

Please only use placeholders from this list in your SP 4.0 email template or the placeholders will not work.

## SP 4.0 Placeholder List

Placeholders pull data from the product and are transformed in the email. Copy and paste the full placeholder, including the double curly brackets.

**Limitation:** The {{Condition.Question}} and {{Condition.Answer}} placeholders currently only display the first question and answer for a given SP review rule. A future update is needed to display all potential condition questions and answers that triggered the rule now that multiple conditions can be defined in the rule builder.

Placeholders	Description	Default Templates that Utilize Placeholder
{{Proposal.Number}}	The number assigned by the system to a proposal.	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Notification Rule - Proposal</li> <li>● Certification Rule - Proposal</li> <li>● Research Team Review Rule - Proposal</li> <li>● Unit Review Rule - Proposal</li> <li>● InfoReady Review Rule</li> </ul>
{{Award.Number}}	The number assigned by the system to an award.	<ul style="list-style-type: none"> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Award</li> <li>● Certification Rule - Award</li> <li>● Research Team Review Rule - Award</li> <li>● Unit Review Rule - Award</li> </ul>
{{Project.Title}}	Title of the project that a proposal or award is assigned to.	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Proposal</li> <li>● Team Notification Rule - Award</li> <li>● Certification Rule - Proposal</li> <li>● Certification Rule - Award</li> <li>● Research Team Review Rule - Proposal</li> <li>● Research Team Review Rule - Award</li> <li>● Unit Review Rule - Proposal</li> <li>● Unit Review Rule - Award</li> <li>● InfoReady Review Rule</li> </ul>
{{Target.FirstName}}	First name of the target recipient of a routing rule.	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Proposal</li> <li>● Team Notification Rule - Award</li> <li>● Certification Rule - Proposal</li> <li>● Certification Rule - Award</li> <li>● Research Team Review Rule - Proposal</li> </ul>

		<ul style="list-style-type: none"> <li>● Research Team Review Rule - Award</li> <li>● Unit Review Rule - Proposal</li> <li>● Unit Review Rule - Award</li> <li>● InfoReady Review Rule</li> </ul>
{{Target.LastName}}	Last name of the target recipient of a routing rule.	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Proposal</li> <li>● Team Notification Rule - Award</li> <li>● Certification Rule - Proposal</li> <li>● Certification Rule - Award</li> <li>● Research Team Review Rule - Proposal</li> <li>● Research Team Review Rule - Award</li> <li>● Unit Review Rule - Proposal</li> <li>● Unit Review Rule - Award</li> <li>● InfoReady Review Rule</li> </ul>
{{Target.Team}}	Name of Ad Hoc Team that triggered the routing rule. The user is receiving an email because they are a member of this team.	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Proposal</li> <li>● Team Notification Rule - Award</li> <li>● InfoReady Review Rule</li> <li>● New ad-hoc team task created</li> </ul>
{{Target.Unit}}	Name of unit that triggered the routing rule. The user is receiving an email because they are a reviewer for this unit.	<ul style="list-style-type: none"> <li>● Unit Review Rule - Proposal</li> <li>● Unit Review Rule - Award</li> </ul>
{{Condition.Question}}	Question that triggered the routing rule. The user is receiving an email because a routing rule was connected to this question.	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Proposal</li> <li>● Team Notification Rule - Award</li> <li>● Unit Review Rule - Proposal</li> <li>● Unit Review Rule - Award</li> <li>● InfoReady Review Rule</li> </ul>
{{Condition.Answer}}	Answer for the question that triggered the routing rule. The user is receiving an email because a routing rule was connected to this question and answer.	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Proposal</li> <li>● Team Notification Rule - Award</li> <li>● Unit Review Rule - Proposal</li> <li>● Unit Review Rule - Award</li> <li>● InfoReady Review Rule</li> </ul>
{{Task.From.FirstName}}	First Name of the person whom the Ad Hoc task was assigned from	<ul style="list-style-type: none"> <li>● New Task Created - Proposal</li> <li>● New Task Created - Award</li> <li>● New Task Created - Subaward</li> </ul>

