Step by Step Dean Proposal Review Guide

Table of Contents
Overview ......................................................................................................................................................................... 2
Two ways to access RAPPORT: ....................................................................................................................................... 2
  1) Routing Review Notification ............................................................................................................................... 2
  2) Login to RAPPORT using your NetID and password ........................................................................................ 5
Reviewing a Funding Proposal upon Request from OSP ......................................................................................... 6
Overview

This guide outlines the steps required by RAPPORT for a Chair to review a proposal.

Two ways to access RAPPORT:

1) Click on link within the RAPPORT Grants Notification email, or
2) Login to website

1) Routing Review Notification

Open the email from ‘No-Replay@Rapport.Dartmouth.edu’ and click on the hyperlink in the blue type face.

The proposal has been routed to you for your review.

Please click here FP00000771_Res1 to review the proposal and take appropriate action.

DCR04
Using the notification thus, you navigate to the funding proposal workspace.

The easiest way to review the Funding Proposal, in more depth than the proposal workspace presents, is to right-click on "Printer Version" and select "Open link in new window" to open all views in a scrollable window.

Below is a section of the printer version:

Here the attachments can be reviewed; they can be opened by clicking on the file name.
Select the *Issue Dean Approval* activity from the menu to approve the proposal. If you wish any change to be made use the *Dean Requests Changes* activity to return the proposal to the DRA to make changes. The DRA and PI will resolve the issue(s), and return it to you to run the *Issue Dean Approval* activity.

The *Dean Requests Changes* activity will route the proposal back to the researchers so they can address the comments entered here.

Once the Dean approves, the state of the proposal will change from ‘Dean/Desigee Review’ to ‘OSP Grants Officer Review’ or perhaps to indicate another review step - ‘Fiscal Office Review’.
You make also decline to forward the proposal for submission.

Please heed these warnings carefully and be sure that Decline is what is needed.

2) Login to RAPPORT using your NetID and password

https://grants-rapport.dartmouth.edu/ My NetID __________________________

To look up your NetID: http://tech.dartmouth.edu/its/services-support/help-yourself/netid-lookup
If you have forgotten your NetID Password, you can change it at:
http://tech.dartmouth.edu/its/services-support/help-yourself/knowledge-base/changing-your-password

Your personal page opens when you click on "My Home":

"My Action Items" contains proposals needing your action.

When you have the funding proposal open follow the steps as given under Routing Review Notification.
Reviewing a Funding Proposal upon Request from OSP

An Office of Sponsored Projects Grants Officer, may decide that a funding proposal was not routed to all required reviewers. In such an eventuality, you may be asked to review a proposal out of the normal routing approval flow. You will receive an email Notification that your action is required for a particular Funding Proposal in RAPPORT - Grants.

As the reviewer, respond, with your review of the proposal, by using the activity that is called Issue Reviewer Decision. Please note that your My Activities menu has different options than that menu when reviewing a typically routed proposal.

You will accept or decline or request changes be made by responding via the aforementioned activity. Then the Grants Officer will proceed based on the response that you issue.

Once you have completed the review via the Issue Reviewer Approval activity, the History Log will be stamped to show the activity.