# Table of Contents

# 1 Welcome to GRAMS Grants Module

## GRAMS Grants Module is UNT's system for:

- Developing and tracking proposals in the Grants module
- Award Management for sponsored project awards

## As a Department Reviewer, you will learn:

- What to do when you receive email that a proposal is ready for your review
- The mechanics of reviewing a proposal and adding reviewer notes
- How to request changes from the proposal PI
- How to approve the proposal
- What happens after you approve the proposal
- How to navigate through GRAMS to find proposals you need to approve
- How to see who the other department reviewers for the proposal are

## 1.1 Basic Terminology

| Term | Definition |
|---|---|
| Department Reviewer | The Department and College reviewers that will access, review, and approve a PI's Funding Proposal. Note: The term Department Review is used for both the department and college level review. |
| "Funding Proposal" or "FP" or "GFP" | Sponsored research proposal in GRAMS. |
| Administrative Contact | Department or College administrators that are added to a Funding Proposal and can provide assistance. Administrative Contacts can edit the proposal and can also respond to department review notes. |
| Editor | Other individuals who are added to the Funding Proposal with edit rights. Editors do not receive system generated email if you request changes, but the proposal will move to the "My Inbox" tab for all proposal editors. |
| Workspace | The term for the Funding Proposal screen with basic demographic information about the proposal, including the proposal's status, workflow bubbles, the attachments tab, and Financials tab. If this proposal is being submitted via S2S, there is a link to navigate to the SF424 workspace. Here, the term "workspace" has nothing to do with the Grants.gov workspace. |
| Activity | A link in the left navigation bar that allows you to take an action for a proposal. |
| "Request Changes" activity | An activity (link) where you request the PI to make changes. |
| "Approve" activity | An activity (link) to submit your proposal approval. |
| "Proposals Submitted for Review" email | Automated system generated email that is requesting your review and approval. |
| "Changes Submitted Back to Department Review" email | Automated system generated email to inform you the PI made updates and/or responded to your request for proposal changes, and the proposal is now ready for your review. |
| Ancillary Review | A method of submitting a review request outside of the departmental review routing and workflow process. This is a manual process, not an automated one, and it can be kicked off by the PI/Administrative Contact/GCA Specialist for many reasons including cost share |

| | approvals, compliance review/approvals, and any additional approvals needed. |
|---|---|
| Dashboard | The home screen when you log onto GRAMS. Location of the "My Inbox" and "My Reviews" tab. This screen also has a "Recently Viewed Items" bar. |
| My Inbox | A tab on the Dashboard with a list of your "to-do" items. Each item in the My Inbox requires action from you (such as proposal approval). |
| My Reviews | A tab on the Dashboard with all proposals requiring your review (either department review or ancillary review). For department reviewers, this will often be the same as the items on your "My Inbox" tab. |
| SmartForm | An online form that is completed by the PI for each proposal and budget. The SmartForm contains a series of questions with demographic and budgetary information for the submission. They are called "Smart" forms because they hide/show different questions based on how prior questions are answered. |
| S2S or System-to-System (aka: 424) | S2S refers to System-to-System functionality that directly submits Grants.gov applications from the GRAMS system to the federal sponsor. |

# 2 Department Review

Department Review occurs once a PI submits their developed proposal. All proposals must be approved by the submitting department and college before routing to GCA (Specialist Review).



## 2.1 Accessing the Proposal Needing Department Review and Approval

- Department Reviewers will receive an automatic GRAMS system generated email from DoNotReply-GRAMS-Grants@untsystem.edu in their UNT email client (such as Outlook) alerting them that there is a Funding Proposal ready for Department Review.
- The subject is "Proposal Submitted for Review – Sponsor Deadline XX/XX/XXXX" This specifically means the proposal has been submitted for your unit's review and approval; it does not indicate the proposal has been submitted to the sponsor.
- If there are multiple individuals designated as a reviewer for a particular department/college unit, all department reviewers will be listed in the "To" field of the email. Only one of the Department Reviewers needs to review and approve on behalf of the department.
- The email includes a link that will open the proposal in a tab in your default browser window.
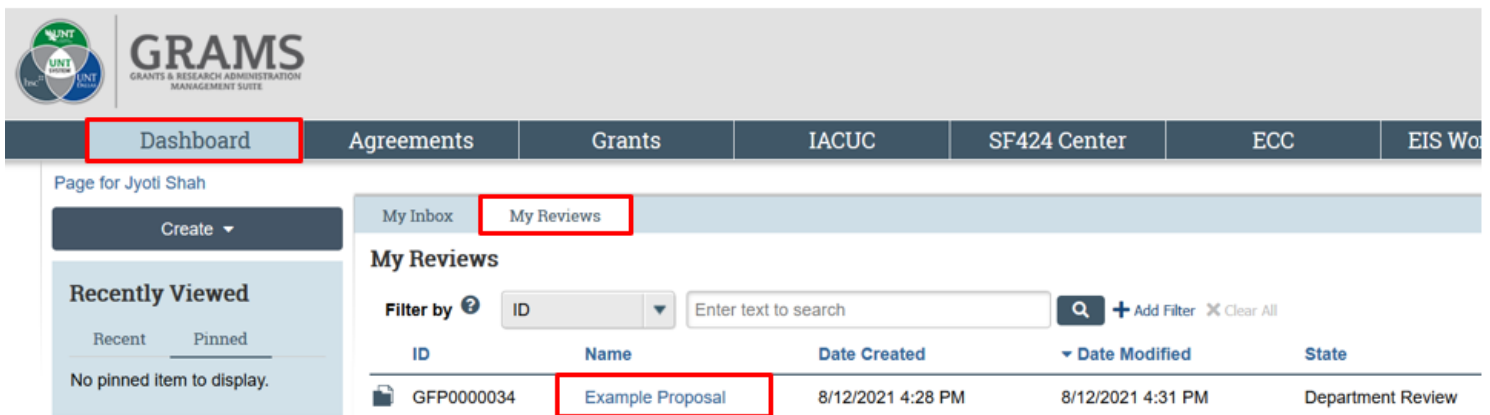
Additionally, the Funding Proposal will appear on Department Reviewer's Dashboard. It will be in the "My Inbox" tab, signaling that it requires an action and the "My Reviews" tab, which is a list of all proposals requiring your review.

The reviewer will select the Funding Proposal and review this proposal from its workspace.
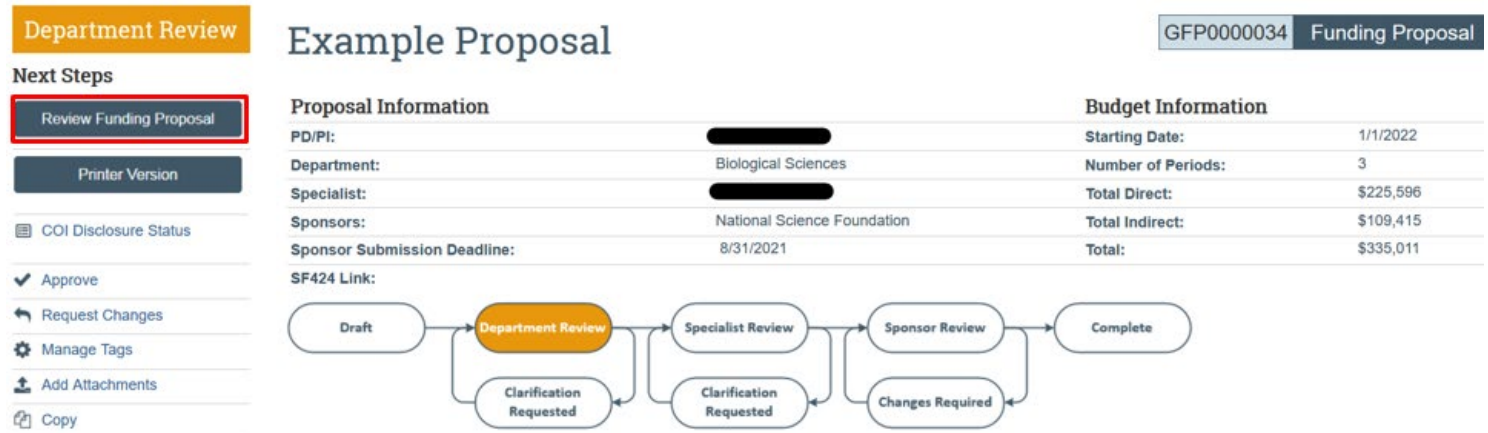


## 2.2  Review the Funding Proposal SmartForms

Department Reviewers will review the Funding Proposal SmartForm. Note that reviewers cannot edit the SmartForm pages and have read-only view. From the Funding Proposal Workspace (image below), select on the **Review Funding Proposal** button to access the PI's completed Funding Proposal.

To assist with the review, Department Reviewers can check off each section as they review it. This turns the section green and is a helpful tool for tracking progress of the review.



If the reviewer has questions or comments on the Funding Proposal SmartForm pages, they may add Reviewer Notes.

To add a Reviewer Note, select the conversation bubble 🗩 next to a question and a pop-up bubble will appear. The type will automatically be Department Draft Change Request.

