## How to forward an ISP in the system

When you are ready to forward an ISP, for example when you have finished writing the preliminary ISP or reviewed an ISP for follow-up, you do this in two steps.

First, press the blue "**Save and send**" button at the bottom right (see red marking in the image below).

Startpage	New Individual study plan					
Individual study plans	O Not Visible Internally ■ Proposal					
tarrioual stady plans	1: General information *	2: Research plan	3: Commitments	More -		
Notifications						
statistics						

Then you will have different choices depending on what role you have. **Note!** The default option (grayed out) means that the ISP is saved but **not** forwarded. To forward it, you must actively choose another option, see an example below. Then press "**Save**" - only then is the ISP forwarded.

	Set status	
l	Proposal This status is for inital drafting	^
0	Preliminary ISP draft Choose this status if this is a preliminary ISP for a new doctoral student (before admission of the student).	
ic	ISP draft for year 2, 3 or 4 (supervisor can edit) Choose this status for ISP:s for doctoral students that are already admitted to doctoral education.	
or L u	Cancel	dr pr
ct		