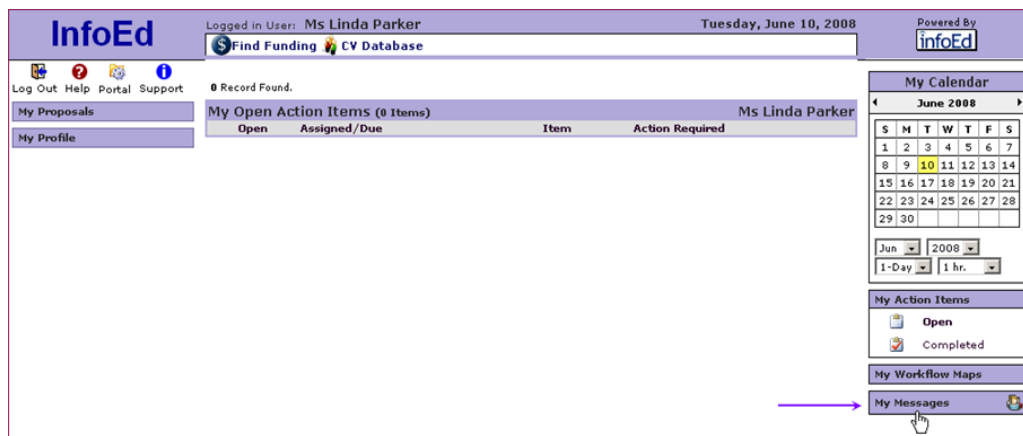


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A. Reviewers and Approvers – Description of Roles

- 1
- When a proposal has been submitted for internal approval, the designated **Reviewer(s)** and **Approver(s)** will receive an automated email notification.
 - This is sent to the recipient's Imperial Outlook and InfoEd mailboxes
 - To access an email from the **InfoEd** mailbox, click on **My Messages** (right hand side of the screen)



INFOED - Review and Approve a Proposal

| | |
|----------------------------------|---|
| | <ul style="list-style-type: none"> • Click on InBox to display a list of notification emails • Click on the Open icon  adjacent to the relevant email message  |
| 2 | <ul style="list-style-type: none"> • Reviewer – this is an individual who reviews, checks and comments on the proposal, but they do NOT approve it. • Examples include: <ul style="list-style-type: none"> ○ Departmental/Divisional Administrator (DA) ○ Departmental Operating Manager (DOM) ○ Co-Investigator (Col) |
| 3 | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Head of Group (HoG) ○ Head of Department/Division (HoD) ○ Research Services Manager (RSM) ¹ <p>NOTE: ¹ The RSM provides the final institutional approval on behalf of the College</p> <ul style="list-style-type: none"> ○ 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 <p>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</p> |
| <h3>B. Reviewing a Proposal</h3> | |
| 4 | <ul style="list-style-type: none"> • 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 <u>and</u> InfoEd mailboxes. • The email Subject heading is Info Only – Pxxxxx submitted: <ul style="list-style-type: none"> ○ 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

From: INFOED ADMIN
Sent: 20 October 2010 15:24
To: McArdle, Ian J
Subject: Info Only - X17643 submitted

Professor Joe Bloggs of Department of Physics has submitted the following proposal for approval:

Proposal Number: X17643
Title: Test proposal for new version

Please click on the link below to take you to the reviewers dashboard where you may add comments: [Reviewer Dashboard](#)

o **Example of the InfoEd email** ²

(<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: ² 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.

