

PennERA - Proposal Review & Approval



Reviewer and Approver

Interest Areas: Review and Approve a Proposal Record

Overview

Review and approval of proposal record takes place fully electronically within PennERA. The review consists of a Pre- and Final Review. The review steps are as follows:

Pre-Review

- Department Approver
- School/Center Approver

Final Review

- University Approver

Review and Approval

A proposal reviewer will receive a notification to three locations when a proposal requires review. All methods contain a link to access the Review Dashboard.

- UPenn Mailbox (as identified in their PennERA profile)
- PennERA Messages
- PennERA Assignments

Note: Proposals review is linear, and each step must be completed before reviewers on the next step are notified.

During the **Pre-Review** process, the proposal record remains editable.

During the **Final Review** process, the proposal is locked from editing by anyone other than central office staff and Final Reviewers.

Note: A proposal should be submitted for Final Review only when fully complete and in final form. For NIH S2S records, SVS should be run prior to submitting to Final Review.

Review Dashboard

The review and approval of a proposal record is completed in the Review Dashboard. The dashboard contains three tabs:

Help – Contains helpful information on the use of the dashboard and review process.

Review – Contains the proposal package and is where the reviewers will enter comments and make their decision.

Route – Contains information on the current approval route.

On the **Review** tab of the dashboard, users can review the contents of the proposal package. This includes the record itself, internal forms and uploads, and any previous comments.

Proposal - Initial Application

Number: [10078000](#)

Title: Examining the use of coffee during long weekend upgrades.

Sponsor: WISTAR INSTITUTE

Submitted:

Form/Document	Document Type
Proposal Development Record	
Assembled Doc	Proposal
Certification by Principal Investigator	Certification
Proposal Transmittal Form	Transmittal

My Decision

After reviewing the contents of the package, the reviewer can make comments and select a review decision.

Add Comments:

To be shared with everyone

B **I** **U** **A** ▼

ORS, please review and sign attached face page.

Select a decision:

Approved

Not Approved

If the reviewer chooses **Approved**, the review will move on to the next step. If **Not Approved** is chosen, the reviewer should do so only after including comments relevant to the decision. These comments will be included in a system notification that will be sent to the PI and Department Approvers alerting them that revisions should be made.

Note: Rejecting the record requires the proposal review to start over at the beginning.

Once a record is submitted for Final Review, the reviewer must send the record back to the department via the "Not Approved" decision for the record to become editable to department and School staff. This is not necessary during Pre-Review as the record remains editable during that review stage.

For assistance, please contact PennERA Help PennERAhelp@lists.upenn.edu.