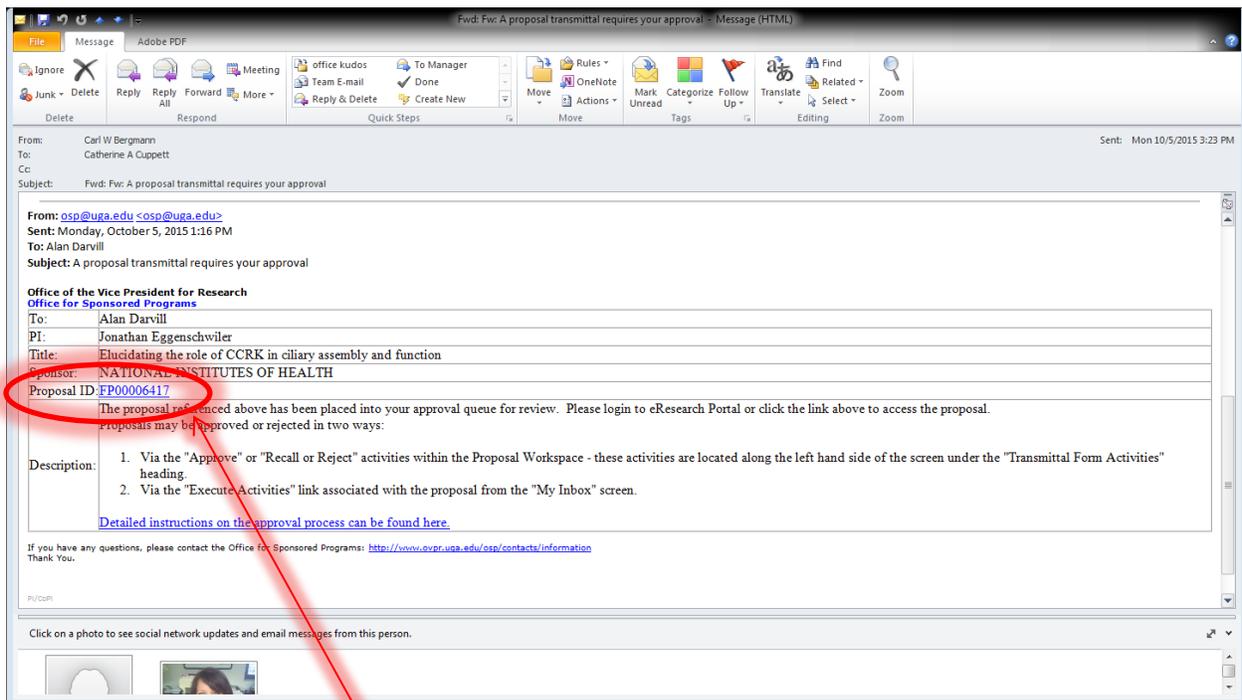


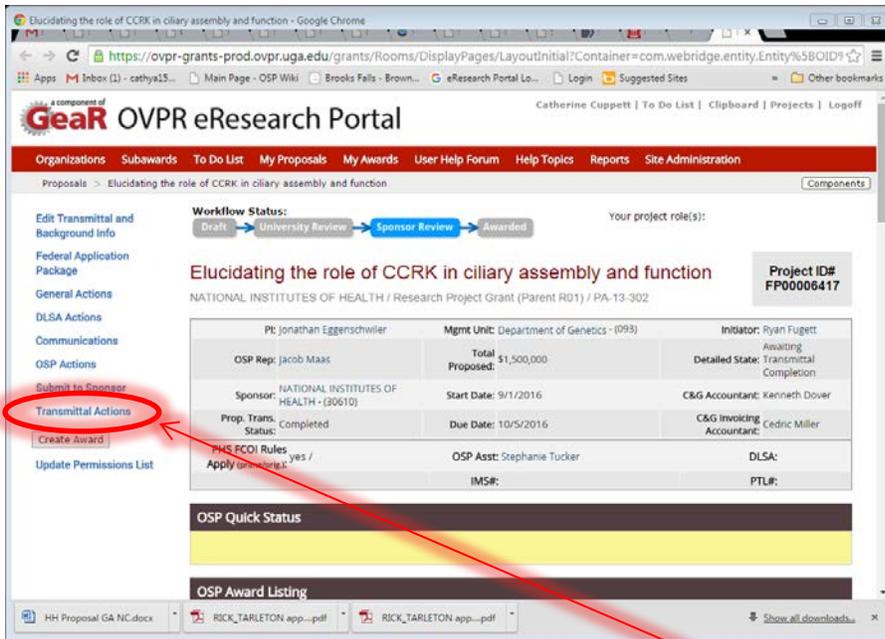
## Approving a Transmittal and Reviewing the Proposal – Unit Approvers

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.

