



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).

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Welcome to the Student Learning Fee Proposal application.

The Student Learning Fee proposal submission period for the 2020-21 award year will open on October 21st and you may enter proposals until it closes at 5:00 pm on December 5th.

If you submitted a proposal for the 2018-19 and/or 2019-20 award year(s) that you wish to view, click "Start" below and login using your campus login and password.

Submission Period

2020-21	Open: 10/21/2019	Closes: 12/05/2019
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Start

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 archive.

3. If you are a **SLF committee member**, the application should open on your units' proposal 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.