

## 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).

### Proposal Management Reviewer Home Workspace

The screenshot shows the eResearch Proposal Management Reviewer Home Workspace. On the left, a sidebar lists roles: 'My Roles' (PI & Project Team, Reviewer, Unit Liaison), 'Support Links' (Blue Pages, Need Training?, Share Feedback, Sandbox Updates, Create New User), and 'Create New User'. The main area has tabs: 'Inbox', 'Pending', 'Approved', 'Submitted to Sponsor', 'Active/Closed/Turned Down/Withdrawn', and 'Manage Departments'. The 'Inbox' tab is selected, showing three sections: 'PAFs with Changes Returned', 'PAFs Ready for Review and Approval', and 'PAFs with Changes Requested'. Each section has a filter by ID and a table of PAFs. Callout 'A' points to the roles sidebar, and callout 'B' points to the 'Inbox' tab.

ID	Name	Date Modified	State	PI	Dept	Sponsor Deadline	Sponsor	Receipt Date
09-PAF00047	Grape Koolaid Too	10/22/2008 12:02 PM	Unit Review	House	SRC-Seh-House	7/1/2010	SecurityCorp	
09-PAF00390	Elastic Bands Stretching Minds	2/23/2009 3:28 PM	Unit Review	Samia	Pop Studies-Research	3/11/2009	National Rubber Foundation	2/23/2009

- 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 roles appear 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. The PAFs that appear are divided into the following categories:
- PAFs with Changes Returned
  - PAFs Ready for Review and Approval
  - PAFs with Changes Requested

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**G** **H**

<b>B</b>	<p><b>Upcoming</b> – Displays all of your PAFs/proposals that are currently in progress. These could be PAFs that are still being completed, PAFs routed for unit review, or PAFs being reviewed by DRDA.</p> <p><b>Approved</b> – Displays all proposals that you have approved and those that have had changes made by them. The PAFs that appear are divided into the following categories:</p> <ul style="list-style-type: none"> <li>• PAFs with Changes Since Approval</li> <li>• Approved PAFs</li> </ul> <p><b>Submitted</b> – Displays all PAFs/proposals submitted to a sponsor.</p> <p><b>Active/Closed/Turned Down/Withdrawn</b> – Displays all projects that are active, closed, have been turned down or withdrawn. The PAFs that appear are divided into the following categories:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Award Received</li> <li>• Closed</li> <li>• Cancelled</li> <li>• Not Funded</li> </ul> <p><b>Manage Departments</b> – Lists all departments assigned to you as a Reviewer. Click on the <b>Manage Department</b> to display Reviewers, Reviewers Who can Sign, PAF Email Recipients, and PAN/PAC email recipients for the department.</p>
<b>C</b>	<p><b>Projects/PAFs/Proposals</b> are listed in your Home Workspace. You can click on the Name to access its Project Workspace. You can sort your list by various headers.</p>
<b>D</b>	<p><b>State</b> – Location where the proposal is in the process, e.g., Unit Review, DRDA Review.</p>
<b>E</b>	<p><b>Filter by</b> – Allows you to search for proposals by ID (number), name, state, PI, or department. You select a <b>Filter by</b> criteria, enter a keyword in the field, and click <b>Go</b>.</p>
<b>F</b>	<p><b>All PAFs</b> – Displays all of your PAFs/proposals in any state.</p>
<b>G</b>	<p><b>My Home</b> – Allows you to return to the first page of your Home Workspace from any page in the system.</p>
<b>H</b>	<p><b>Logoff</b> – Allows you to exit eResearch.</p>
<b>I</b>	<p><b>Support Links</b> – Provides links to support resources and materials</p>