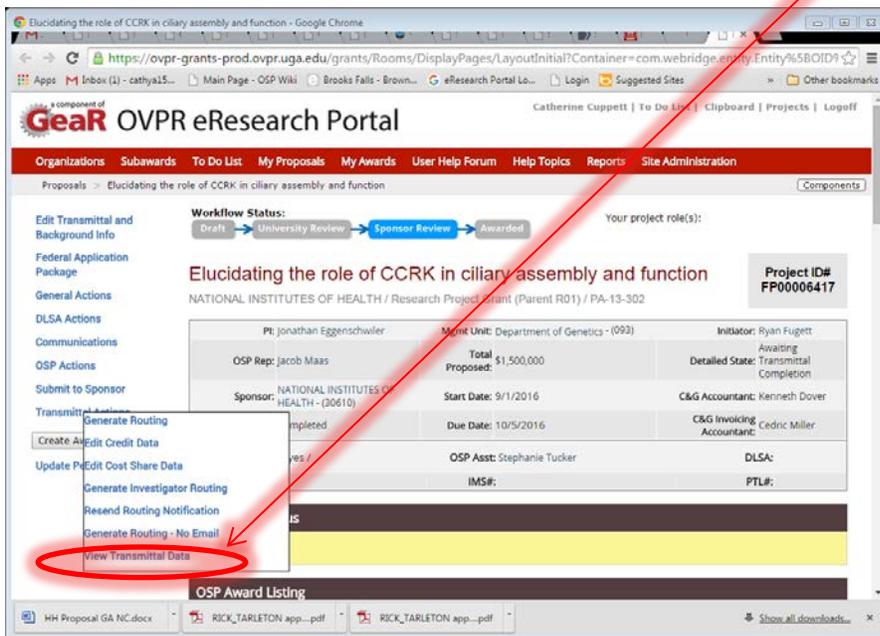
1. You will receive an email requesting your approval as a unit approver. The email will look like this:



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:



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



Execute "View Transmittal Data" on FP00006417 - Google Chrome  
 https://ovpr-grants-prod.ovpr.uga.edu/grants/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity%5B0ID%5B43A5D98BD598C043A4C538A8794DBE1

**View Transmittal Data**

**Project Title:** Elucidating the role of CCRK in ciliary assembly and function  
**Principal Investigator:** Jonathan Eggenschwiler  
**Application Type:** New  
**Primary Sponsor:** NATIONAL INSTITUTES OF HEALTH - ( 30610 )  
**Budget Periods:**

Name	Start Date	End Date	Total: Grand Total
View Period 1	9/1/2016	8/31/2017	\$0
View Period 2	9/1/2017	8/31/2018	\$0
View Period 3	9/1/2018	8/31/2019	\$0
View Period 4	9/1/2019	8/31/2020	\$0

**Date Project Starts:** 9/1/2016  
**Initial Period Total Costs:** \$375,000.00  
**Institution:** University of Georgia Research Foundation Inc.  
**Animal Use:** Yes  
**Human Subjects:** No  
**PI Credit Info:**

Name	Academic Credit	C&I Credit	F&A Return																								
View Jonathan Eggenschwiler	<table border="1"> <thead> <tr> <th>Unit Name</th> <th>Code</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Department of Genetics</td> <td>093</td> <td>80%</td> </tr> <tr> <td>Department of Biochemistry and Molecular Biology</td> <td>166</td> <td>0%</td> </tr> <tr> <td>Department of Cellular Biology</td> <td>194</td> <td>0%</td> </tr> </tbody> </table>	Unit Name	Code	%	Department of Genetics	093	80%	Department of Biochemistry and Molecular Biology	166	0%	Department of Cellular Biology	194	0%	<table border="1"> <thead> <tr> <th>Unit Name</th> <th>Code</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Complex Carbohydrate Research Center</td> <td>549</td> <td>0%</td> </tr> </tbody> </table>	Unit Name	Code	%	Complex Carbohydrate Research Center	549	0%	<table border="1"> <thead> <tr> <th>Unit Name</th> <th>Code</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Department of Genetics</td> <td>093</td> <td>80%</td> </tr> </tbody> </table>	Unit Name	Code	%	Department of Genetics	093	80%
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**Co-PIs Credit Info:**

Name	Academic Credit	C&I Credit	F&A Return																					
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Unit Name	Code	%																						
Department of Cellular Biology	194	5%																						

**Submitting Department:** Department of Genetics - ( 093 )  
**Project Type:** Research  
**Proposal Submitted Date:** 10/5/2015  
**Date Project Ends:** 8/31/2020  
**Project Grand Total:** \$1,500,000  
**Animal Use (Client Owned):** No  
**Hazardous Materials:** No

Credit and F&A distribution

5. Scroll down the proposal workspace to the grey "Grants.gov Application Package" tab. Click on the hotlink below the tab.

