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.