

# Ancillary Reviewer Instructions – RAPPORT Grants 10.5

## Proposal & Budget Review

Reviewers can access the proposal and budget for review via the **View Funding Proposal** button and **Edit** link on the Budgets tab:

The screenshot displays the Grants system interface with several callouts and annotations:

- View Funding Proposal:** A callout box points to the 'View Funding Proposal' button in the 'Next Steps' section.
- Department Review:** A callout box points to the 'Department Review' button in the 'Next Steps' section.
- Submit Ancillary Review:** A callout box points to the 'Submit Ancillary Review' button in the 'Next Steps' section.
- Approve proposal by clicking Submit Ancillary Review:** A callout box points to the 'Submit Ancillary Review' button.
- Reviewers can click Edit to select budget pages for review:** A callout box points to the 'Edit' link in the 'Working Budgets' table.
- Quick link to budget:** A callout box points to the 'Edit' link in the 'Working Budgets' table.
- Indirect Rate:** A callout box points to the 'Indirect Rate' column in the 'Standard F&A cost base and rates' table.
- Click Exit when done:** A callout box points to the 'Exit' button in the 'General Budget Information' section.
- Drag down to scroll through all pages quickly:** Two callout boxes point to the scroll bars in the 'General Proposal Information' and 'General Budget Information' sections.

**General Proposal Information**

1. **Type of application:** New

a. Is this award being transferred from another institution?  
 Yes  No

2. **\* Short title of proposal:** enhanced orthopaedic implants

3. **\* Long title of proposal:** Antimicrobial and medium-term-biodegradable zinc-based alloy for enhanced orthopaedic implants

4. **\* Program director / Principal investigator / Project lead / Fellow:** Ian Baker

**Budget Information**

Starting Date:	8/1/2024
Number of Periods:	5
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0

**General Budget Information**

1. **\* Budget title:** National Institutes of Health (NIH)

2. **\* Principal Investigator for this budget:** ERA testpisix

3. **\* Does this budget use the standard F&A cost base and rates?**  Yes  No

**Standard F&A cost base and rates**

F&A Cost Base	Period Start:	1	2	3	4	5
MTDC	Rate:	64%	64%	64%	64%	64%

Please reach out to OSP if you have any questions or need assistance while we transition to the upgraded Grants system.

Review documents are located on the Attachments tab:

Budgets	SF424 Summary	History	Reviewers	Attachments
<b>Name</b>				
Detailed Budget Justification.pdf				
Project Summary Abstract.pdf				

Click on a document to open it from the Attachments tab

## Submitting Ancillary Approval

To approve the proposal, select **Submit Ancillary Review**:

**Submit Ancillary Review**

1. Select the Review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	ERA testfo2	Fiscal Office	no

2. \*Do you accept this submission? [?](#)  
 Yes  No [Clear](#)

3. \*Is the ancillary review complete? [?](#)  
 Yes  No [Clear](#)

4. Comments:  
I approve the cost sharing proposed in this application  
Comments added here are included in the email to OSP and appear on the history tab of the proposal

5. Supporting documents:  
[+ Add](#)  
Name  
There are no items to display

OK Cancel

## Proposal Questions Before Approval

The **Submit Ancillary Review** activity does not allow Reviewers to send back a proposal for updates. Questions about the contents will need to be directed to the proposal team.

Reviewers can communicate via Outlook email or use the **Send Email** function in the proposal to ask questions:

### Send Email

- \* Email subject line:**  You can customize your subject line
- \* Select at least one group of recipients:**
  - All team members
  - All editors
  - All readers
  - SpecialistSelect the recipients for your message below to ensure your message is being delivered correctly
- Select any other recipient for this email:** (Only editors and readers have access to the funding proposal.)  
 ...

First Name	Last Name	E-Mail
There are no items to display		
- \* Comments to be included in the email:**  
Comments added here will appear in the email to the recipients

Reviewer comments on both the **Submit Ancillary Review** and **Send Email** activities appear on the history tab of the proposal:

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials
Activity			Author		
✦ Email sent			testfo2, ERA		
A reminder to use the correct GL account for the cost share					
☑ Ancillary Review Submitted			testfo2, ERA		
I approve the cost sharing proposed in this application					