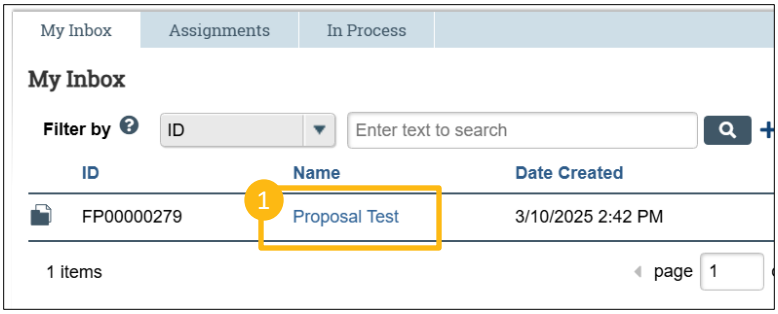
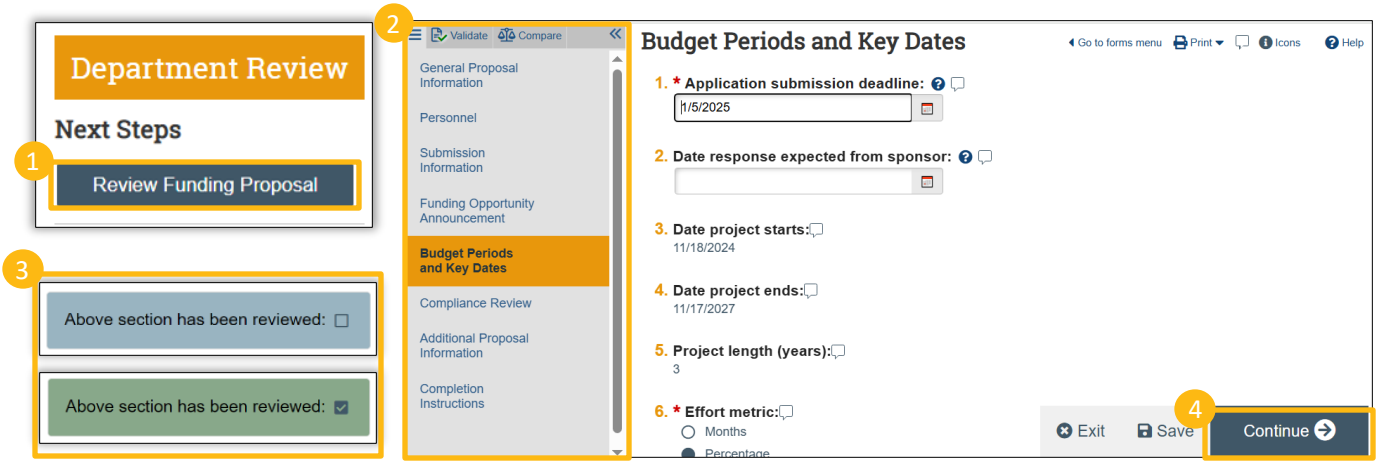
Department Reviewer Activities

When a research team completes a funding proposal, they submit for department review. The system sends an email notification to the appropriate reviewer, and the proposal appears in their inbox. The proposal initially goes through a department review process. Department reviewers can add reviewer notes on the proposal pages and request clarifications or changes from the PI and Research Administrator (RA).

1. **Open the Funding Proposal by clicking the link in the email notification or from your inbox on the Dashboard.**

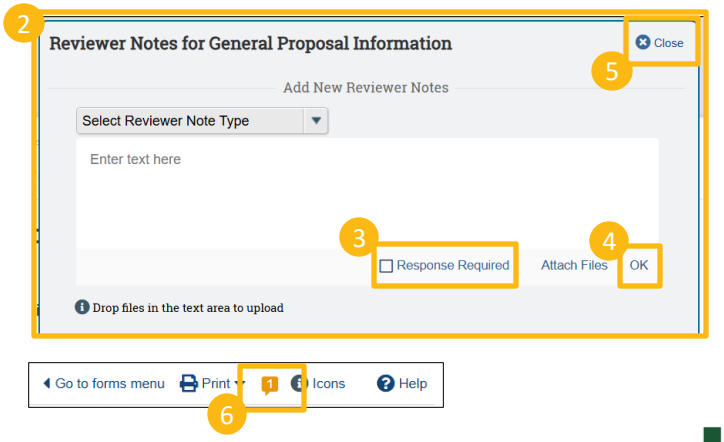


2. **From the Funding Proposal workspace, click Review Funding Proposal. Review the data in the proposal. You can scroll through the proposal pages by using the Left Navigator to jump to specific sections. After reviewing a section, select the check box at the bottom to indicate you have reviewed it. Use the Left Navigator to go to a specific section.**

