

HELPFUL HINTS FOR REVIEWING PROPOSALS

REVIEWERS/APPROVERS

SORT YOUR INBOX using filters at the top of the proposal list such as by PI or by State of Proposal

NAVIGATIONAL TOOLS – You can use the "**JUMP TO**" drop down at the top of the page to move to specific pages of the proposal. **EXIT** will bring you back to the main proposal workspace. From the proposal workspace, you can use your breadcrumbs toward the top of the page to navigate back to the **GRANTS** page displaying your inbox.

On the Campus Specific Documents page of the proposal you will find the **CAMPUS IMPACT STATEMENT**. This document includes important questions that may require departmental or university resources. Please review this attachment carefully.

Important documents for review will be uploaded on the proposal page titled **PROJECT PLAN ATTACHMENTS**. Here you will find the **NARRATIVE** (may be referred to as Scope of Work, Research Strategy/Plan or Project Description) in final or close to final version; an **INTERNAL DETAILED BUDGET IN EXCEL**; a **BUDGET JUSTIFICATION** and Cost Share documents if applicable.

To review **Credit Distribution**, from the main proposal workspace select the link provided on the, left side, mid-page, in blue.

Please reach out for clarifications first rather than disapproving a proposal as disapproving will require approval routing to restart from the beginning. To **request clarifications** from the PI or Proposal Team before approving, you can send an email directly from the proposal workspace using links to the left side under My Current Actions. Your message will arrive in their Outlook mailbox. Their response will be sent to your email as they cannot respond directly from the original message.

To submit your review, from the proposal workspace under **My Current Actions**, select **Review Proposal**. Indicate your determination and include or attach any comments you may have and hit OK.

As we transition to PACS from COEUS, there will be current awards and new awards that routed in COEUS that will need to be entered into PACS for post-award management. In these cases, since the **proposal had previously received institutional approval via COEUS, we will utilize an option to By-Pass approvers in PACS**. If you require being by-passed in this situation you will receive an email notification that you have been By-Passed. A follow up email from Sponsored Programs Administration (SPA) staff will be sent notifying you of additional details.