- Add your comment.
- Select if a response is required from the PI is required or not.
  You should ONLY check **Response Required** when you will be sending the proposal back to the PI and require that they change or address the comment or question before proceeding.
  *If "Response Required" is selected, the PI will not be able to submit the proposal back for department review until they have responded directly to this note.*
- You may attach relevant files if needed.
- Click **OK** to add the Note.
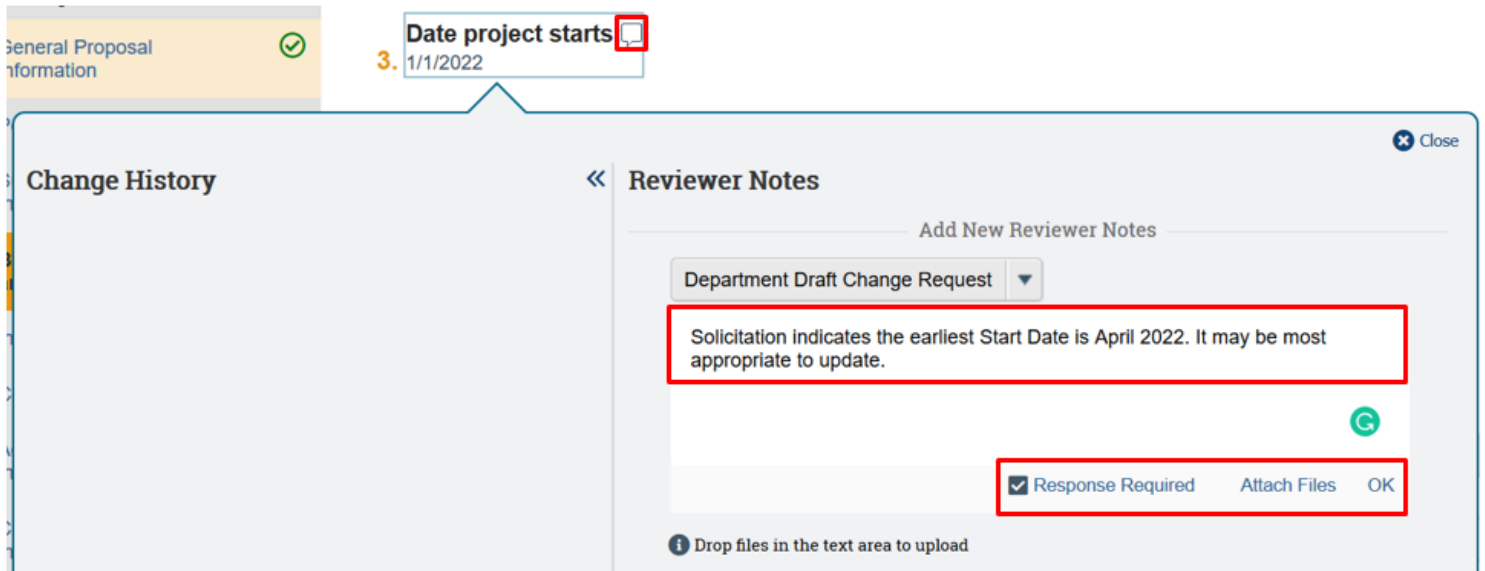
Once added, the comment will appear below. Proposal PI or the Administrative Contact can respond to comments when the proposal is sent back for changes.
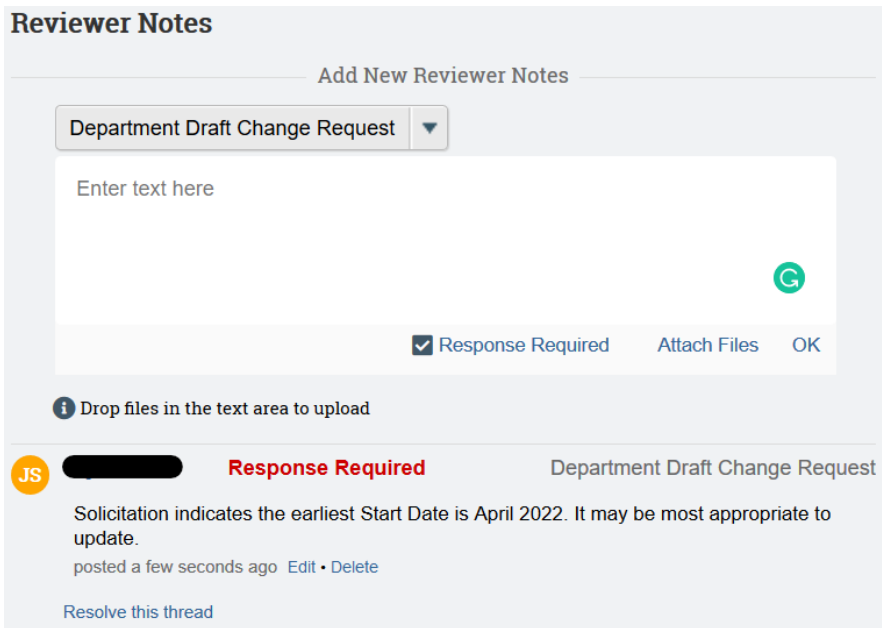


Checking off sections as they are reviewed and adding Reviewer Notes are not required steps of the review process but are a helpful way to track progress and communicate with the Principal Investigator. As you add reviewer notes to the Funding Proposal, you can track where notes are added by the highlighted conversation bubbles. A red dot above the conversation bubble indicates a Response is Required for that comment.

