Proposal Management Reviewer Home Workspace

Your Home Workspace is your launch pad for eResearch Proposal Management. It allows you to:

- View information about your Proposal Approval Forms (PAFs), track where a PAF/proposal/project is in the process, and see items that need action in your Inbox.
- Access projects in order to view documents related to a project.
  - The system not only accomplishes the routing and approval tasks, it also provides document storage and access for those project team members and unit administrators who have some relationship to the project.

Who Can See the Reviewer Home Workspace: People with Reviewer or Reviewer Who Can Sign access (contact your Research Unit Liaison if you need access).

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A Your available roles appear. If you have multiple roles (e.g., PI & Project Team and Reviewer), click the role name to switch between roles. Your active role appears in bold. The role selected determines what is displayed in your Home Workspace.

B Tabs organize your Home Workspace into the following sections:

- **Inbox** – Displays PAFs/proposals that require action by you or your unit.
- **Upcoming** – Displays all of your PAFs/proposals and Hardships that are currently in progress. These could be PAFs that are still being completed, PAFs routed for unit review, or PAFs being reviewed by ORSP.
- **Approved** – Displays all PAFs and Hardships that you have approved and those that have had changes made to them since your approval.
- **Submitted to Sponsor** – Displays all PAFs/proposals submitted to a sponsor.
- **Active/Closed/Turned Down/Withdrawn** – Displays all projects that are active, closed, have been turned down or withdrawn.
- **SUBKs** – Lists all subcontracts that require action by you or your unit
- **Manage Departments** – Lists all departments assigned to you as a Reviewer. Click on the Manage Department link to display Reviewers, Reviewers Who can Sign, PAF Email Recipients, and PAN/PAC email recipients for the department.
**C** Projects/PAFs/Proposals are listed in your Home Workspace. Click the project’s Name to access its Project Workspace. You can sort your list by various headers.

**D** State – Location where the proposal is in the process, e.g., Unit Review, ORSP Review.

**E** Filter by – Allows you to search for proposals by ID (number), name, state, PI, or department. You select a Filter by criteria, enter a keyword in the field, and click Go.

**F** All PAFs – Displays all of your PAFs/proposals in any state.

**G** My Home – Allows you to return to the first page of your Home Workspace from any page in the system.

**H** Logoff – Allows you to exit eResearch.

**I** Support Links – Provides links to support resources and materials