# Instructions for Editing Routing Form while in Workflow

You can edit certain fields within the routing form while it is in workflow.

1. To edit these fields, click the *Edit* button in the upper right corner of the form.



1. Once the edits have been made, click the *Save* button in the upper right corner.



**Fields that can NOT be edited while the form is in workflow are:**

Contact PI, Co-PIs, co-Investigators or key personnel.

Workflow Approving department once it has been submitted to Workflow.