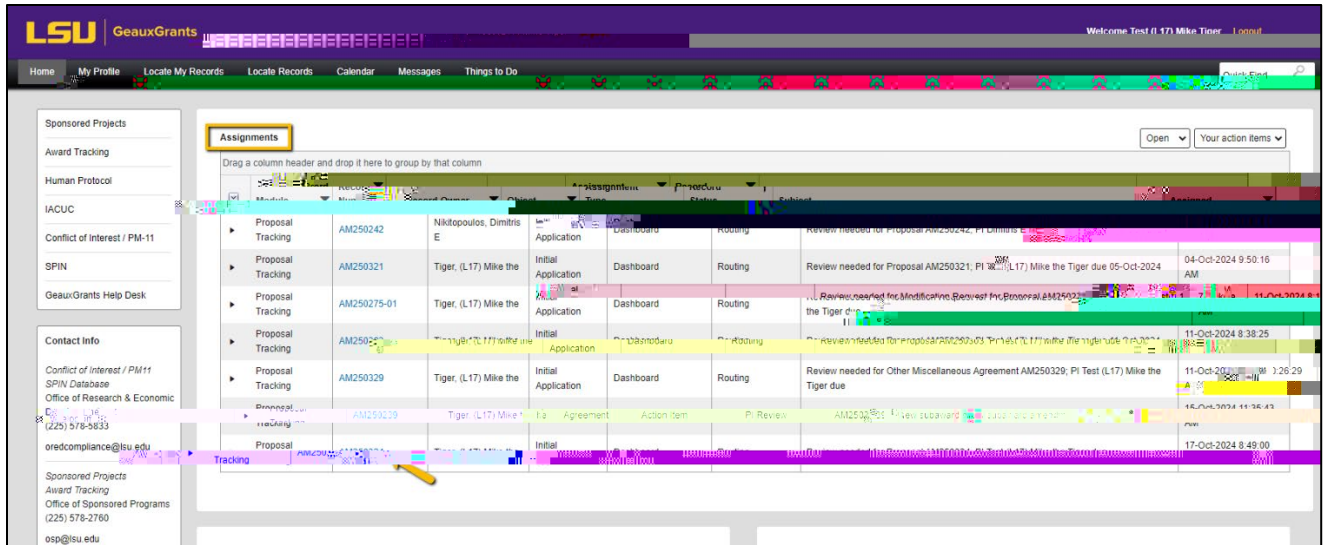




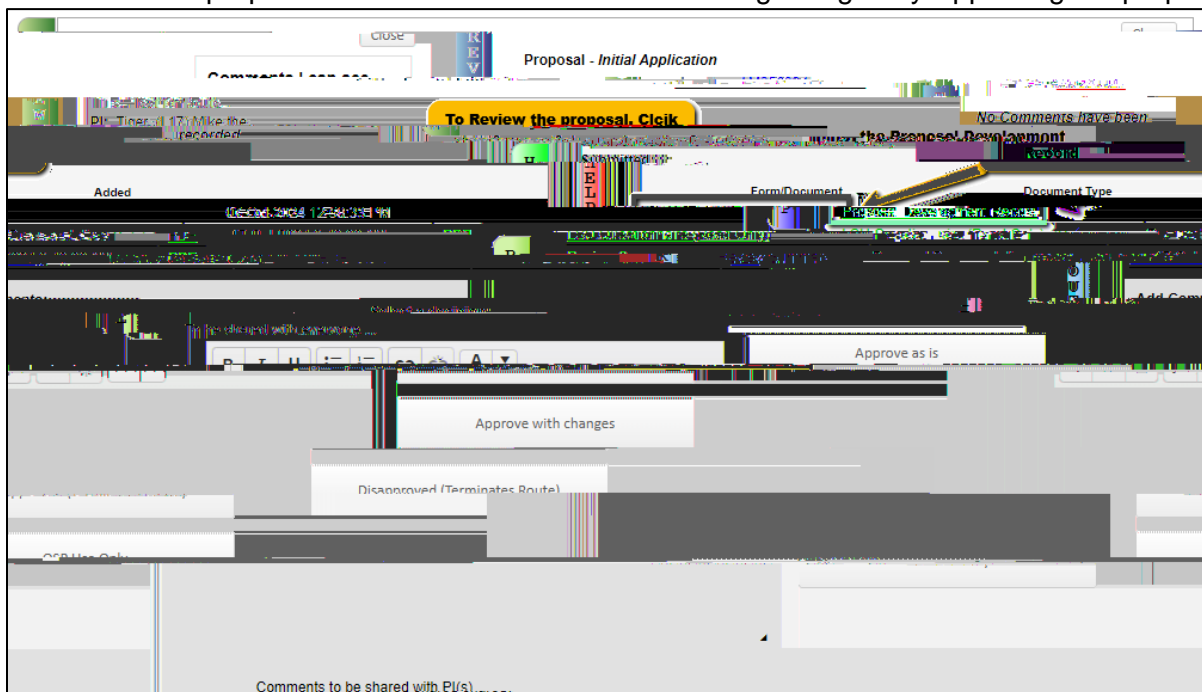
Proposal Review and Approval

All Proposal Development records will need to capture institutional approvals. The Principal Investigators (PI), Co-Investigators (Co-I), and key personnel listed on the proposal will need to approve their corresponding proposal development records. Their respective department chairs/head and dean/director will also need to approve the proposal development records.

