# Ancillary Review for FCOI Full Costing

To ensure timely processing, requests for full costing reviews should be submitted to the COI team at least five business days before the deadline for proposal submission to sponsor.

The FCOI Full Costing Review will be completed by Ancillary Review.

1. Select "Manage Ancillary Review" from the Funding Proposal Workspace.

2. Click Add on the Manage Ancillary Review pop-out screen.
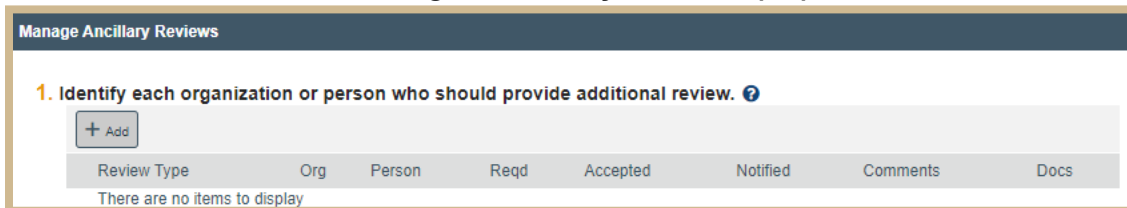
3. Select the COI Organization.

4. From the review type drop-down, select FCOI Costing Review.

5. Select 'Yes' for Response Required if a response is needed prior to proposal submission.

6. In the Comments field provide:
   - If response is required in less than 5 days, include "URGENT" as the first word in the Comments section.
   - Include "Full Costing Review" as the first words or directly after "URGENT" in the Comments section.
   - Include specific instructions in that include:

- PI First and Last Name, Proposal Title, Funding Proposal Number.
- Verification of completion of FIS Disclosures
- Cost Share information if applicable
- Enter the date a response is required (calculate 5 days prior to sponsor due date)   Enter the date a response is required (calculate 5 days prior to sponsor due date).

7. Complete Statement of Work, Budget and Budget Justification must be uploaded to the Add Attachments activity.

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

8. Select OK to Save and close the page.

9. On the Manage Ancillary Review page, verify the information is correct for the Ancillary Review and select OK. This will send an email notification to the individuals in the COI Organization and place this Funding Proposal in their inbox.

**All individuals that are included in the COI Organization will receive a system generated email with information related to the Review request. The Funding Proposal will also appear in the Inbox on the individual Dashboard.

How to Submit an FCOI Full Costing Ancillary Review

Follow the steps below to submit (approve/deny) an ancillary review:

1) Access the record in one of two ways:
    a) From the system generated message received via email, click on the "Grant ID" link.   This link will direct you to the Funding Proposal Workspace of the proposal needing review.

|	
Link:	FP00000391
PI:	Rebecca Simms (pi)
Title:	PI Last Name - Sponsor - Title
Required:	Yes
Description:	A Funding Proposal has been assigned to you for ancillary review. Click the link above to access and review the submission.
Comments:	URGENT - Full Costing Review
	PI First and Last Name, Proposal Title, Funding Proposal Number. Verification of completion of FIS Disclosures Cost Share information if applicable Enter the date a response is required (calculate 5 days prior to sponsor due date)

