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. 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:
  - PAFs – Lists PAFs/proposals that require action by you or your unit.
  - SUBKs – Lists all subcontracts that require action by you or your unit.
  - UFAs – Lists unfunded agreements that require action by you or your unit.
  - Agreement Acceptance – Lists Agreement Acceptance Requests that require action by you or your unit.
  - Upcoming – Lists 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 – Lists all PAFs and Hardships that you have approved and those that have had changes made to them since your approval.
  - More… – Click to view more section tabs.
  - Submitted to Sponsor – Lists all PAFs/proposals submitted to a sponsor.
  - Active/Closed/Turned Down/Withdrawn – Lists all projects that are active, closed, have been turned down or withdrawn.
  - All My PAFs – Lists all PAFs related to your department.
  - 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.
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- **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.

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

- **Filter** – 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**.

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

- **PAF Query** – Allows you to search across all PAFs with options to search by PAF ID and Title. You can also limit search results based on project status.

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

- **Logoff** – (click down arrow to view) Allows you to exit eResearch.

- **Support Links** – Provides links to support resources and materials.