Once all sections have been reviewed, you can select **Exit** to exit out of the Funding Proposal and go back to the Funding Proposal workspace.



*Note: The Reviewer Notes functionality is only available on the Funding Proposal SmartForm pages and is not on the budget pages or SF424 Application (if applicable). If you have changes or comments regarding the budget or SF424 Application, you will add them when executing the **Request Changes** activity (see section 2.6 of this guide).*

## 2.3  Review the Budget

### 2.3.1  Budget tab

From the Funding Proposal workspace, you can access the budget information from the **Budgets** tab. Select on the budget name to access the Project Budget workspace.

From the Project Budget workspace, you can view an overall summary of the budget details on the Financials Tab. You can also view any Subawards and Budget documents, from the corresponding tab. To view the PI's budget details, select on **View Budget** to access the Budget Smartform and review budget details.



To return back to the Funding Proposal workspace, you can select the hyperlink for the Funding Proposal, or on the breadcrumb trail at the top of the workspace.



*If you have requested changes or comments regarding the budget, you will add them when executing the* **Request Changes** *activity (see section 2.6 of this guide).*

## 2.3.2 Financials tab

While you can see the overall budget total and access the budget details on the Budgets tab, the Financials tab on the Funding Proposal workspace contains a summary by cost category and year. Note that this tab does not include cost sharing totals.

| Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | ··· | |
|---|---|---|---|---|---|---|---|---|---|

| Current All-Period Totals | Period 1 | Period 2 | Period 3 | Cumulative |
|---|---|---|---|---|
| **Personnel:** | $72,987 | $75,177 | $77,432 | $225,596 |
| Salaries: | $56,667 | $58,367 | $60,118 | $175,152 |
| Benefits: | $16,320 | $16,810 | $17,314 | $50,444 |
| **General:** | $0 | $0 | $0 | $0 |
| **Travel:** | $0 | $0 | $0 | $0 |
| **Animal Costs:** | $0 | $0 | $0 | $0 |
| Animal Ordering: | $0 | $0 | $0 | $0 |
| Animal Maintenance: | $0 | $0 | $0 | $0 |
| **Trainee:** | $0 | $0 | $0 | $0 |
| **Patient Care:** | $0 | $0 | $0 | $0 |
| Inpatient: | $0 | $0 | $0 | $0 |
| Outpatient: | $0 | $0 | $0 | $0 |
| **Subaward:** | $0 | $0 | $0 | $0 |
| Subaward Direct: | $0 | $0 | $0 | $0 |
| Subaward F&A: | $0 | $0 | $0 | $0 |
| **Total Direct less Subaward F&A:** | $72,987 | $75,177 | $77,432 | $225,596 |
| **Total Direct:** | $72,987 | $75,177 | $77,432 | $225,596 |
| **Total F&A:** | $35,399 | $36,461 | $37,555 | $109,415 |
| **Project Total:** | $108,386 | $111,638 | $114,987 | $335,011 |

## 2.3.3 View cost share commitments

If this Funding Proposal includes a cost share commitment, there should be an additional Budget included in the Budget tab for the cost share budget. You can select the Cost Share budget name and follow the same process as above in section 2.3.1 for reviewing the budget details.

| Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | ··· | |
|---|---|---|---|---|---|---|---|---|---|

**Working Budgets**

| Name | SmartForm | Date Modified | State | Funding Source | Total | In Financials? |
|---|---|---|---|---|---|---|
| 📁 Cancer Prevention and Research Institute | [Edit] ▾ | 8/13/2021 12:19 PM | Under Review | State | $217,048 | yes |
| 📁 Cost Sharing for Cancer Prevention and Research Institute | [Edit] ▾ | 8/13/2021 12:19 PM | Under Review | Institution (Internal) | $44,004 | no |

For Cost Share budgets, there will be an additional section in the Budget SmartForm that includes information regarding the units committing the cost share as well as the unit's Chartstring information for the commitment. If there are multiple units or Chartstrings being used, there should be multiple cost share entities listed with the appropriate amount listed for each.