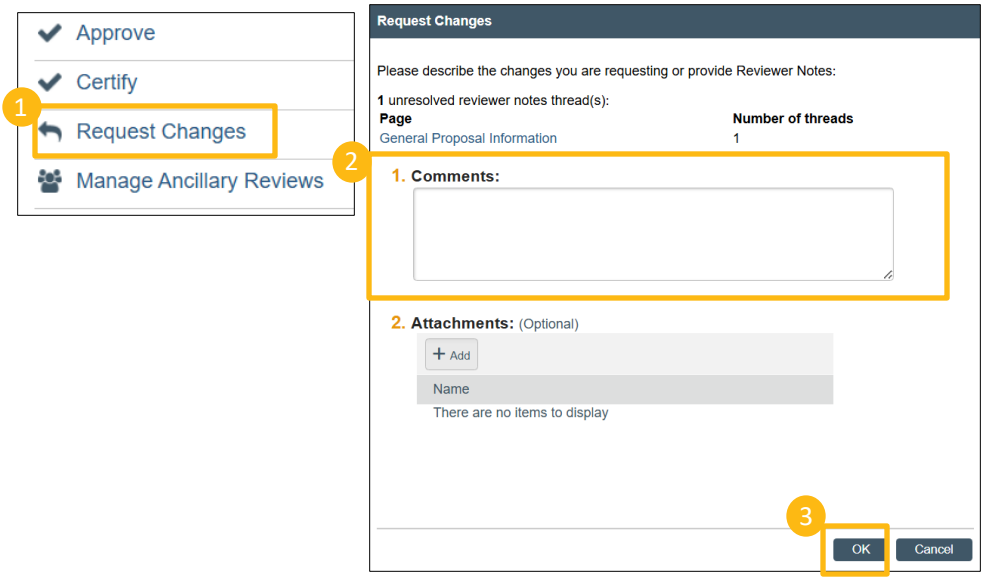


3. **Add Reviewer notes by opening the funding proposal pages to view the information and navigate to an item you want to comment on. Click the note icon in the upper right corner. Complete the Reviewer Notes form. To require a response the note, select the Response Required check box. Click OK to save your entries, and then click Close. The note icon will turn orange and will show the number of notes on that item.**

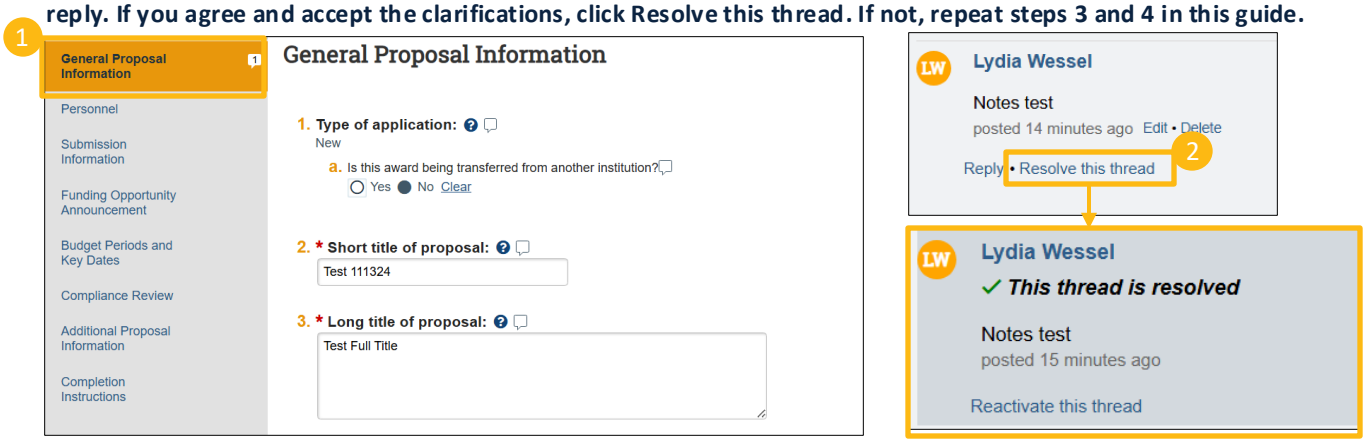




4. **Once you've added your notes, click Request Changes on the funding proposal workspace. Add any necessary comments and click OK. The funding proposal enters the "Department Review: Response Pending from PI" state and appears in the RA's inbox.**



5. **Once the RA submits the funding proposal with their clarifications, repeat steps 1 and 2 from the beginning of this guide. Navigate to the items that indicate a clarification was needed. Review the clarifications made by the RA and read their reply. If you agree and accept the clarifications, click Resolve this thread. If not, repeat steps 3 and 4 in this guide.**



6. **When you've reviewed a funding proposal and are satisfied with its content, submit it for the next step in the workflow. From the funding proposal workspace, click Approve. Type any necessary comment in the approval form, then click OK. You'll be returned to the funding proposal workspace. The system will notify the next reviewer in the workflow, and the funding proposal will appear in their inbox. Note: The PI must execute the 'Certify' activity before department approval can take place.**

