InfoEd Reviewer Dashboard Reference Guide

*Important: If you are completing a review from home or off the Clemson network, you must first establish a VPN Connection (<u>https://cuvpn.clemson.edu</u>) to reach the reviewer dashboard.

As an approval step on an InfoEd proposal submission route, you will be presented with a reviewer dashboard to view and approve the various elements of the proposal submission. The first indication that your review and approval is required will be an email similar to the one below.

From:	Sysadmin, InfoEd <dharri2@clemson.edu></dharri2@clemson.edu>					
To:	Daniel Harris					
Cc:						
Subject:	Proposal Submitted - Your Approval Required					
Please review the proposal listed below by clicking the Reviewer Dashboard link. Investigator: InvestigatorTEST Tester						
Department: Test Department						
· ·	Sponsor Deadline Date:					

Reviewer Dashboard: Reviewer Dashboard

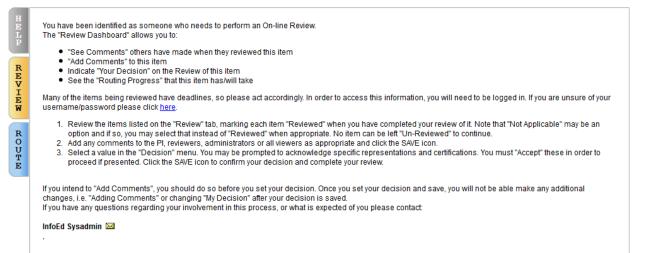
Proposal No: 2014000192 Proposal Title: dh test 2/19/14 5

Step 1

- Click on the Reviewer Dashboard link in the email. A window will open displaying the reviewer dashboard itself.
 - If prompted to log in, please use your Clemson University username and password

Step 2

Click on the Review tab



Once you have opened the review tab, you will be presented with the screen below. This screen consists of:

- Elements of the proposal to review to review each element click view (or edit if your access allows)
- Comments text entered here will be displayed to the applicable groups in both the upper right corner of the reviewer dashboard as well as the route status page of the Proposal Development record
- Decision Either approved or return for corrections

HE	Proposal - Initial Applicatio	an a					
H E L P	Number: 2014000192	Comments I can see No Comments have been recorded					
	Title: dh test 2/19/14 5 Sponsor: Abbeville County						
R E V I E W	Submitted:						1
Ĭ		Current Submission		Reviewer Action			
Ŵ	Form Name/Category	Submitted	Open	Un- Reviewed	Reviewed	Not Applicable	
R	dh test 2/19/14 5 (Proposal)	19-Feb-2014 12:10:33 PM	w View	۲	\bigcirc	\bigcirc	
R O U T E			🔼 Edit				
T E	Export Control 10-15-2013 (Supporting Documents)	19-Feb-2014 12:11:27 PM	🔼 Edit	۲	\odot	\bigcirc	
	Cost Share/F&A Waiver/PI Variance	19-Feb-2014 12:11:27 PM	🔀 Edit	۲	\odot	۲	
	Budget (Internal Budget)	19-Feb-2014	N/A	۲	\bigcirc	\bigcirc	
	Add Comments:			My D	ecision is:		1
	To be shared with everyor	ne				•	
				.41			
	Between you and the PI						
	Between Reviewers Only						
	Between you and Admins			.11			
				.4			

Step 3

- > Click the View button for each element of the proposal
- Select the "Reviewed" or "Not Applicable" radio button for <u>each</u> element
 - You will not be able to record a decision if any element is left as "Un-reviewed".
 - You may also leave comments in the applicable section if you choose (see Comments bullet above)

Reviewer Action							
Un- Reviewed	Reviewed	Not Applicable					
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Step 4

Click the save icon in the upper right corner of the dashboard



You may then enter your review decision. A selection of **Approved** will send the review to the next step of the route for approval.

A selection of **Return for Corrections** will send a preset email to the PI and grant administrator notifying them that corrections are needed. Specific concerns/corrections should be communicated through the comments section or sent to the PI and grant administrator directly.

• Once the corrections have been made, the route will start again from the beginning, and you should see another email containing a link to the reviewer dashboard once your step has been reached.

Step 5

Enter your Decision

My Decision is: Approved Return for Corrections After recording a decision, if you are the proposal's PI, Co-Investigator, PI or Co-I's Chair or Associate Dean for Research, you will be presented with certification text that you must agree to in order to approve the review.

Step 6

Accept certification Text

Step 7

> Click the save icon once more to complete your review.

Save your data or it will not be recorded... 📟

Comments I can see... No Comments have been recorded