PennERA - Proposal Development

Reviewer & Approver

Complete information about the internal routing and approval process, including how to submit a proposal for internal review, can be found in the PD User Guide, beginning on p72, and also in the Investigator Reference Guide.

Notifications to Review a Proposal

1. When a person is designated as an approver for a particular proposal, they must either approve or disapprove the proposal. Designated reviewers receive a copy of the proposal for informational purposes only – no action is required.

2. When a proposal is routed for approval or review, the recipient receives both an internal PennERA message and a Penn email message. To continue with Penn email, go to Step #3. Otherwise, to view your internal messages in PennERA, log on and go to My Messages on the right side of the screen (see p23 of the PD User Guide).
   - Click ‘Inbox’ to access your messages, then click the envelope icon under the “Open” column for the proposal you wish to review.

3. Both an informational reviewer and an approver will receive a link to the proposal in the message. An approver will also receive a link directly to the Review Dashboard, where the proposal can be approved or not approved.

4. Click the “Reviewer Dashboard” link. In the dashboard, the proposal can be approved or disapproved, comments added, other reviewers inserted, and routing progress viewed.

5. The “HELP” screen is initially displayed.
   - Information about the Review Dashboard, instructions for completing the review, and contact information are displayed on this tab.

   You have been identified as someone who needs to perform an on-line review. The “Review” tab allows you to:
   - View comments by previous reviewers.
   - Add your comments for others to view.
   - Indicate which items you have reviewed.
   - Record your review decision.

   The “Route” tab:
   - Displays the review progress to date and the remaining steps in the approval process.
   - Allows you to insert additional approvers or information-only reviewers.

   Approval paths are predetermined by the school/center’s administration. Predefined approvers/reviewers cannot be removed from the routing path. For help, please contact PennERAhelp@lists.upenn.edu.

Review the Proposal

More information can be found on p82 of the PD User Guide.

1. Click the “REVIEW” tab. All review actions take place on this tab: Accessing items to review, viewing and adding comments, and recording the review decision.
   - Click the Form/Document links to open and review individual items.

   - Review comments can be added in the “Add Comments” section and may be formatted, if desired.

   - Comments from earlier reviewers, if any, can be viewed in the upper right corner of this tab.
   - Comments cannot be added by the current reviewer after a Decision has been selected.
   - Choose a decision (click “Approved” or “Not Approved”).
   - A Certification pop-up window will be displayed; make the appropriate selection (Cancel, Decline, Accept).
   - If prompted, enter PennKey and PennKey password to authenticate.
   - Do not close the browser window until the process has been completed and the screen has refreshed.
   - Click the Close button in the upper right corner of the Review Dashboard to close the browser window.

2. Upon approval, the proposal routes to the next defined step in the path.

3. If the proposal is not approved, it is removed from the routing path and returned to the PI.

4. To view the routing progress, click on the “ROUTE” tab.
   - Additional approvers or information-only reviewers can be added by clicking on the Insert icon.

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