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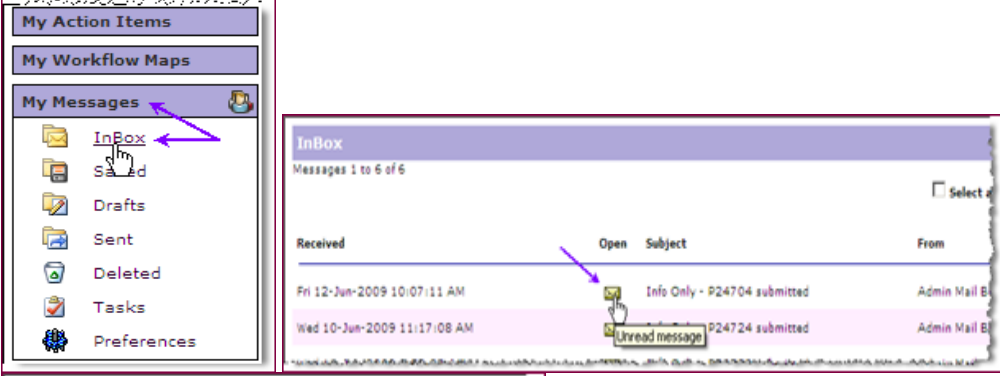
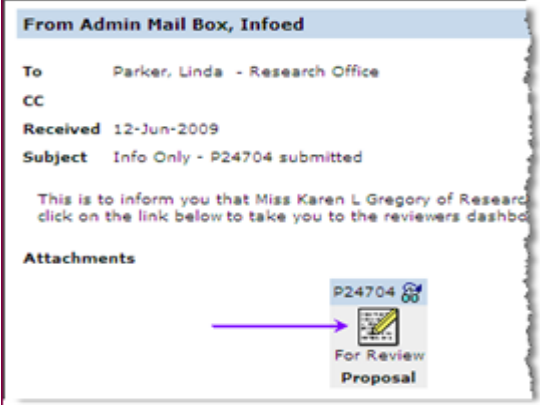
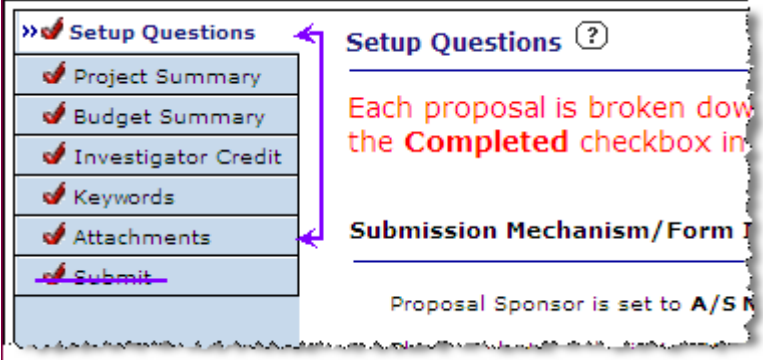

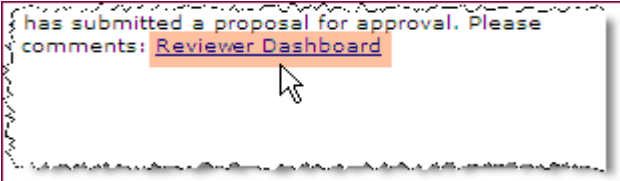
• You can access a proposal in three ways:

- Click the **For Review** icon within the InfoEd email **Message**
- Log on to **InfoEd**, select **Search For**, enter the relevant **Proposal Number (Pxxxxx)** and click **Locate**



- Log on to **InfoEd** and select **My Messages** (right hand side of the screen)
 - Click on **Inbox**
 - Click on the **Open** icon adjacent to the relevant email message
 - Click on the proposal **review link** within the InfoEd email




