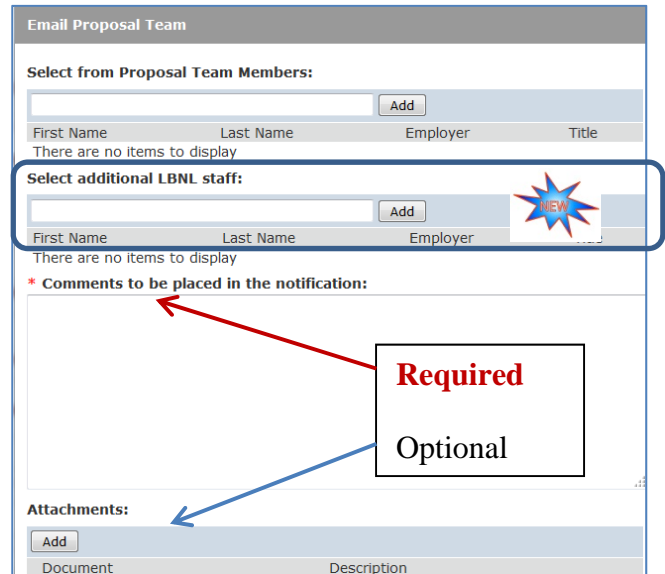


Customized notifications in eSRA are created using the activities "email Proposal Team" or "email Research Team." In addition to selecting from a short list of the team identified in the proposal or award, **the user is able to select any other LBNL or BSO staff person for a customized email.**

**Benefits**

- Standard information auto-filled by eSRA system saving time and keystrokes
- Email and optional attachments stored in the history of the proposal, award or modification within eSRA for reference.

**Email Team** (available to anyone with security permissions to view the proposal or award)




 **Email Proposal Team**

Team Members list includes:

- PI
- Additional persons identified on View 4. \_\_\_
- CO
- All proposal RAs
- All post award RAs

Email notification will include the following:

- Standard subject line
- Standard identification of the proposal
- A link to the proposal
- Comments entered by the user
- Attachments uploaded by the user

 **Email Award Team**

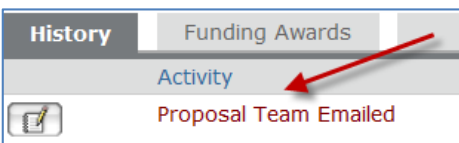
(for awards and modifications)

Team Members list includes:

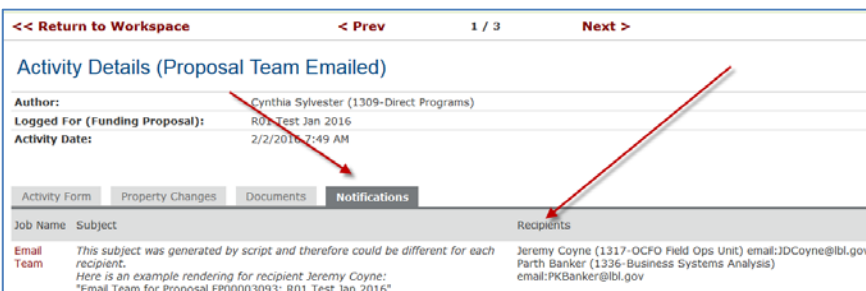
- PI
- CO
- TA (Technical Assistants identified and added by the PI)
- All post award RAs

Email notification will include the following:

- Standard subject line
- Standard identification of the award
- A link to the award or modification
- Comments entered by the user
- Attachments uploaded by the user



**Optional: Confirming the email was sent**  
Click the activity in History.



Click the Notifications tab to see the recipients.