_**Please Note:** When a Department Approver approves the Funding Proposal, if there is cost share being committed by their unit, they are approving the commitments listed for that unit and that the Chartstring information included is accurate._

Reading: B00000000 | ◄ Go to forms menu  🖶 Print ▾  ❓ Help

**Cost Share Information**

1. **Cost share entities:**

| | Unit | Type | Chartstring | Amount |
|---|---|---|---|---|
| View | Biological Sciences | Mandatory | 390020-202-850000-220 | $23,006.00 |

Cost Share Information — General Budget Information — Financials — Personnel Costs - Cost Share

_If you have requested changes or comments regarding the cost share budget, you will add them when executing the_ **Request Changes** _activity (see section 2.6 of this guide)._

## 2.4 Review attachments tab

Click on the **Attachments** tab to see links to all attachments uploaded to the FP SmartForms pages and to the activities.Click on a document name to view the attachment in a tab in your browser window.

*Please note: Budget related attachments, such as the Budget Justification will be found within the Budget section and not under this Attachments tab.*



If this proposal is being submitted via S2S, there might not be many attachments uploaded here since they should instead be uploaded directly to the 424 application.  Refer to the next section for reviewing the S2S application and proposal documents.

*If you have requested changes or comments regarding the proposal documents/attachments, you will add them when executing the* **Request Changes** *activity (see section 2.6 of this guide).*

## 2.5 Review the SF424 Application (only applicable for Grants.gov submissions being submitted S2S)

### 2.5.1 Proposal submitted via S2S

Proposals that will be submitted to federal sponsors via S2S (system-to-system functionality, directly from the GRAMS system to the federal sponsor) will have a SF424 link on the Funding Proposal workspace.

Click on the **SF424 link**.



You are now on the SF424 workspace, which is marked as "SF424" in the upper right corner. To generate a PDF of the 424 application, select the **Generate PDF Version** activity.

Select **OK** to move forward with generating a current PDF version of the application. Ensure the checkbox for "Include Attachments" is selected to include all attachments uploaded to the 424 application.



Click on the **View** link to view the PDF of the SF424 submission in a tab in your browser window.

To navigate back to the Funding Proposal workspace, you can navigate to the breadcrumb trail at the top of the workspace and select on the Funding Proposal name.



*If you have requested changes or comments regarding the 424 application, you will add them when executing the* **Request Changes** *activity (see section 2.6 of this guide).*

## 2.6 How to Request Changes

If a proposal needs to be updated or changes are required, select the **Request Changes** activity on the Funding Proposal workspace. This activity can be used to send the proposal back to the PI for clarifications or for updates.



In the pop-up window, a summary of any unresolved reviewer notes that were added to the Funding Proposal will appear. Additional comments to the PI can be added and will appear in the History Tab once changes are requested. If you have additional notes or questions to add regarding the Budget, Attachments, S2S application, etc., enter additional notes in the comments field. You may also upload attachments, if needed. Select **OK** to send your Request to the PI.

**Request Changes**

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

**3** unresolved reviewer notes thread(s):

| Page | Number of threads |
|---|---|
| Budget Periods and Key Dates | 1 |
| Compliance Review | 2 |

1. **Comments:**

> 1. Only your Project Description is uploaded in the attachments. Please upload a full printout of your completed FastLane proposal for review, including all proposal documents (i.e.: Biosketches, Facilities Info, etc.).
>
> 2. You did not budget for Tuition Support for your salaried GRA. Please update budget.

2. **Attachments:** (Optional)

[ + Add ]

| Name |
|---|
| There are no items to display |

[ OK ]   [ Cancel ]

- The system sends automated email from DoNotReply-GRAMS-Grants@untsystem.edu to the PI and any Administrative Contact included in the Funding Proposal to let them know changes have been requested. Any comments added to the Request Changes window do not appear in the email but will appear on the History tab of the Funding Proposal.
- The proposal will be in the "My Inbox" tab on the Dashboard for the PI, Administrative Contact, and all editors listed in the Funding Proposal.
- You will notice that the status of the Funding Proposal changes to "Department Review: Response Pending from PI" and to the "Clarification Requested" bubble of the flow chart.



The PI and Administrative Contact can now edit the Funding Proposal, respond to reviewer notes, and submit changes back to the Department Reviewer.

## 2.7 Receiving response after changes requested

- After the PI or Administrative Contact has reviewed the comments and made proposal updates, they will press the "Submit Changes to Department Reviewer" activity to route the proposal back for department review.
- All Department reviewers receive a notification email in their UNT email from DoNotReply-GRAMS-Grants@untsystem.edu with the subject "Changes Submitted Back to Department Review"

Click on the link in the email or find the proposal in the "My Reviews" tab of your Dashboard. There are two places to check for comments and responses from the PI:

- Click on the **History** tab to see if the PI or Administrative Contact left any comments during the "Submit Changes to Department Reviewer" activity.



