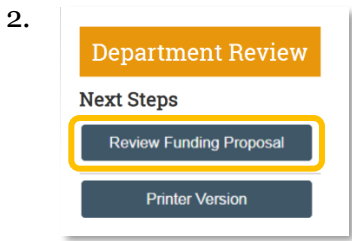
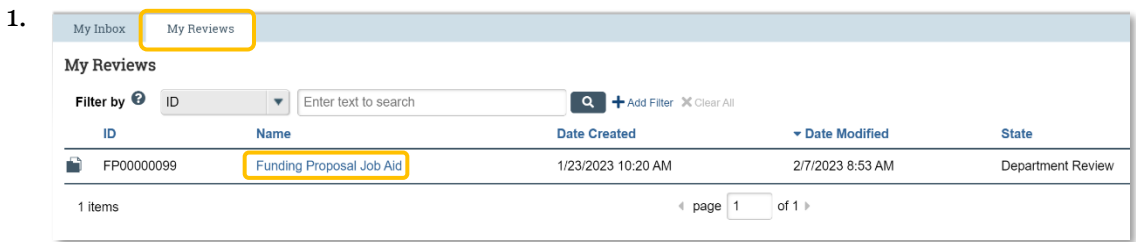




This guide provides a quick reference for users assigned to review a funding proposal. For more comprehensive instructions on the proposal workflow and review process, see the **Proposal Routing and Review** job aid.

Proposal Review Steps	
Perform the following steps as part of your review process. Actions that are subjective and may not be required for every proposal review are denoted with an *.	
Review Step	Action
1. Access record requiring review	Open record from link provided in the email or access the record from the 'My Reviews' tab of your inbox.
2. Open SmartForms for review	Click on 'Review Funding Proposal' to access the SmartForm pages.
3. Review SmartForms	Review the fields on each SmartForm page. *As you review, click the checkbox by the 'Above section has been reviewed' marker to indicate you have reviewed that section.
4. Add Reviewer Notes*	Select the conversation bubble next to a field if you have comments, questions, or changes that need to be made. In the pop-up, add your comment and indicate if you require a response from the proposal editor.
5. Request Changes	If a proposal needs significant updates or changes, use the 'Request Changes' activity on the funding proposal workspace. Describe the changes you are requesting in the activity dialog box. The proposal will move to the 'Response Pending from PI' state.
6. Approve Proposal	Once you have reviewed a proposal and consider it complete, use the 'Approve' activity to advance the proposal to the next reviewer.





4. *** Long title of proposal:**  
 3. Funding Proposal Job Aid, example for CARA training purposes.

Reviewer Notes

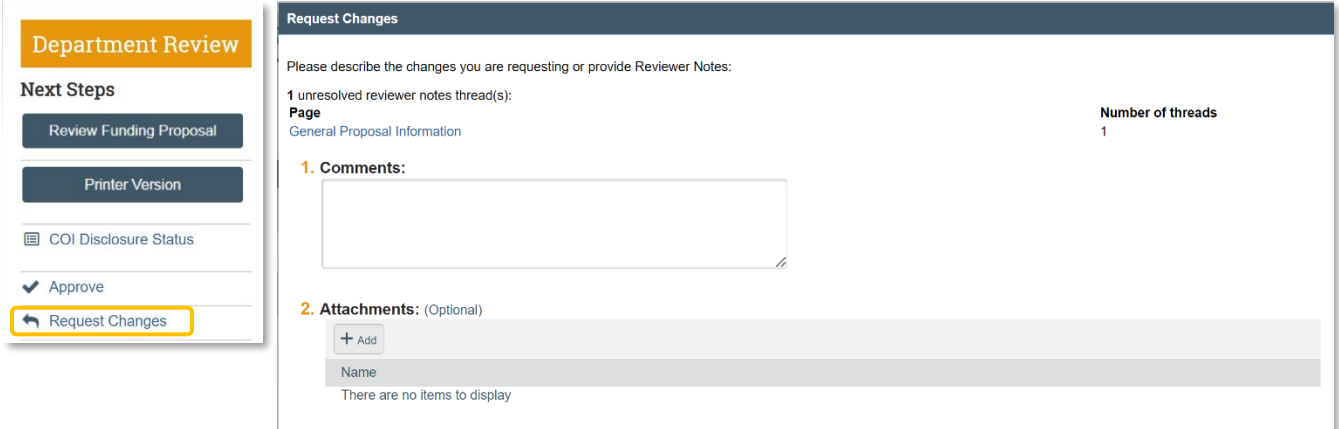
Add New Reviewer Notes

Department Draft Change Request

Could you please add a more descriptive title?

Response Required Attach Files

Drop files in the text area to upload

5. 

Department Review

Next Steps

Review Funding Proposal

Printer Version

COI Disclosure Status

Approve

Request Changes

Request Changes

Please describe the changes you are requesting or provide Reviewer Notes:

1 unresolved reviewer notes thread(s):

Page	Number of threads
General Proposal Information	1

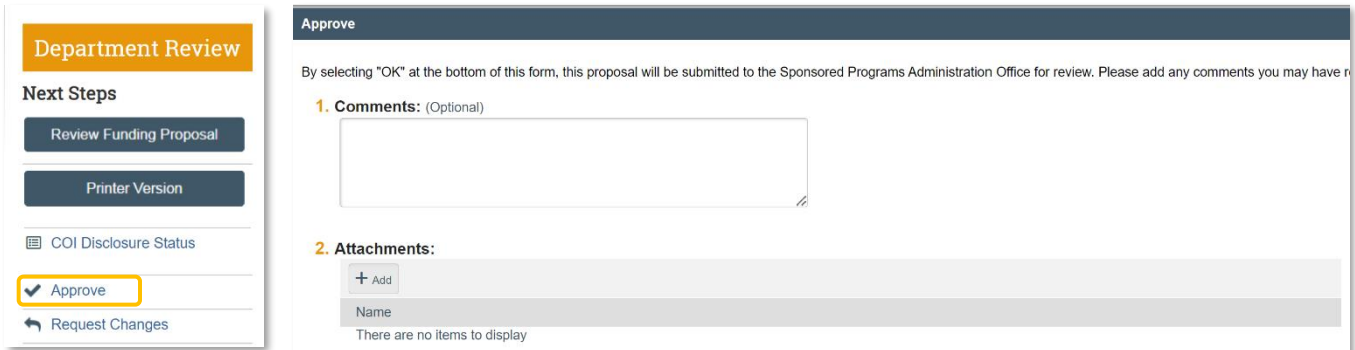
1. **Comments:**

2. **Attachments:** (Optional)

+ Add

Name

There are no items to display

6. 

Department Review

Next Steps

Review Funding Proposal

Printer Version

COI Disclosure Status

Approve

Request Changes

Approve

By selecting "OK" at the bottom of this form, this proposal will be submitted to the Sponsored Programs Administration Office for review. Please add any comments you may have.

1. **Comments:** (Optional)

2. **Attachments:**

+ Add

Name

There are no items to display