How to Submit Your Proposal into Internal Routing

- Go to the Georgia Southern University webpage
- Click on MyGS and login
- Under Research Resources select the “Cloud Express” Tab
- You will be directed to the cloud express homepage
  - In the right top corner, select “Action List”
  - Your proposals will be listed on the page
  - Choose the proposal you want to submit into routing
  - Select “Show” on the left, then select “Open Proposal” in the middle of the page
  - On the left, there are multiple tabs, select “Summary/Submit”
  - Select “Submit for Review” and your proposal will be submitted into routing
  - A question will appear on the screen, select “Yes”
- Once you complete this process, ORSSP will receive an email to approve the action; after the grant coordinator approves the proposal, you will receive the same email telling you that you have an action to approve
  - Return to Cloud Express, select “Action List” in the top right corner
  - Select “show”, then “open proposal” and select “Approve”
- When you are finished, select your user name in the top right hand corner and log out
- Please contact your grant coordinator if you have any problems or questions.