

Next Steps

View Funding Proposal

Printer Version

Proposal Information

PD/PI:

Department:

Specialist:

COI Disclosure Status

Manage Ancillary Reviews

Manage Tags

Add Attachments

Copy

Send Email

Assign Specialist

Add Comment

Notice to Proceed Request

Central Office Data

Submit to Pre-Award Specialist

Manage Ancillary Reviews

1. Identify each organization or person who should provide additional review.

+ Add

Review Type Org Person Reqd Accepted Notified Comments Docs

There are no items to display.

Budgets SF424 S

Working Budgets

Name

Ancillary Reviews will be used in all modules to request approval, notify relevant parties, and coordinate between departments. See your departments specific ancillary review section on what uses are intended for your module.

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization:

Person:

2. * Review type:

3. * Response required?

Yes No [Clear](#)

4. Comments:

5. Supporting documents:

+ Add

Name

There are no items to display.

* Required

OK

OK and Add Another

Cancel

Ancillary Reviews Quick Guide

- 1 Click on **Manage Ancillary Reviews** from the Activity Center.
- 2 When the new window opens, click **+Add** tab to identify which organization or person should provide an additional review.
- 3 A new window will open and fill in questions 1-5. Reviews can be sent to organizations or individual people. They can be sent to multiple recipients by using the **OK and Add Another** button. **Review type** will vary depending on which module you are in when sending out the review. Once you have selected your recipients and review type you can **+Add** comments and supporting documents.

If **response is required**, selected reviewers will receive an email notification with a link to the item that needs reviewed and it will appear in their inbox tab on the PERA dashboard. If a **response is not required**, the review will only appear in their inbox tab, no email will be sent.

- 4 Click **OK** or **OK and Add Another** when finished.
- 5 The reviewer can now view the items and **Add Comment** as part of their review.