STUDENT LEARNING FEE VIEWING & PRINTING
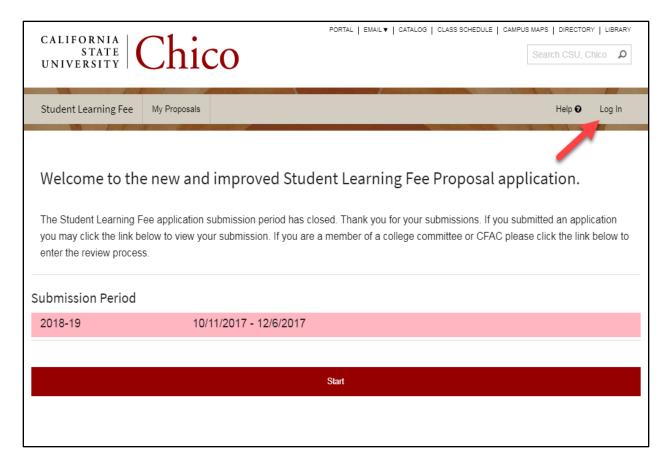
CALIFORNIA STATE UNIVERSITY, CHICO

Viewing and Printing Individual Proposals

Proposals may be viewed and printed by campus users.

1. To view and/or print proposals, log into the SLF web application using your campus login and password (the language on the home page may vary from what is shown below).

2. If you are a **submitter,** select "My Proposals" from the tan banner under the Chico State logo.
   a. To view an individual proposal, click on the proposal title and the detailed proposal will open. Scroll through the proposal as needed. Press Ctrl+P to open a print dialogue box. Either send it to a printer or save it on your device as a pdf.
   b. If the submission deadline has passed you will not be able to edit the proposal. If you find that pertinent information was inadvertently left out of your proposal, please email the information to slf@csuchico.edu, explaining the situation.
   c. If you wish to withdraw a proposal, please email slf@csuchico.edu, explaining the situation. Withdrawing a proposal does not delete the proposal; it removes the proposal from the list of active proposals. The proposal remains in the system and is eligible to be submitted in a future cycle.

3. If you are a **SLF committee member**, the application should open on your units' Committee Review page.
    a. To view an individual proposal, click on the proposal title and the detailed proposal will open**.** Scroll through the proposal as needed. Press Ctrl+P to open a print dialogue box. Either send it to a printer or save it on your device as a pdf.

4. If you are a **regular campus user**, the application should open on a general page where there is a Search box available. You can search by keyword, proposal number, program code, college, submitter, etc.

5. Log out and close the browser when you are done.

Please see http://www.csuchico.edu/slf/ for more information.