Approving a Transmittal and Reviewing the Proposal – Unit Approvers

As a unit approver, the University requests that you approve the distribution of academic credit, center and institute credit and F&A as well as the proposal itself for all members of your unit. You can also assign a proxy to do this for you or when you are out of the office. Below are instructions for where to find all the pertinent distribution information and the proposal on a federal grant.

1. You will receive an email requesting your approval as a unit approver. The email will look like this:

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From: Carl W Bergmann Sent: Mon 10/5/ To: Catherine A Cuppett Cc: Subject: Fwd: Fwc A proposal transmittal requires your approval	015 3:23 PM
From: osp@uga.edu <osp@uga.edu> Sent: Monday, October 5, 2015 1:16 PM To: Alan Darvill Subject: A proposal transmittal requires your approval</osp@uga.edu>	
Office of the Vice President for Research Office of Sponsored Programs To: Alan Darvill PI: Jonathan Eggenschwiler Titde: Elucidating the role of CCRK in ciliary assembly and function	
Proposal ID: <u>FP0006417</u> The proposal referenced above has been placed into your approval queue for review. Please login to eResearch Portal or click the link above to access the proposal. Proposal may be poroved or rejected in two ways:	
Description: 1. Via the "Approve" or "Recall or Reject" activities within the Proposal Workspace - these activities are located along the left hand side of the screen under the "Transmittal Form Activities" heading. 2. Via the "Execute Activities" link associated with the proposal from the "My Inbox" screen. Detailed instructions on the approval process can be found here.	=
If you have any questions, please contact the Office for Sponsored Programs: <u>http://wnw.over.wea.edu/osp/centacts/information</u> Thank You.	
Click on a photo to see social network updates and email messages from this person.	2 ² ×
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- 2. Click on the proposal number in order to link directly to the proposal workspace.
- 3. If you are not already logged into the OVPR eResearch Portal you will be prompted to do so. Use your UGA ID and password to login. Once you are logged on you will automatically be directed to the proposal workspace. It looks like this:

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General Accions	NATIONAL INSTITUTES OF HEALTH / Rese	earch Project Grant (Parent R01) / PA-13-302	
DLSA Actions	PI: Jonathan Eggenschwiler	Mgmt Unit: Department of Genetics - (093)	Initiator: Ryan Fugett
Communications OSP Actions	OSP Rep: Jacob Maas	Total Proposed: \$1,500,000	Awaiting Detailed State: Transmittal Completion
Submit to Sponsor	Sponsor: NATIONAL INSTITUTES OF HEALTH - (30610)	Start Date: 9/1/2016	C&G Accountant: Kenneth Dover
Transmittal Actions	Prop. Trans. Status:	Due Date: 10/5/2016	C&G invoicing Accountant:
Create Award	Apply tormatoria to	OSP Asst: Stephanie Tucker	DLSA:
Undate Permissions List			

4. At the top left note the blue option called <u>transmittal information</u>. If you click on this, you will get a drop down with the option to <u>view transmittal information</u>. This will show you the credit and F&A distribution in a pop up.



	Execute "View Transm	nittal Data" on FP00006417 - Google Chrome ants-prod.ovpr.uga.edu/grants/Resource	Adminis	tration//	Activity/form?ActivityType=c	om.webr	idge.er	ntity.E	د الله الله الله الله الله الله الله الل		
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	Jonathan Eggenschw	ator: wiler				Submitti Departme	ng Dep Int of Ge	artme enetics	ent: s - (093)		
	Application Type:					Project Type:					
	New Primary Sponsor: NATIONAL INSTITUTES OF HEALTH - (30610)				Proposal Submitter 10/5/2015				Date:		
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	Initial Period Total Costs: \$375,000.00						Project Grand Total: \$1,500,000				
	Institution: University of Georgia Research Foundation Inc. Animal Use: Yes										
						Animal Use (Client Owned): No					
	Human Subjects: No					Hazardous Materials: No					
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5. Scroll down the proposal workspace to the grey "<u>Grants.gov Application Package</u>" tab. Click on the <u>hotlink</u> below the tab.

Elucidating the role of CCRK in ciliar	assembly and function - Google Chrome
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6. You are now in the federal form set workspace. Click on the pdf "<u>view</u>" link to see the proposal.

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- 7. If there is no view PDF link you can contact your Grants Officer in SPA to generate one for you or you can review the actual forms by clicking on <u>View Grant Application</u> and navigating through the forms. The above screen shot says edit b/c Catherine Cuppett has access to edit. Unit approvers will only have access to view.
- 8. You can now return to the proposal workspace by using the <u>breadcrumbs</u> at the top of the page. Click on the proposal title to return and approve the transmittal and proposal.
- 9. In the center of the proposal workspace click on the <u>blue button</u> approving as unit approver or the <u>red button</u> rejecting as a unit approver.



10. The end.