- Also click on the **Reviewer Notes** tab. If you do not see the Review Notes tab, you may need to click on the ellipsis (three dots)tab and then click on Reviewer Notes.



To see all reviewer notes previously left by the Department Reviewer click on **Show Reply** selection to see the reply to each note.

The reply appears:

created **Department Change Request** on August 13, 2021 for **Budget Periods and Key Dates**
*Question:* **Date project starts:**

Solicitation indicates the earliest Start Date is April 2022. It may be most appropriate to update.

Hide Replies • Resolve this thread

Adjusted start date to 04/01/2022. *posted 37 minutes ago*

You can click on the blue links under the Review Notes tab to go directly to the question on the Funding Proposal workspace to review any edits made. The Funding Proposal will show which sections were edited via a pencil icon as well as bubbles that highlight the updated values or information.

General Proposal Information ✏️ ✓

Personnel ✓

Submission Information ✓

Budget Periods and Key Dates 1 ✏️ ✓

Intellectual Property ✓

**Compliance Review** 2 ✏️ ✓

Additional Proposal Information ✓

Completion Instructions ✓

3. * **Recombinant DNA involved in this project:** 1
  ○ Yes ● No

visible → visible

4. * **Hazardous materials involved in this project:** 1
  ● Yes ○ No

• modified an hour ago • version 1.3 ( Submitted Changes To Department Reviewer )
**Old Value:**
no

hidden → visible

a. * Safety committee review status of this research:
  ○ Approved
  ○ Pending
  ● Not Yet Submitted

• modified an hour ago • version 1.3 ( Submitted Changes To Department Reviewer )
**Old Value:**
[None]

## 2.8 How to Approve Proposal

Once a proposal has been reviewed and the Department Reviewer is ready to approve, the Approve activity can be selected. Approving the proposal will advance it on to either the next level of Department Review or the Specialist Review state, depending on the current level of review.

From the Funding Proposal workspace, the reviewer can select the **Approve** activity.

The Approve pop-up will appear. If any Ancillary Reviews are outstanding, a warning message will be listed but will not prevent the Department Reviewer from continuing with approval.

Comments are not required but will appear on the History tab if added. There is also an option to upload attachments, if needed.

Click **OK**.



Once the Funding Proposal has been approved by the Department Reviewer(s), the Funding Proposal will proceed to GCA Specialist Review.

**Specialist Review**

Next Steps

View Funding Proposal

Printer Version

COI Disclosure Status

Manage Tags

Add Attachments

Copy

Send Email

Add Comment

**Example Proposal**

GFP0000034 | Funding Proposal

**Proposal Information**

| | |
|---|---|
| PD/PI: | ███████ |
| Department: | Biological Sciences |
| Specialist: | ███████ |
| Sponsors: | National Science Foundation |
| Sponsor Submission Deadline: | 8/31/2021 |
| SF424 Link: | |

**Budget Information**

| | |
|---|---|
| Starting Date: | 4/1/2022 |
| Number of Periods: | 3 |
| Total Direct: | $225,596 |
| Total Indirect: | $109,415 |
| Total: | $335,011 |

Draft → Department Review → Specialist Review → Sponsor Review → Complete

Clarification Requested | Clarification Requested | Changes Required

## 2.9 What happens after the Proposal is approved by a Department Reviewer?

- Once the proposal has been approved by the Department Reviewer, it no longer appears in the Reviewer's "My Inbox" or "My Reviews" tab of their Dashboard. If the proposal needs to be reviewed later, it can be located on the Grants tab.
- Once the Department Reviewer(s) have approved, the proposal will appear in the Specialist Review state, which means the GCA Specialist can begin reviewing the proposal. The Specialist Review workflow bubble is highlighted.
- During the Specialist proposal review, the GCA Specialist may need to request changes or updates to the Funding Proposal. Sometimes GCA may require updates go through department review again and other times may not require the department reviewers review again. If GCA does need changes made and for the changes to be re-approved by the Department Reviewers, the GCA Specialist will request clarifications from the PI. Once the PI makes the needed changes to their Funding Proposal, the PI will be able to re-submit the Funding Proposal for Department Review and the process will proceed in the same fashion as before.
- After GCA approves the proposal, it will be in "Final SPO Review" state. This means GCA is preparing to submit the proposal to the sponsor. Once the proposal has been submitted it will move to the"Pending Sponsor Review" state. The Funding Proposal will stay in this state until a funding determination is made by the sponsor.

