How to Review a Proposal Submission

When a proposal is waiting for an approval from the Step 1 (Chair) or Step 2 (Dean), it will be in the status of "Department Review".

Deans, Chair and Departmental Administrators can generally see all funding proposals across UVM.

As a department reviewer, you may perform the following activities in the UVMClick-Grants system:

- Review the funding proposal, budgets, SF424 forms (if applicable) and uploaded documents
- Request changes or ask for additional information from the PI as needed
- Complete the review

You can access the proposal in one of two ways:
1. Log directly into UVMClick – any proposals waiting for your review will be in your "Dashboard - My Inbox" OR
2. Click the live link in the email notification you will receive as the assigned reviewer

    1. Logging directly into UVMClick-Grants, you will be delivered into Dashboard - My Inbox. Click the name of the funding proposal you wish to review.
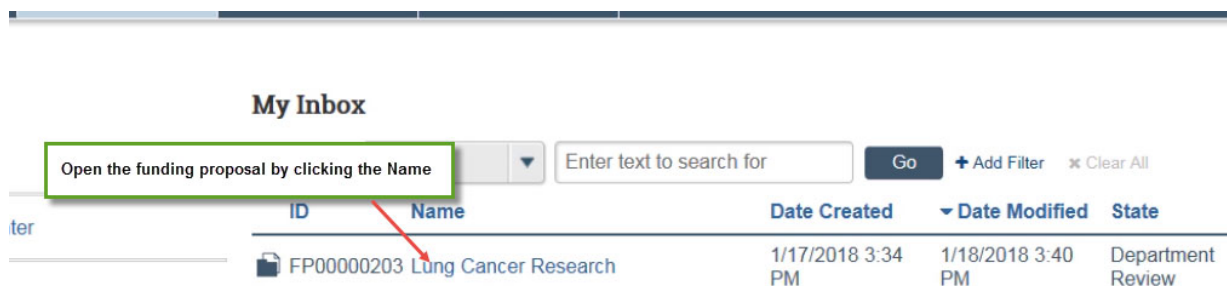
    2. If you log into UVMClick-Grants via the live link provided in an email notification, the funding proposal summary workspace will display automatically.

From the funding proposal summary workspace, a reviewer can access the funding proposal pages, budgets and SF424 Forms (if applicable)

➢ **To View Funding Proposal Details**

Click the "View Funding Proposal" button.

View Funding Proposal

Once the funding proposal is open, you can click the "Continue" button to go through each smartform view one by one, or use the Left Column Navigation buttons to select the specific smartform view you wish to review.

Click Exit to move out of the funding proposal smartform views and be placed back on the funding proposal summary workspace.

General Proposal Information

1. **Type of application:**

2. *** Deadline Date:**
   8/16/2020

3. *** Deadline Type:**
   ● Target Date (Soft)
   ○ Sponsor Deadline (Hard)
   Clear

4. *** Is this a** limited competition**?**
   ○ Yes ● No Clear

➤ To View Budget Details

On the Funding Proposal, click the "Budgets" tab. There will be a sponsor budget. In some cases there might also be a separate cost sharing budget.

To view a budget – click the budget name on the "Budgets" workspace.

There also may be a subaward budget related to a sponsor budget. In the screen shot above, clicking on "Natl Institutes of Health/NIH" will open the sponsor budget. From within the sponsor budget, click the Subaward tab to access any existing subaward budgets you wish to review.

From within any budget, click on the "View Budget" button to click through the budget pages.

➢ **To View SF424 Forms**

Along with the budgets, reviewers can review the SF424 Forms (if applicable). From the funding proposal, click the SF424 Summary and then click the SF424 link
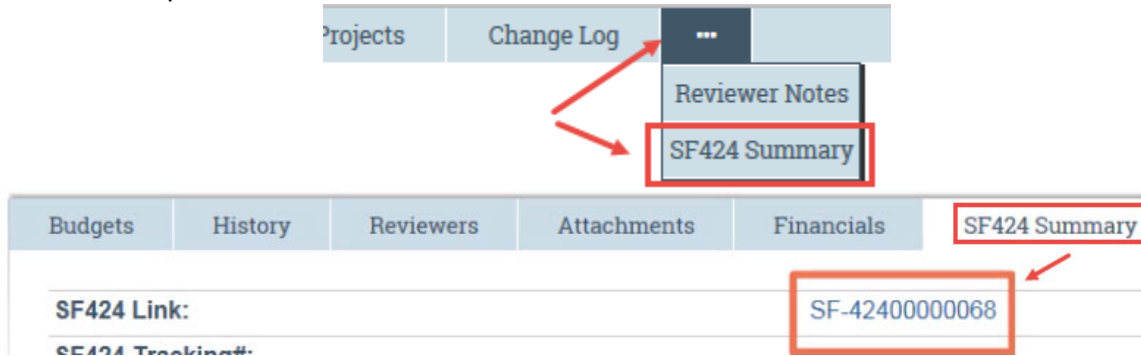
To view the forms, click the "View Grant Application" button and move through the pages just as you did with the funding proposals pages and budget pages.