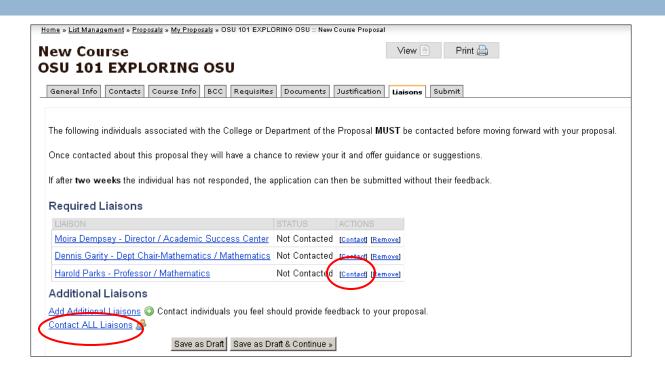
- This feature has been added to facilitate communication across units.
- A liaison list is automatically generated by the system upon submission of a proposal and sent to the designated curriculum contact for that unit.
- Proposers have opportunity to add contacts to the liaison list to further communication or inform units of curricular additions or changes.
- The system will automatically send liaison request e-mail and tracks responses when the proposal is submitted.
- Once all responses have been received or the required **two week response period** has expired, the system will automatically forward the proposal.

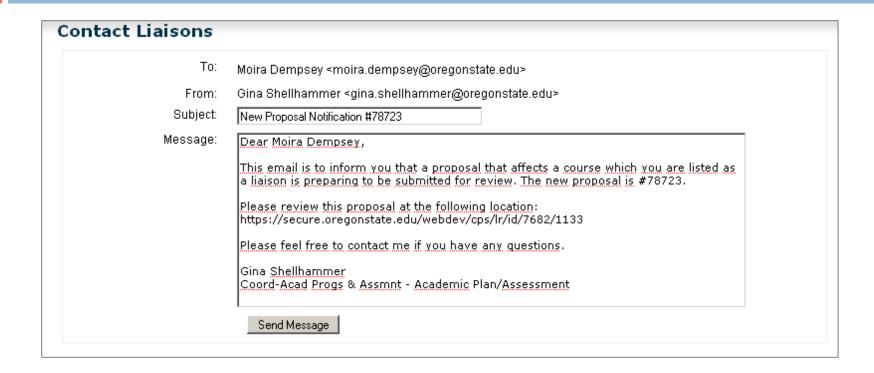
# Liaisons Page



- When a proposal is ready for liaison, click the contact links. For convenience, the Contact ALL Liaison link will contact all listed liaison at the same time. An automated e-mail is generated and sent.
- Liaison contacts have a maximum two week response period before the liaison period expires and a proposer will be allowed to submit the proposal for review.



# Automated Liaison Request



A liaison request e-mail with standardized language is generated. However, proposers can edit and personalize the e-mail.

#### Example Liaison Request E-Mail

Do not reply directly to this message, it was generated by the Curriculum Proposal System. To respond, please visit this site: https://secure.oregonstate.edu/ap/cps/lr/id/6111
This message comes from the originator of the proposal:
Dear Kevin Gable,
This email is to inform you that a proposal that affects a course which you are listed as a liaison is preparing to be submitted for review. The new proposal is #78050.
Please review this proposal at the following location: https://secure.oregonstate.edu/ap/cps/lr/id/61111818
Please feel free to contact me if you have any questions.
Dodi Reesman Advisor-Academic - Animal Sciences
=-=
This message was sent as a part of the Curriculum Proposal System <a href="https://secure.oregonstate.edu/ap/cps">https://secure.oregonstate.edu/ap/cps</a>

Embedded Links in the Liaison Request e-mail direct liaison contacts to the Curriculum Proposal System.



Kevin Gable - Liaison Proposal Response

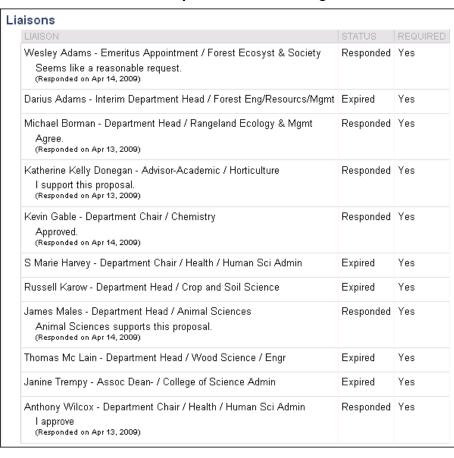
Please review the draft proposal below and send a response. Adding a response will allow this proposal to move forward in the review process. If there are issues that need to be addressed, please contact the originators.

Your Response:

Submit

Comments and concerns can be entered in the Liaison Response text box.

#### Example liaison list generated from a proposal.



- Notice that dated comments from the designated unit contact become noted in the proposal.
- Expired indicates that the liaison did not respond in the two week liaison request period.