








Reviewing and Approving Proposals for Internal Funds 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.
3. In the first row, you will see a “proposal” icon  followed by the word “Proposal”. Clicking this icon will bring up the data entry screens used to develop the proposal submission. Proposal reviewers have no need to access this part of the system, however, so just click the check box to the left of the  icon and move on to the next row.
4. You will notice one or more “folder”  icons in the rows to follow. Click each one as necessary to review a copy of the proposal forms awaiting your review.
5. When you are finished viewing all relevant forms within each folder , click the boxes in the “Done” column to “check” them off.
6. ***IMPORTANT:** Click the “Save” icon  (upper left-hand corner of reviewer dashboard panel) after performing the previous step.
7. 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.
8. If you would like to review comments made by other reviewers, click the “See Comments” tab.
9. Click the “My Decision” tab to access the approval decision section. Select the appropriate choice from the drop-down list and be sure to click the “Save ” icon  when you are done. **Any choice other than “Approved” will force the protocol to be re-submitted and re-reviewed by everyone. If you have a minor concern about the protocol (i.e. data entry error, etc.) 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 protocol.**
10. You are finished and can now close out of any open windows.