Ancillary Reviewer Instructions – RAPPORT Grants 10.5

Proposal & Budget Review

Reviewers can access the proposal and budget for review via the View Funding Proposal button and Edit link on the Budgets tab:

- Reviewers can click into the proposal via View Funding Proposal.
- Reviewers can click Edit to select budget pages for review.
- Quick link to budget.
- Indirect Rate.
- Click Exit when done.
- Drag down to scroll through all pages quickly.

Please reach out to OSP if you have any questions or need assistance while we transition to the upgraded Grants system.
Review documents are located on the Attachments tab:

Click on a document to open it from the Attachments tab

Submitting Ancillary Approval

To approve the proposal, select **Submit Ancillary Review**:

1. Select the Review you are submitting:
   - Organization
   - Person
   - Review Type
   - Required
   - ERA testfo2
   - Fiscal Office
   - no

2. *Do you accept this submission?*
   - Yes
   - No
   - Clear

3. *Is the ancillary review complete?*
   - Yes
   - No
   - Clear

4. Comments:
   - I approve the cost sharing proposed in this application

   Comments added here are included in the email to OSP and appear on the history tab of the proposal

5. Supporting documents:
   - + Add
   - Name
   - There are no items to display

   OK  Cancel
Proposal Questions Before Approval

The **Submit Ancillary Review** activity does not allow Reviewers to send back a proposal for updates. Questions about the contents will need to be directed to the proposal team.

Reviewers can communicate via Outlook email or use the **Send Email** function in the proposal to ask questions:

Reviewer comments on both the **Submit Ancillary Review** and **Send Email** activities appear on the history tab of the proposal: