A. Reviewers and Approvers – Description of Roles

1. When a proposal has been submitted for internal approval, the designated Reviewer(s) and Approver(s) will receive an automated email notification.

2. This is sent to the recipient's Imperial Outlook and InfoEd mailboxes.

3. To access an email from the InfoEd mailbox, click on My Messages (right hand side of the screen).
INFOED - Review and Approve a Proposal

1. Click on InBox to display a list of notification emails
   - Click on the Open icon adjacent to the relevant email message

2. Reviewer – this is an individual who **reviews, checks and comments** on the proposal, but they do **NOT** approve it.
   - **Examples include:**
     - Departmental/Divisional Administrator (DA)
     - Departmental Operating Manager (DOM)
     - Co-Investigator (CoI)

3. Approver – this an individual who **reviews, checks, comments and approves** a proposal
   - Approvers can also return a proposal for **Rework** or **Reject** it
   - **Examples include:**
     - Head of Group (HoG)
     - Head of Department/Division (HoD)
     - Research Services Manager (RSM)

   **NOTE:** 1 The RSM provides the **final institutional approval** on behalf of the College
   - **If the PI is also the HoD**, the proposal will be routed to the **Faculty Principal**
   - **For some faculties, if the Price exceeds a specific threshold** (e.g. £1 million), the proposal will be routed to the **Faculty Principal**

   **NOTE:** The approval of proposals for external research funding must be in line with the College’s Policies and Frameworks, which can be found at:
   [http://www3.imperial.ac.uk/researchsupport/preparingaproposal/approvalauthorisationandsubmission#policiesandframeworks](http://www3.imperial.ac.uk/researchsupport/preparingaproposal/approvalauthorisationandsubmission#policiesandframeworks)

B. Reviewing a Proposal

4. A Reviewer will receive an **automated email notification** when a proposal has been **Submitted** for internal approval.
   - This is sent to the recipient’s Imperial Outlook and InfoEd mailboxes.
   - The email Subject heading is **Info Only – Pxxxxx submitted**:
     - **Example of the Outlook email:**
       `<PI name> of <PI Dept> has submitted the following proposal for approval: <Proposal Number>< Title>. Please click on the link below to take you to the reviewers dashboard where you may add comments`
INFOED - Review and Approve a Proposal

Example of the InfoEd email

(<PI name> of <PI Dept> has submitted the following proposal for approval: <Proposal Number>< Title>. Please click on the link below to take you to the reviewers dashboard where you may add comments)

NOTE: The InfoEd email message includes a direct link to open the proposal for review, whereas the Outlook email has a link to the Reviewer Dashboard, but is followed by a further link to view the proposal.

You can access a proposal in three ways:

a) Click the For Review icon within the InfoEd email Message

b) Log on to InfoEd, select Search For, enter the relevant Proposal Number (Pxxxxx) and click Locate

c) Log on to InfoEd and select My Messages (right hand side of the screen)
   o Click on Inbox
   o Click on the Open icon adjacent to the relevant email message
   o Click on the proposal review link within the InfoEd email
INFOED - Review and Approve a Proposal

6  • A Reviewer has View access only – this prevents further changes being made after the proposal has been Submitted for internal review
  • All of the left hand menu screens are available for review – except Submit

7  • When you have finished reviewing the proposal:
  o Click on the Done icon (top left hand corner) to close the proposal  
  o The email Message will still be open, so click on the Reviewer Dashboard link
8 You will be presented with the On-line Review Dashboard section:

- Click on Item(s) to Review
- Click both the Done tickboxes adjacent to the Proposal and Assembled Doc items
- If you want to review the proposal again, click the View icon to open it
- If you want to see a PDF Summary Form for the proposal, click the Open icon
- Click the Save icon which will be flashing in the top left hand corner of the panel

9 You must add meaningful comments - even if initial checks are satisfactory - so that other Reviewer(s) and the Approver(s) can make an informed decision about the proposal:

- Click on Add Comments and enter comments in one of the following fields:
  - To be shared with everyone – everyone with access to view this proposal can see your comments on the Submit screen: This is the preferred option
  - Between you and the PI – your comments can only be viewed by the PI
  - Between Reviewers Only - your comments can only be viewed by other reviewers
  - Between you and Admins - your comments can only be viewed by the system administrator, i.e. InfoEd Admin
- After adding your comments, click the Save icon which will be flashing in the top left hand corner of the panel
10 • Although the Review Dashboard for a Reviewer includes a My Decision button, it is marked Not Available – Informational Only
• Only an Approver can make an approval decision
• Once the review is complete, you can close the Review Dashboard

C. Approving a Proposal

11 • An Approver will receive an automated email notification when that a proposal has been Submitted for internal approval.
• This is sent to both the recipient’s Imperial Outlook and InfoEd mailboxes.
• The email Subject heading is Pxxxxx Proposal requires approval

  o Example of the Outlook email:
  (<PI name> of <PI Dept> has submitted the following proposal for approval: <Proposal Number>< Title>. Please click on the link below to access the reviewers dashboard where you may review the proposal, comment and make an approval decision)
INFOED - Review and Approve a Proposal

Example of the InfoEd email

(<PI name> of <PI Dept> has submitted the following proposal for approval: <Proposal Number>|< Title>. Please click on the link below to access the reviewers dashboard where you may review the proposal, comment and make an approval decision.

**NOTE:** The InfoEd email message includes a direct link to open the proposal for review, whereas the Outlook email has a link to the Reviewer Dashboard, but is followed by a further a link to view the proposal.

To Review the proposal and Add comments - go to Part B.5-B.9 of this user guide and follow the steps.

To make an Approval decision:

- An Approver must read the comments made by other Reviewers and Approvers to assist them in their approval decision.
- Click on My Decision and select one option from the picklist:
  - Approved – select if there are no further amendments to be made and the proposal is authorised for submission to the funder.
  - Re-Work Required – select if further amendments are required before the proposal can be submitted to the funder.
  - Rejected – select if the proposal is NOT authorised to be submitted to the funder.

**NOTE:** The selection of Re-Work or Rejected will reinstate Edit access for the PI and their delegate(s).
If you select Re-Work Required or Rejected, an automated notification email will be generated which informs the PI that their proposal is awaiting further changes or has been rejected.

This is sent to the recipient’s Imperial Outlook and InfoEd mailboxes.

The email will include a link enabling them open the proposal.

Example of the Re-Work (InfoEd) email:

The email Subject heading is **Pxxxxx Proposal requires re-work:**
(Your proposal has been reviewed and a decision taken that it requires some re-work. Please click on the link below to take you to the reviewers dashboard so that you may see the comments from the reviewers. Please re-submit once you have made the necessary changes)
## INFOED - Review and Approve a Proposal

### Example of the Rejected (Outlook) email:

The email Subject heading is **Pxxxxx Proposal has been reviewed and rejected:**

*(Unfortunately, your proposal has been reviewed and been rejected. Please click on the link below to see the reasons for this within the comments available in the reviewers dashboard)*

```
From: INFOED ADMIN  
Sent: 20 October 2019 15:25  
To: McAdie, Ian J  
Subject: Proposal has been reviewed and rejected
```

**Dear Professor Joe Bloggs,**

**Proposal Number:** X17643  
**Title:** Test proposal for new version

Unfortunately, your proposal has been reviewed and rejected. Please click on the link below to see the reasons for this within the comments available in the reviewers dashboard:

[Reviewer Dashboard]

- Once the approval decision is complete, you can close the Review Dashboard.

### D. Delegating Review and Approval Access to Others

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- You may delegate your authority to review and approve to another colleague.

**NOTE:** You must ensure that delegation of internal review and approval rights is only given to an appropriate colleague.

### E. Accessing a Delegated Proposal

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**NOTE:** As a Delegate, you will NOT receive any automated notification emails to inform you there are proposals to review or approve. Instead, you must regularly check your colleague's InfoEd messages.

If you have been delegated as an Approver or Reviewer, you will be able to access the InfoEd messages for each colleague who has delegated authority to you:

- Click on **My Messages** (right hand side of the screen)
- Click on the **Show Delegates** icon on the right hand side of the panel
- In the **pop-up box**, click on the **name of the colleague** who has delegated access to you
- Click on **InBox** to display a list of notification emails relating to your colleague’s proposals
- Click on the **Open** icon adjacent to the relevant email message
If you are a delegated **Reviewer** - go to Part B.5-B.10 of this user guide

If you are a delegated **Approver** - go to Part C.12-C.14 of this user guide

The top of the **Review Dashboard** will indicate that you are accessing an item as a Delegate

If a **Delegate** approves a proposal on a colleague’s behalf, this is subsequently displayed on the **internal approval route** on the **Submit** screen.

Finished