## 3  Locating proposals after department approval

- Once the proposal has been approved by one of the Department Reviewers, it no longer appears in the "My Inbox" or "My Reviews" tab of the Dashboard of the department reviewers. If you want to view the proposal later, it can be located on the Grants tab under the **UNT Proposals** tab.

Click on the Filter to search by many different fields. Note that "Name" here refers to "Proposal Short Title" not to a person's name.

Note in GRAMS, the % sign can be used as a wild card to maximize your search results. Enter the search criteria in the search box, then click on the magnifying glass to find the proposals that match the search criteria.



Click on the name in the search results list to open and view the Funding Proposal's workspace.



Also note that the UNT Proposals tab is all proposals that you have access to. Each subsequent tab is a subset of the proposals from the "UNT Proposals" tab; e.g. the "Internal Review" tab lists all proposals that are in Department Review, Specialist Review, or Final SPO Review states (where "SPO" refers to Sponsored Projects Office, which is GCA). Please note there are also tabs for Dallas Proposals and HSC Proposals since the GRAMS system is a UNT system-wide grants management system for all three campuses.

# 4   Ancillary Review (AR) for Department Reviewers

As a department reviewer, you might also receive a request for an Ancillary Review (AR).  What is the difference between a department review and an ancillary review?  What is an ancillary review?

## 4.1  Differences between Department Review and Ancillary Review

| Department Review | Ancillary Review (AR) |
|---|---|
| • Automatic notification that is kicked off when the PI submits a proposal. The Department reviewers are a predefined list.<br>• You receive an email from DoNotReply-GRAMS-Grants@untsytem.edu with the subject line: "Proposal Submitted for Review – Sponsor Deadline XX/XX/XXXX", which means the proposal is waiting for your review and approval.<br>• FP SmartForms have the "reviewer notes" functionality previously discussed.<br>• Proposal must be approved by the Department Reviewer(s) before moving on to the Specialist Review state, at which point, GCA will review and approve.<br>• After dept approval, the dept reviewer can still view the proposal on the Grants tab. | • Manual notification kicked off when a PI/Administrative Contact/Proposal Editor/GCA Specialist adds you as an ancillary review. The review may be sent to an individual, or to a group.<br>• You receive an email from DoNotReply-GRAMS-Grants@untsystem.edu with the subject line "Ancillary Review Notification" which means this proposal requires an ancillary review from you. The email contains comments from the initiator letting you know why an ancillary review is requested.<br>• The AR might be required, or not required, as indicated in the email. Not required reviews are more of an FYI but may still need action.<br>• FP SmartForms do not have the "reviewer notes" Functionality for Ancillary Reviewers.<br>• The ancillary review will not stop a proposal from moving from Department Review to Specialist Review, unlike the department approval which is necessary for GCA to review. However, all required ancillary reviews should be in place prior to the GCA internal deadlines.<br>• After you accept and complete the AR, you are only able to view the proposal on the Grants tab if your department is submitting the proposal or if the PI gave you edit or view access to the Funding Proposal. |

## 4.2  Why Ancillary Reviews are sent

Ancillary reviews are sent for many reasons, such as:

- Cost share commitment approvals, for commitments outside the Lead PI's home department and college
- Compliance concerns
- Review of Terms & Conditions
- Congruency review at the award stage
- Advance Account Approvals
- Ad hoc

## 4.3 How will you know you have an Ancillary Review to review?

You'll receive an email from DoNotReply-GRAMS-Grants@untsystem.edu with the subject line "Ancillary Review Notification". The email will have a link to the Funding Proposal, along with comments from the initiator as to why the review is being requested. It will also be indicated if the AR is required or not.

*Note: It is very important to respond to **required** ancillary review since this may holdup GCA from being able to move forward with proposal submissions or award processing.*



[EXT] Ancillary review notification

DoNotReply-GRAMS-Grants@untsystem.edu

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

**Notification of Ancillary Review**

| | |
|---|---|
| **To:** | |
| **Link:** | GFP0000034 |
| **PI:** | |
| **Title:** | Example Proposal |
| **Required:** | Yes |
| **Description:** | A Funding Proposal has been assigned to you for ancillary review. Click the link above to access and review the submission. |
| **Comments:** | COI Certification document needs to be included in proposal submission. Completed form is attached and needs ORIC review and approval. |

**Supporting Documents:**
COI Certification Document

## 4.4 Access the proposal
### 4.4.1 Access the proposal through email

Click on the link in the email to log on to the GRAMS system.  The Funding Proposal workspace appears.

Note that the AR request can be sent to an individual or to a group of people. Only one person in the group needs to approve. Unlike department approval emails, you will not be able to tell from the ancillary review email if the request was sent to a group or not. If you click on the email link and you get a message that you do not have rights to view the proposal, it means someone else in the group already completed the ancillary review for the proposal.