    b) Select the name of the proposal provided on the My Inbox or My Reviews tab.
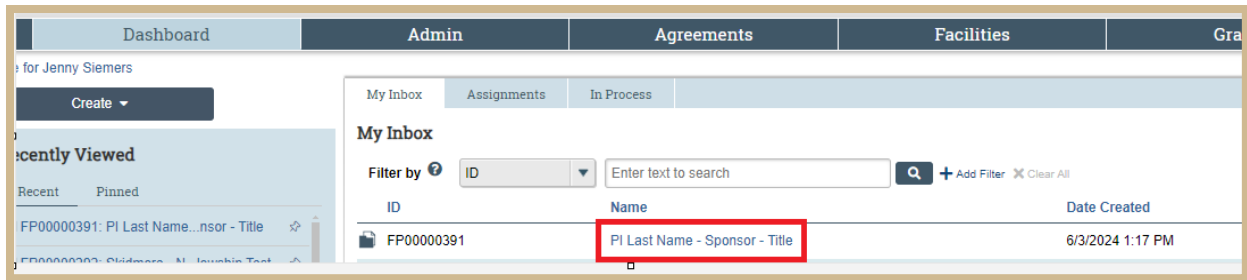
2) On the Proposal Workspace, select the Attachments tab to View the Statement of Work, Budget and Budget Justification. The SOW, Budget Justification and Excel Budget file will be uploaded.
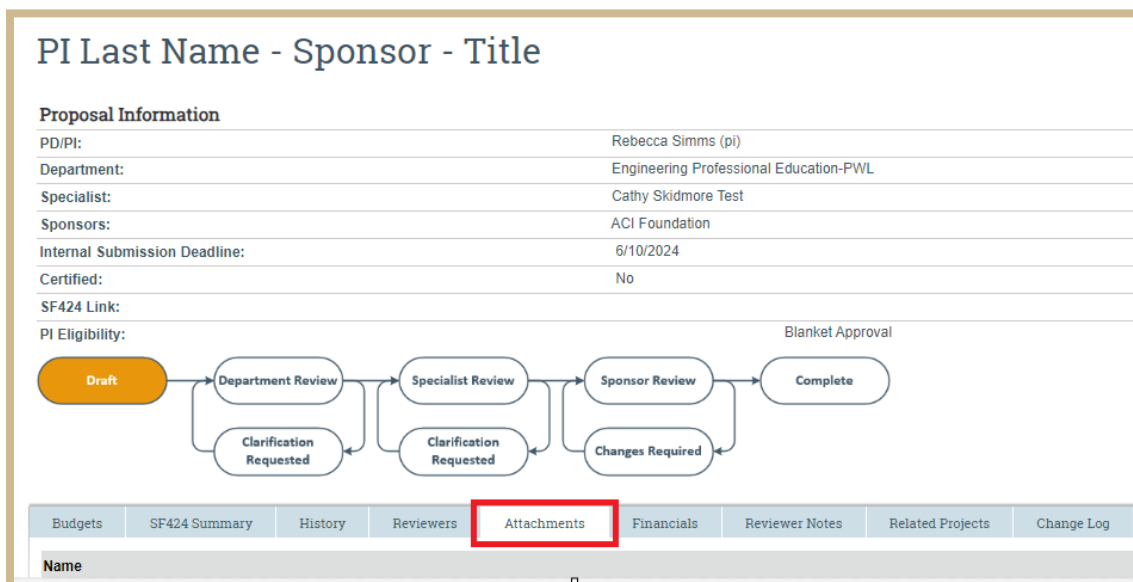
3) If clarification is required email the Pre-Award Specialist and/or Project Director to resolve.

4) To approve the Budget, from the Activity List, select Submit Ancillary Review.
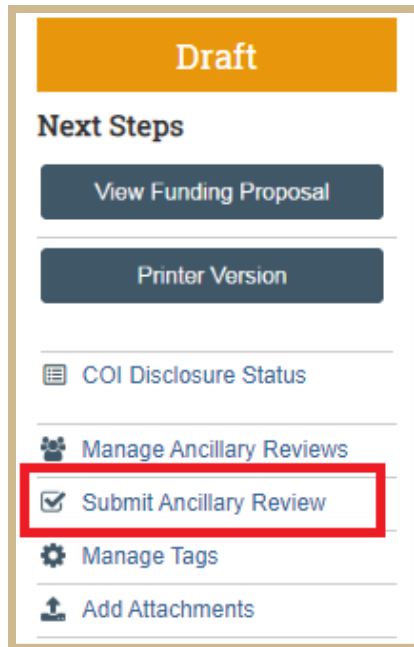
5) A new page will open.
   a. From this new page, select the Ancillary Review to be submitted.
   b. Select Yes/No for questions 2 and 3.
   c. Add Comments and Supporting Documents if applicable.

NOTE: Documents uploaded to the Ancillary Review approval/denial become a permanent document in the Funding Proposal.

   d. Select OK, the Ancillary Review is complete.

Unless you have permission to access the project, upon submitting your review, you will lose access to this project and be returned to your Inbox.

1. **Select the Review you are submitting:**

	Organization	Person	Review Type	Required
☐		Jenny Siemers Test	PI/Co-PI Certification	yes
☐		Jenny Siemers Test	FCOI Costing Review	yes

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

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

4. **Comments:**

[ ]

5. **Supporting documents:**

➕ Add
Name

There are no items to display

OK Cancel