Elucidating the role of CCRK in ciliary assembly and function - Google Chrome  
 https://ovpr-grants-prod.ovpr.uga.edu/grants/Rooms/DisplayPages/LayoutInitial?Container=com.wel

Submission Dates and Budget Periods (2 pages) Complete  
 Proposed Effort Complete

**Budgets**

Name	Date Modified
OAC-00522	10/5/2015 3:57 PM

**Grants.Gov Application Package**

Name	Date Modified	State
SF-42400001306 for FP00006417	10/5/2015 3:01 PM	Federal Funding Agency Tracking Number Assigned

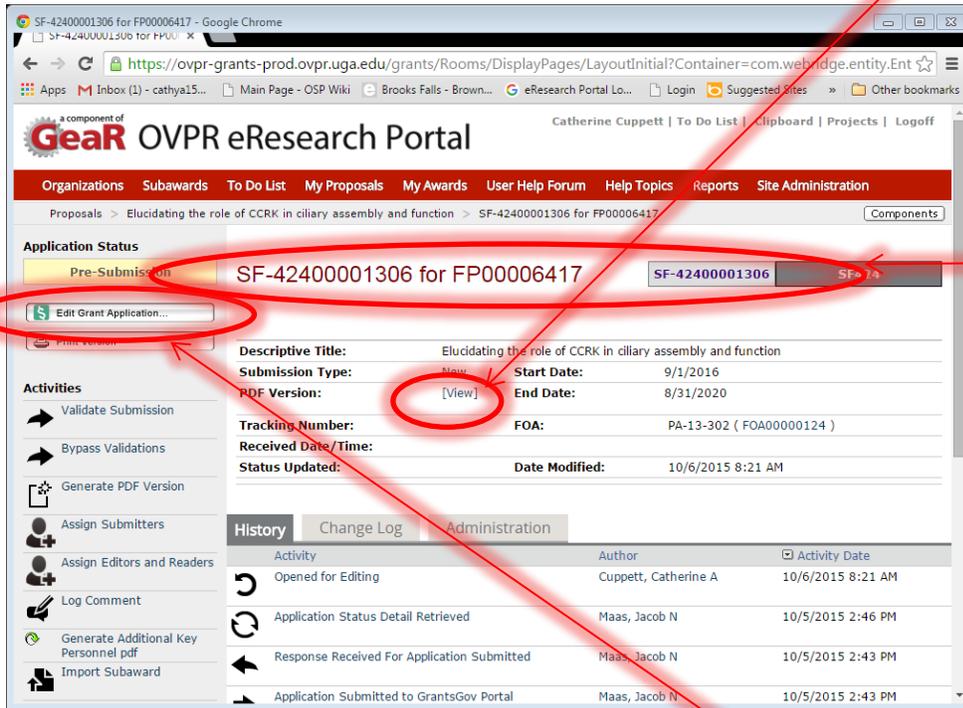
**Proposal Documents**

Title	Last Modified
There are no items to display	

Log Follow-On Submissions Versions Permissions

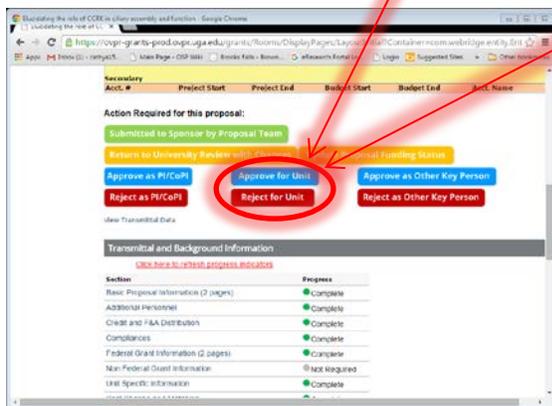
HH Proposal GA NC.docx RICK\_TARLETON app....pdf RICK\_TARLETON app....pdf Show all downloads...

- You are now in the federal form set workspace. Click on the pdf “view” link to see the proposal.



Breadcrumbs trail

- 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 View Grant Application 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.
- You can now return to the proposal workspace by using the breadcrumbs at the top of the page. Click on the proposal title to return and approve the transmittal and proposal.
- In the center of the proposal workspace click on the blue button approving as unit approver or the red button rejecting as a unit approver.



- The end.