

## 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.

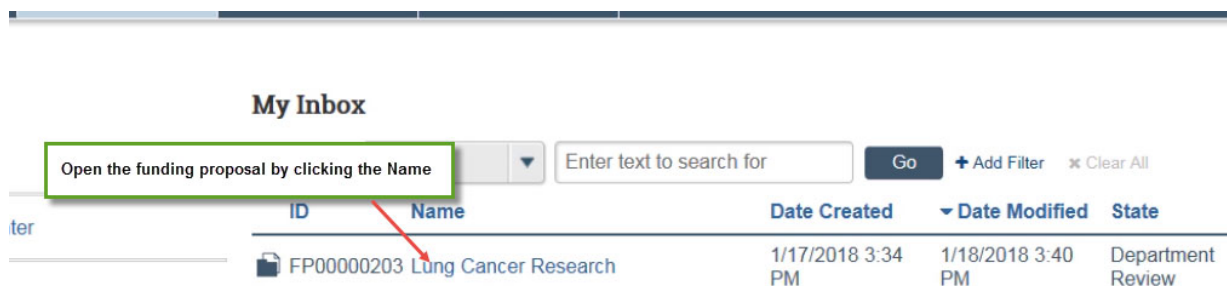
As a department reviewer, you may perform the following activities in the UVMClick-Grants system:

- 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.

## How to Review a Proposal Submission

Last updated December 7, 2022

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

Department Review

Lung Cancer Research

FP00000203

Funding Proposal

**Next Steps**

View Funding Proposal

Printer Version

View Differences

Create Document Review

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Team Disclosure Status

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Approve

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Request Changes

**Proposal Information**

PD/PI:	Rebecca Simms (pi)
Department:	Gastroenterology
Specialist:	Ava Lambert
Sponsors:	National Institutes of Health

**Budget Information**

Starting Date:	4/1/2018
Number of Periods:	5
Total Direct:	\$4,747,325
Total Indirect:	\$238,908
<b>Total:</b>	<b>\$4,986,233</b>

Budgets

History

Reviewers

Attachments

Financials

Related Projects

Change Log

SF424 Summary

**Working Budgets**

Name	SmartForm	Date Modified	State	Funding Source	Total

### ➤ 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.

Budgets	History	Reviewers	COI Person Details	Attachments	Financials	Related Projects	Follow-on Submissions	Change Log
<b>Working Budgets</b>								
Name	Date Modified	State	Funding Source	Total				
Cost Sharing for Natl Institutes of Health/NIH	1/13/2020 10:40 AM	Under Review	Institution (Internal)	\$21,120	← Cost Share budget			
Natl Institutes of Health/NIH	1/13/2020 10:40 AM	Under Review	Federal	\$2,068,346	← Sponsor budget			

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.

Under Review

### Natl Institutes of Health/NIH

PI: Mary Cushman

Submitting Department: Med-Hematology Oncology

Direct Sponsor: National Institutes of Health/NIH

Prime Sponsor:

Funding Proposal: Josh test 8

Financials   **Subaward**   Documents   Snapshots   History

**Subaward**

ID	Name	SmartForm	Date Created
BU00000190	Tufts Subaward	[Edit] ▼	10/29/2019 12:29 PM

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

Under Review

### National Institutes of Health

BU00000303 Pro

Sponsor: National Institutes of Health   **Grand Total:**

PI: Rebecca Simms (pi)   **Budget Type:**

Funding Proposal: Lung Cancer Research   **Subaward Count:**

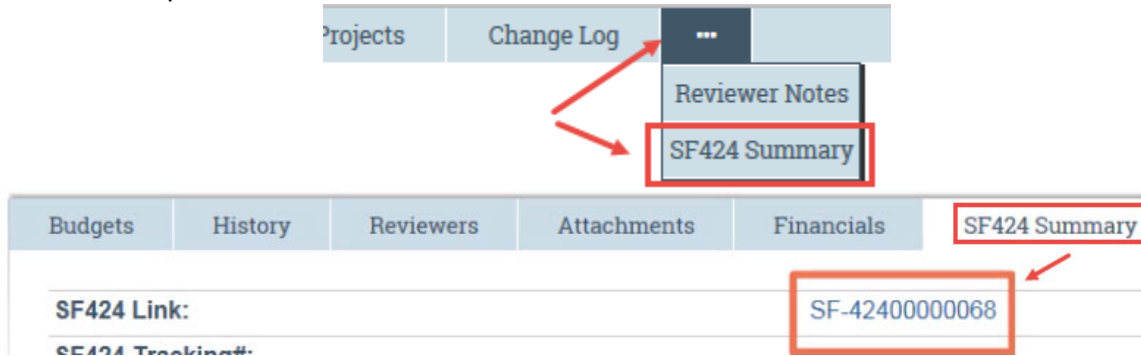
**Next Steps**

View Budget

Printer Version

### ➤ 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.

Valid for Submission

View Grant Application

Printer Version

View Differences

## Lung Cancer Research

**Descriptive Title:** Lung Cancer Research  
**Submission Type:** New  
**PDF Version(s):** Not Available, Please execute Generate PDF Version activity

**Tracking Number:**  
**Received Date/Time:**

SF-42400000068

SF424

**Start Date:** 4/1/2018  
**End Date:** 3/31/2023

**FOA:** PA-DD-R01 ( FOA00000002 )