### 4.4.2 Access the proposal through the dashboard

Alternatively, click on the login link on the GRAMS home page. After logging on, the Dashboard is displayed and the proposal will be in the "My Inbox" and "My Reviews" tabs. As noted above, if this ancillary review was sent to a group, and one other person in the group already approved it, the proposal will not be on your "My Inbox" nor your "My Reviews" tabs.

## 4.5 Reviewing proposal for Ancillary Review

Review the proposal for the reason specified in the email. Check the proposal "History tab" to see any comments or documents added to the review by the review requestor. These comments will typically be the same as what was added in the email.

Review the proposal; Refer to previous sections in this manual for information on how to access items such as:

- The FP SmartForms for personnel, dates, and compliance information
- Reviewing the financials + budgets tabs and cost share commitments
- Viewing attachments via the Attachments tab
- If the proposal is being summited via s2s, how to access the SF424

## 4.6 Send Email

If you have questions for the PI, use the **Send Email** functionality to email them through the system to let them know about your concerns. Click on the send email activity in the left navigation bar.



Fill out the "Send Email" popup window. Enter a subject line. You can send email to a group of people, such as all "All team members", and/or a specific person by selecting on the ellipsis icon to add their name in the "Select any other recipients" box. Type your comment in the Comments box. You can also upload attachments using the Add button or via the drag and drop functionality. Click **OK** to send the email.

Comments entered here will appear in the email message and on the History tab and any attachments uploaded will appear on the Attachments tab.

**Send Email**

1. * Email subject line:
   [ ending Email - Ancillary Review Questions ]

2. * Select at least one group of recipients:
   ☐ All team members
   ☐ All editors
   ☐ All readers
   ☐ Specialist

   **Select any other recipient for this email:** (Only editors and readers have access to the funding proposal.)

   [                    ] [...]

   | First Name | Last Name | E-Mail |
   |------------|-----------|--------|
   | There are no items to display | | |

3. * Comments to be included in the email:

   Please clarify X, Y, Z.

4. Supporting documents:

   [ + Add ]

   | Name |
   |------|
   | There are no items to display |

   [ OK ] [ Cancel ]

# 4.7  Submit Ancillary Review

When you are ready to approve the AR, click on the **Submit Ancillary Review** activity in the left navigation bar.

**Specialist Review**

**Next Steps**

- View Funding Proposal
- Printer Version
- COI Disclosure Status
- ☑ Submit Ancillary Review
- Manage Tags
- Add Attachments
- Copy
- Send Email
- Add Comment

**Example Proposal**                    GFP0000034  Funding Proposal

**Proposal Information**

| PD/PI: | |
| Department: | |
| Specialist: | |
| Sponsors: | National Science Foundation |
| Sponsor Submission Deadline: | 8/31/2021 |
| SF424 Link: | |

**Budget Information**

| Starting Date: | 4/1/2022 |
| Number of Periods: | 3 |
| Total Direct: | $225,596 |
| Total Indirect: | $109,415 |
| Total: | $335,011 |

Draft → Department Review → **Specialist Review** → Sponsor Review → Complete
(Clarification Requested) (Clarification Requested) (Changes Required)

Select 2 and 3 as accepted and completed, enter comments, and upload supporting attachments using the Add button or drag-and-drop feature. Click **OK** to submit the ancillary review.

**Submit Ancillary Review**

Unless you have permission to access the project, upon submitting your review, you will lose access to this project and be returned to your Inbox.

1. **Select the Review you are submitting:**

| Organization | Person | Review Type | Required |
|---|---|---|---|
| ☑ | ▬▬▬▬▬ | Compliance Review | yes |

2. * **Do you accept this submission?** ❓
   ● Yes ○ No Clear
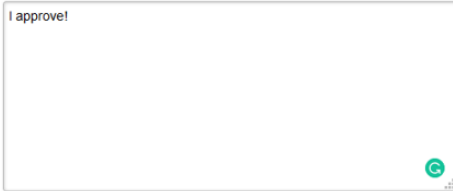
3. * **Is the ancillary review complete?** ❓
   ● Yes ○ No Clear

4. **Comments:**

   I approve!

5. **Supporting documents:**

   ➕ Add

   | Name |
   |---|
   | There are no items to display |

   OK   Cancel

## 4.8  What happens after submitting the Ancillary Review

The ancillary review is complete. The proposal will no longer appear in your "My Inbox" and "My Reviews" tabs on the Dashboard. If your department is the proposal submitting department or the PI has added you as an editor or viewer for that proposal, you will still be able to locate this proposal on the Grants tab. If you do not have additional security access to this proposal, you will no longer be able to access it.