<p>{{Task.From.MiddleName}}</p>	<p>Middle Name of the person whom the Ad Hoc task was assigned from</p>	<ul style="list-style-type: none"> <li>● New Task Created - Proposal</li> <li>● New Task Created - Award</li> <li>● New Task Created - Subaward</li> </ul>
<p>{{Task.From.LastName}}</p>	<p>Last Name of the person whom the Ad Hoc task was assigned from</p>	<ul style="list-style-type: none"> <li>● New Task Created - Proposal</li> <li>● New Task Created - Award</li> <li>● New Task Created - Subaward</li> </ul>
<p>{{Task.CreateDate}}</p>	<p>Date the Ad Hoc Task was created</p>	<ul style="list-style-type: none"> <li>● New Task Created - Proposal</li> <li>● New Task Created - Award</li> <li>● New Task Created - Subaward</li> </ul>
<p>{{Task.DueDate}}</p>	<p>The due date of the of assigned ad hoc task</p>	<ul style="list-style-type: none"> <li>● New Task Created - Proposal</li> <li>● New Task Created - Award</li> <li>● New Task Created - Subaward</li> </ul>
<p>{{Task.Status}}</p>	<p>The Status of the task i.e. Open, Closed.</p>	<ul style="list-style-type: none"> <li>● New Task Created - Proposal</li> <li>● New Task Created - Award</li> <li>● New Task Created - Subaward</li> </ul>
<p>{{Task.Description}}</p>	<p>This is the detailed description of what is needed or th Ad Hoc Task</p>	<ul style="list-style-type: none"> <li>● New Task Created - Proposal</li> <li>● New Task Created - Award</li> <li>● New Task Created - Subaward</li> </ul>
<p>{{Task.URL}}</p>	<p>The URL that links you to the web page of where the task will be completed.</p>	<ul style="list-style-type: none"> <li>● New Task Created - Proposal</li> <li>● New Task Created - Award</li> <li>● New Task Created - Subaward</li> </ul>
<p>{{Task.AssignTo}}</p>	<p>Persons First and Last Name the Ad Hoc task was assigned from</p>	<ul style="list-style-type: none"> <li>● New Ad Hoc Task Created</li> </ul>
<p>{{Proposal.Form.&lt;Key&gt;}}</p>	<p>Form data can be inserted using the key for the question. (This is the ID in the AFB). We can accept answer data from the following question types:</p> <ul style="list-style-type: none"> <li>● Text</li> <li>● Text Area</li> <li>● Dropdown</li> <li>● Radio Button</li> <li>● Number</li> <li>● Date</li> <li>● External Org Finder</li> <li>● Unit Finder</li> <li>● Person Finder</li> </ul>	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Notification Rule - Proposal</li> <li>● Certification Rule - Proposal</li> <li>● Research Team Review Rule - Proposal</li> <li>● Unit Review Rule - Proposal</li> <li>● InfoReady Review Rule</li> </ul>
<p>{{Award.Form.&lt;Key&gt;}}</p>	<p>Form data can be inserted using the key for the question. (This is the ID in the AFB). We can accept answer data from the following question</p>	<ul style="list-style-type: none"> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Award</li> <li>● Certification Rule - Award</li> <li>● Research Team Review Rule - Award</li> <li>● Unit Review Rule - Award</li> </ul>

	<p>types:</p> <ul style="list-style-type: none"> <li>● Text</li> <li>● Text Area</li> <li>● Dropdown</li> <li>● Radio Button</li> <li>● Number</li> <li>● Date</li> <li>● External Org Finder</li> <li>● Unit Finder</li> <li>● Person Finder</li> </ul>	
<p>{{Proposal.Form.&lt;Key&gt;.data.fundingProgramName}}</p> <p>{{Proposal.Form.&lt;Key&gt;.data.fundingRoundName}}</p> <p>{{Proposal.Form.&lt;Key&gt;.data.roundYear}}</p> <p>{{Proposal.Form.&lt;Key&gt;.data.roundInternalClosingDate}}</p>	<p>The Funding Program object answer values can be inserted using the object's Key (This is the ID in the AFB).</p> <p>The Funding Program object can have multiple values/answers, so each specific field can be added to an email using the appropriate option from the placeholder column.</p>	<ul style="list-style-type: none"> <li>● Team Review Rule - Proposal</li> <li>● Team Notification Rule - Proposal</li> <li>● Certification Rule - Proposal</li> <li>● Research Team Review Rule - Proposal</li> <li>● Unit Review Rule - Proposal</li> <li>● InfoReady Review Rule</li> </ul>
<p>{{Award.Form.&lt;Key&gt;.data.fundingProgramName}}</p> <p>{{Award.Form.&lt;Key&gt;.data.fundingRoundName}}</p> <p>{{Award.Form.&lt;Key&gt;.data.roundYear}}</p> <p>{{Award.Form.&lt;Key&gt;.data.roundInternalClosingDate}}</p>	<p>The Funding Program object answer values can be inserted using the object's Key (This is the ID in the AFB).</p> <p>The Funding Program object can have multiple values/answers, so each specific field can be added to an email using the appropriate option from the placeholder column.</p>	<ul style="list-style-type: none"> <li>● Default Templates that Utilize Placeholder:</li> <li>● Team Review Rule - Award</li> <li>● Team Notification Rule - Award</li> <li>● Certification Rule - Award</li> <li>● Research Team Review Rule - Award</li> <li>● Unit Review Rule - Award</li> </ul>