INFOED - Review and Approve a Proposal

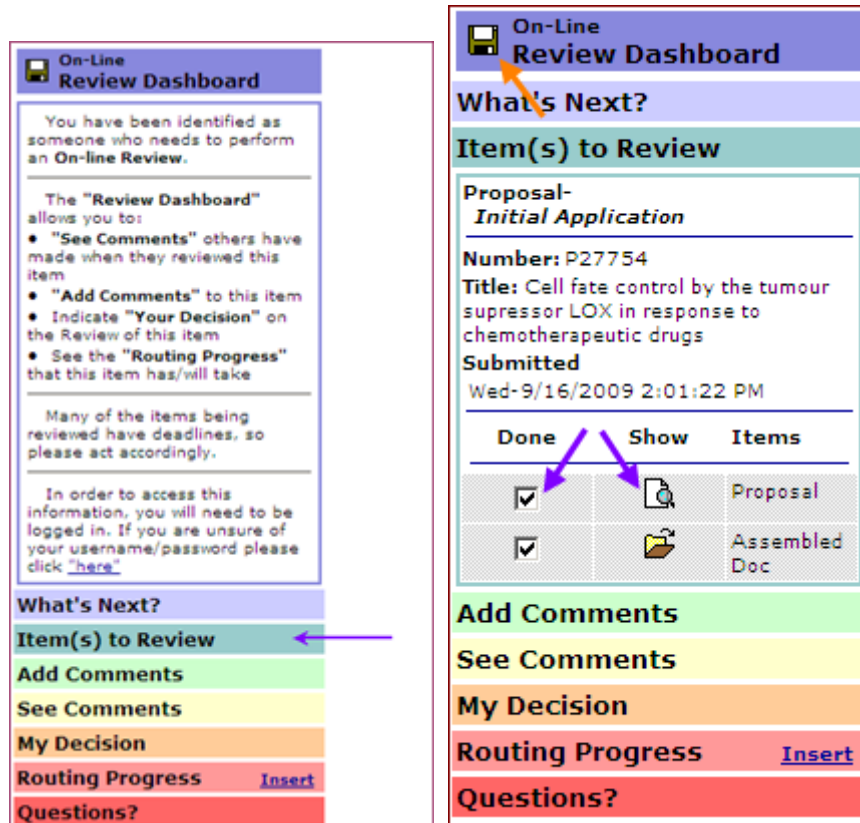
| | |
|-----------------|---|
| |  |
| |  |
| <p>6</p> | <ul style="list-style-type: none"> • A Reviewer has View access only – this prevents further changes being made after the proposal has been Submitted for internal review • All of the left hand menu screens are available for review – <u>except</u> Submit  |
| <p>7</p> | <ul style="list-style-type: none"> • When you have finished reviewing the proposal: <ul style="list-style-type: none"> ○ Click on the Done icon (top left hand corner) to close the proposal  Done ○ The email Message will still be open, so click on the Reviewer Dashboard link  |

INFOED - Review and Approve a Proposal

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You will be presented with the **On-line Review Dashboard** section:


- Click on **Item(s) to Review**
- Click **both** the **Done** checkboxes 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



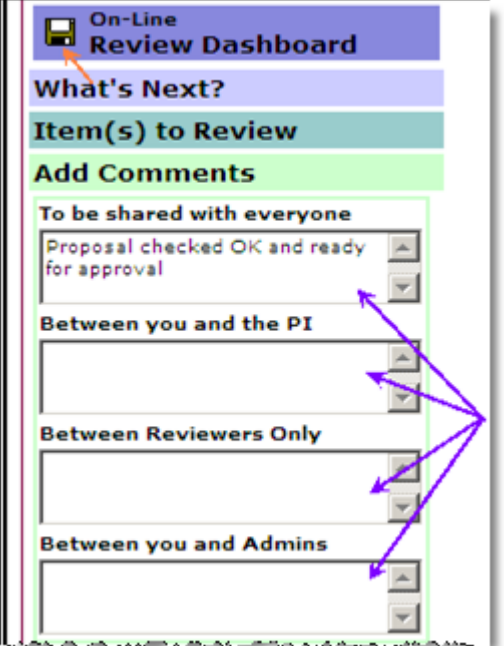
The image shows two screenshots of the 'On-Line Review Dashboard'. The left screenshot displays a welcome message: 'You have been identified as someone who needs to perform an On-line Review.' It lists actions like 'See Comments', 'Add Comments', and 'Your Decision'. Below this is a 'What's Next?' section with a list of options: 'Item(s) to Review', 'Add Comments', 'See Comments', 'My Decision', 'Routing Progress' (with an 'Insert' button), and 'Questions?'. A purple arrow points to 'Item(s) to Review'. The right screenshot shows a detailed view of a proposal: 'Proposal- Initial Application', 'Number: P27754', 'Title: Cell fate control by the tumour suppressor LOX in response to chemotherapeutic drugs', and 'Submitted Wed-9/16/2009 2:01:22 PM'. Below this is a table with columns 'Done', 'Show', and 'Items'. The 'Done' column has two checkboxes, both checked. The 'Show' column has two icons: a magnifying glass and a document. The 'Items' column lists 'Proposal' and 'Assembled Doc'. Purple arrows point to the 'Done' checkboxes and the 'Show' icons.