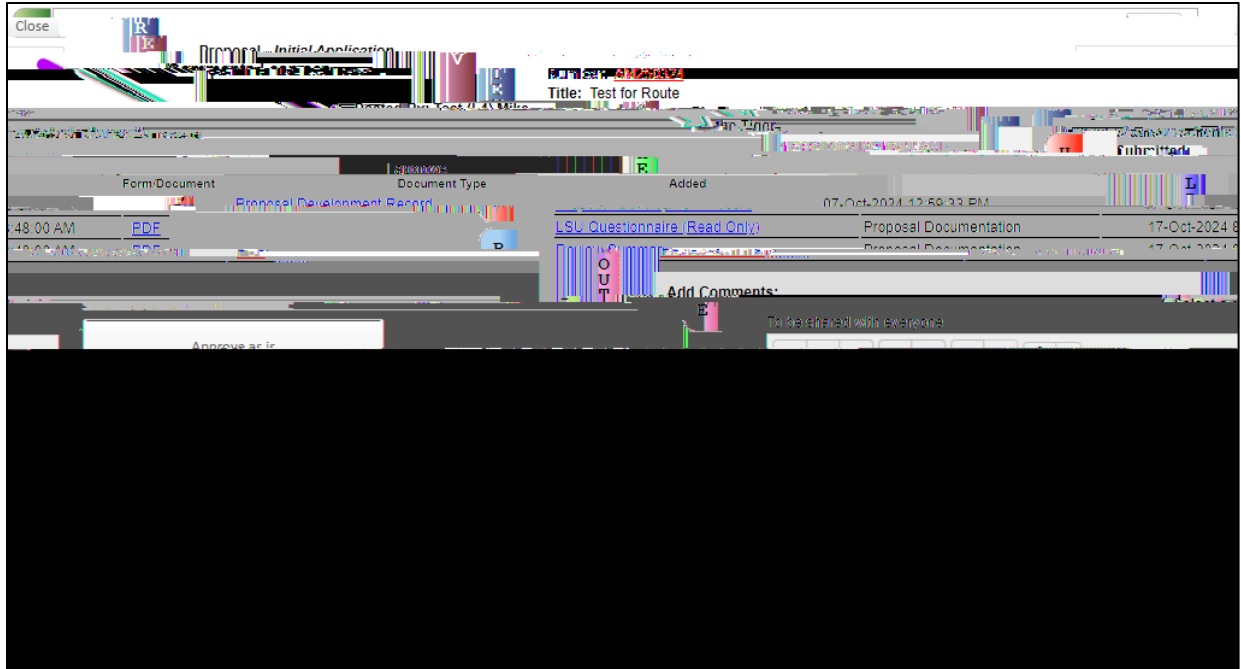


Reviewer Dashboard

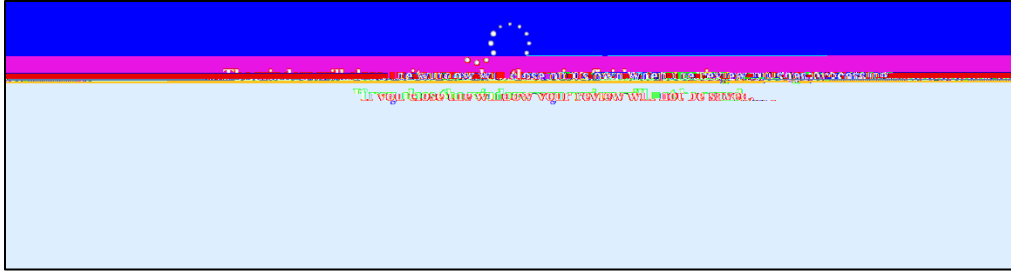
- x From the Reviewer Dashboard, you can click the Proposal Development record to access the full proposal including the budget details. See the [Proposal Overview guide](#).
- x The Review Summary provides a quick snapshot of the proposal elements for reviewers and the proposal certifications that reviewers are agreeing to by Approving the proposal.



- x You can also see comments posted by previous reviewers:



- x To be shared with everyone – Anyone with view access to proposal can see.
 - x Comments to be shared with PI(s) – Only PI will see. OSP and other Reviewers will not see. **Not recommended.**
 - x Comments to be shared with Reviewers – OSP and all Reviewers will see.
 - x Comments to be shared with Administrators – Only OSP will see.
- x Step 3: Select Decision.
- x Approve as is – Approve proposal and agree to certifications on Review Summary
 - x Approve with changes – Add comments first. Approval is contingent on these changes. Reviewers also agrees to certifications on Review Summary
 - x Disapproved (Terresas ii e) 1 Tf 0 Tc 0 Tw 10.63 0 Td511 Td-5 (-)2 ()JTJ -0.005 Tc 0.013 Tw 2.0



- x Click Close to exit.
- x Proposal will then move to next step in route.
- x Once all routing approvals are received, the proposal status will automatically change to Routing Approvals Received.