How to Complete a Department Review

When the PI resubmits the funding proposal in response to department change requests – as a department reviewer - you will get an email notification. Review the changes and either approve, request further changes or disapprove the proposal.

To open the proposal – click the live link provided in the email.

NOTE: If you no longer have the email or cannot find it – simply log into UVMClick-Grants and the proposal will be in your "My Inbox" area. Click the name and the proposal will open.

Step 1
Check the history tab to see what the PI had to say about the change requests

Step 2

To review the changes the PI made, click the "View Differences" button

As an example

The PI has added a missing biosketch for a key contributor

If there is still an issue the reviewer can add a new change request via the "Request Changes" activity again.
See the user guide "**How to Request Changes or More Information**" for details on that process.
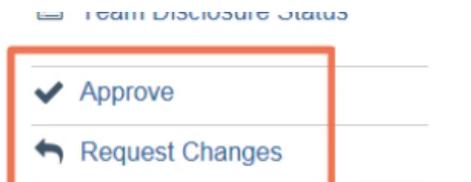
From within "View Differences", when done reviewing the PI's changes, return to the main workspace by clicking CLOSE.
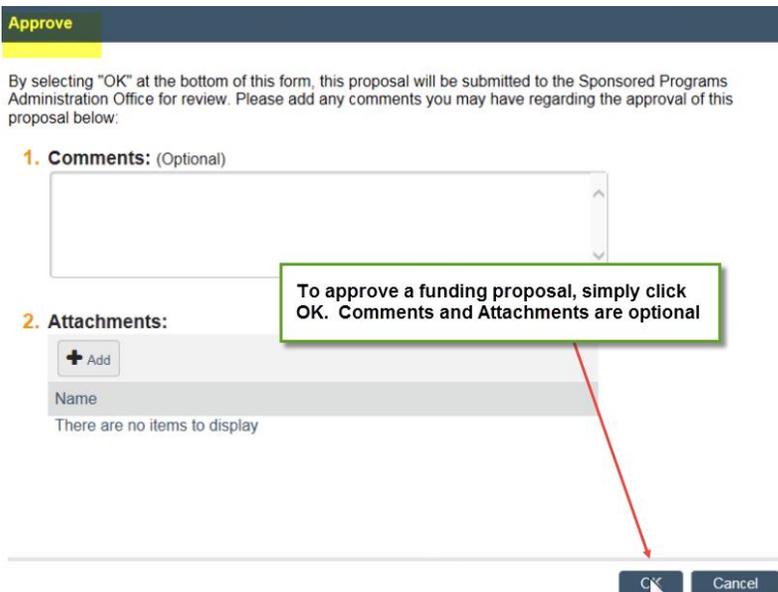

Step 3

The reviewer will now select one of the following:

If the reviewer is satisfied with the PI's changes, click the **APPROVE** activity
This will move the funding proposal to the next round of department reviews or to SPA for their review.

If new change requests have been created during this review, click the "**Request Changes**" activity. This will route the change requests back to the PI and the cycle continues as before.