












# Reviewing and Approving Proposals Using the InfoEd eRA System

## Quick Reference Guide

1. Click the “Reviewer Dashboard” link in the proposal notification e-mail you received. Proceed to log in if you are prompted to do so. **(call 486-3622 or 4175 for login info)**
2. Click the “Items to Review” tab and then the “folder” icon  in the **first row** under the word “show”.
3. The proposal will pop up in a separate window. Click the “SF 424 (R&R)” button on the blue panel. The proposal’s title, PI, and associated department appear at the top.
4. Scroll downward to the “Internal Proposal Review Form” section. **This section contains all information previously available on the OSP’s “Internal Proposal Review” form.**
5. To view time and effort information for all personnel, click the “Personnel” button on the blue panel.
6. To view a high-level summary of the proposal’s budget, click the “Budget” button on the blue panel.
7. To view salary information and more detail about non-personnel costs, click the “Budget Items” button on the blue panel.
8. To view the “Project Summary”, (a.k.a. abstract), click the “Project Summary” button on the blue panel and then click the .pdf icon  in the upper right-hand section of the screen.
9. To view the “Research Plan”, click the “Research Plan” button on the blue panel and then click the desired .pdf icon .
10. After reviewing all desired information, click the “Done” icon  in the upper left-hand corner of the proposal to log out of the record. You will return to the reviewer dashboard window. Now, click the check box next to the folder icon  in the **first row** under the word “show” in the “Items to Review” section. Then, click the “Save” icon  (upper left-hand corner of reviewer dashboard panel. It looks like a disk).
11. Click the “folder” icon  in the **second row** under the word “show”. An electronic version of the forms that will be sent to the sponsor will appear. Review them for accuracy.
12. When finished reviewing the sponsor application forms, click the check box next to the folder icon  in the **second row** under the word “show” in the “Items to Review” section. Then, click the “Save” icon  (upper left-hand corner of reviewer dashboard panel. It looks like a disk).
13. If you would like to add any comments, click the “Add Comments” tab on the reviewer dashboard. Then, type your comments in the appropriate boxes and click the “Save” icon  when you are finished.
14. If you would like to review comments made by other reviewers, click the “See Comments” tab.
15. Click the “My Decision” tab to access the approval decision section. Select the appropriate choice from the drop-down list and click the “Save” icon  when you are done. **Any choice other than “Approved” will force the proposal to be re-submitted and re-reviewed by everyone. If you have a concern about the proposal but still wish to allow the PI to conduct the proposed work, you should: (1) refrain from making an immediate decision (2) ask the PI to correct the problem and contact you after doing so (3) log back into the reviewer dashboard and approve the proposal.**
16. You are finished and can now close out of any open windows.