

Conduct a Department Review



WORK INSTRUCTIONS:

PROJECT INFORMATION		BUDGET INFORMATION	
Department/Institute/Center:	010grants pi2	Start Date:	
Specialist:	010grants specialist	End Date:	
Direct Sponsor:	National Institutes of Health /	Number of Periods:	1
Prime Sponsor:		Requested Total Direct:	\$100,000
Proposal Due Date:	10/5/2018	Requested Total Indirect:	\$54,500
Opportunity ID:	null	Requested Total:	\$154,500
SF424:		HAS COST SHARING:	No
Date Submitted to Sponsor:			

1. A link to the funding proposal up for review is provided in the e-mail you received from donotreplypacs@albany.edu. This link will bring you to the login screen for PACS. Alternatively, you can log into the PACS Portal via the link on our website. From the **Grants**, open the corresponding funding proposal to review.
2. You will be directed to the proposal workspace (pictured above).
3. From the proposal workspace, click **View Funding Proposal**. At the top of the page, you will see "Jump To" with a drop-down menu. On the drop down, menu select **Campus Specific Documents** and review the uploaded document with campus specific questions, such as whether there will be space concerns for your department etc. Next, from the "Jump To" menu select **Project Plan Attachments**. On this page you will review

Conduct a Department Review

proposal attachments including the project abstract, narrative, and internal budget (*Note:* A full proposals will be uploaded after submission to the sponsor). Click **Exit** to return to the workspace.

- 3A. Alternatively, from the proposal workspace you may select the **Printer Version** icon on the left side of the page to view the proposal within a single screen. Uploaded documents are hyperlinked. Select the document to open for review. Click **Exit** to return to the workspace.
4. From the proposal workspace, click **Credit Distribution** (from the left column) to view the distribution detail between investigators/departments. Click **Ok** to return to the proposal workspace.
5. If there is a question about the proposal, select **Add Private Comment for PI** and enter your message. It will be sent to the PI and RA on the proposal. *Note:* This function is important to avoid starting the routing process over from the beginning for basic questions. The response from the PI or RA will be sent directly to you email, not through PACS.
6. To view other reviewer comments, scroll horizontally to the right and click **Credit Routing Information**. Other departments reviewers' determinations and comments will display. Select the **Project Information** tab to return to the main proposal workspace.
7. To conclude your review, under "My Current Actions" of the proposal workspace, click **Review Proposal**.

Two options appear:

- i. Selecting **Approved** means that you have reviewed the proposal materials including the **Campus Impact Statement**. As such, the proposal will be supported by the department and is in line with the department and University mission. If the proposal is approved, the proposal moves forward in the routing process.



- ii. Selecting **Disapproved** means that the proposal will return to the PI. You will need to type your reason for the disapproval and any specific changes the PI will need to make to secure approval into the comments section. Alternatively, you may upload your comments as a separate document. If the proposal is disapproved, it moves to **Clarifications Requested**. The proposal team receives an email with your change request. After changes have been made, the proposal may be resubmitted and will require approvals to from the start.



8. Click **OK** to submit your review.