![University of Michigan Finance Sponsored Programs logo]

Accessing the Electronic Sub P/G Form in FINPROD

Here is how you can access the new, electronic Request for Sponsored Sub PGs form.

Quick Steps

Adding the **Request for Sponsored Sub P/Gs** tile to Homepage.

1. Go to **Wolverine Access**: wolverineaccess.umich.edu.

2. Choose the three dots to **Personalize Homepage**.

3. Then search for and add the **Request Sponsored Sub PGs** tile to your home page for easier access in the future.
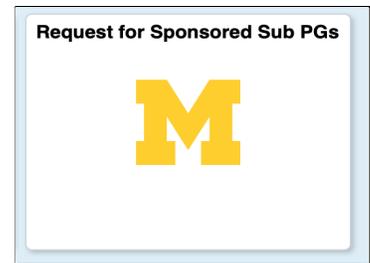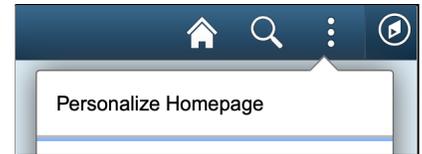
Detailed Steps

Locating the **Request for Sponsored Sub P/Gs** Section

1. You can start at **Wolverine Access** - https://wolverineaccess.umich.edu.

2. Search for FINPROD, Financials, or MPathways, which will locate the FIN - **Financials & Physical Resources System** - **MPathways button/tile**.

3. Click the tile and arrive at FINPROD main page. Once there, **click on the circular compass button** in the upper right corner of the window.

4. This expands the right menu of the Navigator. **Click on the Navigator icon.**
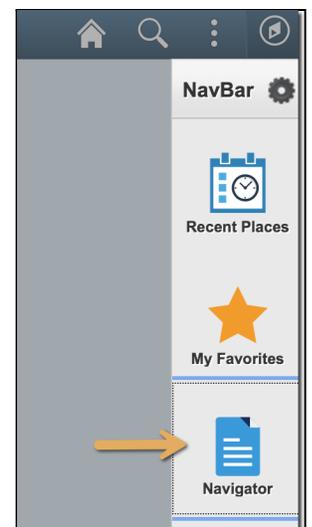
5. From the Navigator Choose :
    Set up Financials/Supply Chain.
        Common Definitions
            Design ChartFields
                Define Values
     ○   Request for Sponsored Sub PG
     ○
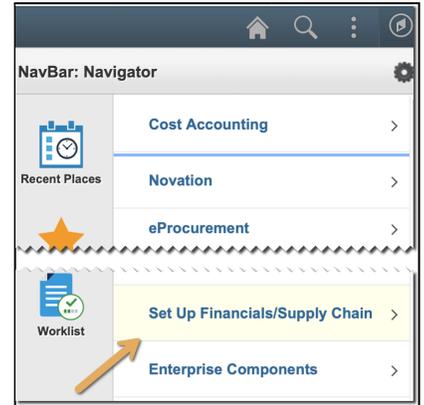
6. Arrive at the page. Choose **Add a New Value** tab.
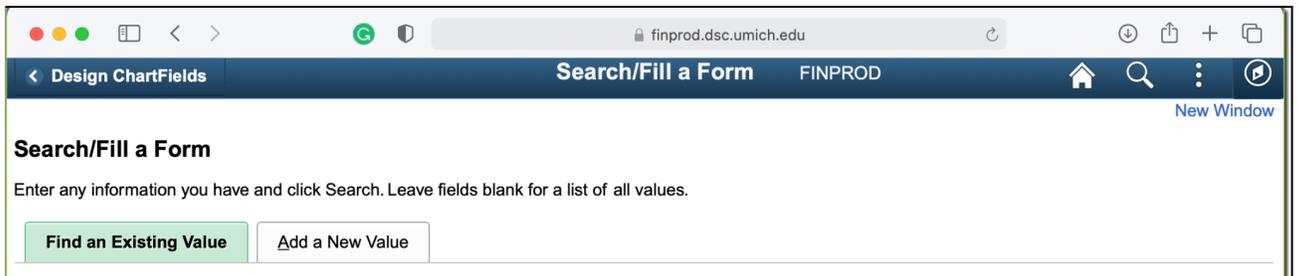
7. Arrive at the **Request for Sponsored Sub PGs** page. Complete the form. Read instructions. Add Attachments