

## 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.

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## **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 <u>Proposal Overview guide</u>.
- 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.

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x You can also see comments posted by previous reviewers:

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- 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. <u>Not recommended.</u>
- 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
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- 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.