

GRAMS Quick Guide for Department Reviewers

Step 1: Access the Funding Proposal (FP) needing approval

Department Reviewers will receive an automatic GRAMS system generated email from DoNotReply-GRAMS-Grants@untsystem.edu in their UNT email alerting them that there is a Funding Proposal ready for Department Review. Click on the hyperlink in the email to navigate to the Funding Proposal workspace (image below). Alternatively, you may access the Funding Proposal under your “My Reviews” tab of your Dashboard after logging into GRAMS.

Step 2: Review the Funding Proposal SmartForm

Click on *Review Funding Proposal* to review the completed Funding Proposal. You will be able to add questions/comments directly in the Funding Proposal using the Reviewer Notes functionality in the SmartForms. The PI will be able to view and respond to these notes once you finalize your review and “Request Changes” (step 5 below).

Step 3: Review the Budget

Review the project budget(s) by selecting on the budget name from the *Budgets* Tab. You may also view a detailed budget summary by category by selecting the *Financials* tab.

Step 4: Review SF424 Application (only for Grants.gov Submissions)

Review the 424 application linked to the Funding Proposal. Select on the SF424 Link to access and view the 424 application that the PI has completed for this submission.

Step 5: Approve Funding Proposal OR Request Changes

Once you have finalized review if you approve and no changes are needed you can *Approve* the Funding Proposal and it will move forward to the next Department Review or to Specialist Review (depending on current level of approval).

If you have comments that you need the PI to address or changes being requested, select the *Request Changes* activity, enter additional notes, and return the Funding Proposal back to the PI for clarifications. The PI will be notified via email that clarifications are needed. Once the PI addresses the reviewer notes, the PI will be able to submit the Funding Proposal back to the Department Reviewer for approval. The Department Reviewer will receive a notification via email and the Funding Proposal back in their “My Reviews” tab for approval.

See GRAMS Department Review Guide for additional information and instructions for Department Reviewers.

Department Review | A Great Project - S2S Test | GFP0000032 | Funding Proposal

Next Steps

- Review Funding Proposal (2)
- Approve (5)
- Request Changes
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Send Email
- Manage Guest List

Proposal Information

PD/PI: [Redacted]
Department: [Redacted]
Specialist: [Redacted]
Sponsors: National Institutes of Health
Sponsor Submission Deadline: 10/5/2021
SF424 Link: SF-4240000007 (4)

Budget Information

Starting Date:	4/1/2022
Number of Periods:	5
Total Direct:	\$1,265,742
Total Indirect:	\$601,761
Total:	\$1,867,503

Working Budgets (3)

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[Edit]	8/13/2021 2:13 PM	Under Review	Federal	\$1,867,503	yes