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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

INFOED - Review and Approve a Proposal



On-Line Review Dashboard

What's Next?

Item(s) to Review

Add Comments

To be shared with everyone

Proposal checked OK and ready for approval

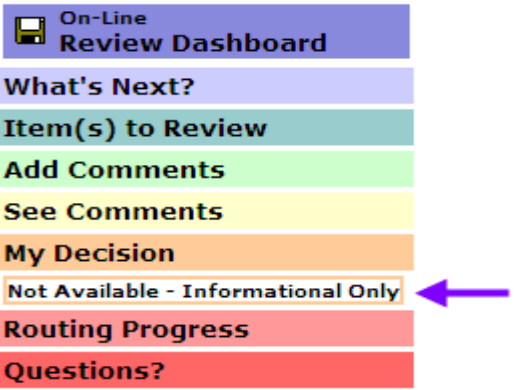
Between you and the PI

Between Reviewers Only

Between you and Admins

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- 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**



On-Line Review Dashboard

What's Next?

Item(s) to Review

Add Comments

See Comments

My Decision

Not Available - Informational Only

Routing Progress


Questions?

C. Approving a Proposal

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- 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**
- **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

| | |
|----|---|
| | <p>From: INFOED ADMIN Sent: 20 October 2010 15:15 To: McArdle, Ian J Subject: X17650 Proposal requires approval</p> <p>Professor Joe Bloggs of Department of Physics has submitted the following proposal for approval:</p> <p>Proposal Number: X17650 Title: Test proposal for new version</p> <p>Please click on the link below to access the reviewers dashboard where you may review the proposal, comment and make an approval decision. Reviewer Dashboard ←</p> <p>○ Example of the InfoEd email ³ <i>(<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)</i></p> <p>NOTE: ³ 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.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"> Next Previous Reply Reply To All Forward Close </p> <hr/> <p>From Admin Mail Box, Infoed</p> <p>To McArdle, Ian J - Research Office CC Received 20-Oct-2010 Subject X17650 Proposal requires approval</p> <p>Professor Joe Bloggs of Department of Physics has submitted the following proposal for approval:</p> <p>Proposal Number: X17650 Title: Test proposal for new version</p> <p>Please click on the link below to access the reviewers dashboard where you may review the proposal, comment and make an approval decision. Reviewer Dashboard ←</p> <p>Further information relating to InfoEd, including proposal approval and how to setup delegates to approve / review on your behalf can be found below:</p> <p>Setting up / Accessing Emails as a Delegate: https://www.imperial.ac.uk/infoed/howdoi/WorkwithInfoEd.html#Topic20 Approving and adding comments to a proposal: https://www.imperial.ac.uk/infoed/howdoi/SubmitforInternalApproval.html</p> <p>Attachments</p> <p style="text-align: center;">→ </p> </div> |
| 12 | <ul style="list-style-type: none"> • To Review the proposal and Add comments - go to Part B.5-B.9 of this user guide and follow the steps |
| 13 | <p>To make an Approval decision:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Approved – select if there are no further amendments to be made and the proposal is authorised for submission to the funder. ○ Re-Work Required ⁴ – select if further amendments are required before the proposal can be submitted to the funder. ○ Rejected ⁴ – select if the proposal is NOT authorised to be submitted to the funder <p>NOTE: ⁴ The selection of Re-Work or Rejected will reinstate Edit access for the PI and their delegate(s).</p> |

INFOED - Review and Approve a Proposal

The image displays two views of the 'On-Line Review Dashboard'. The left view shows the 'My Decision' dropdown menu with options: Approved, Re-Work Required, and Rejected. The right view shows the login form with fields for Username (l Parker1) and Password, and a dropdown menu set to 'Re-Work Required'.

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- 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)

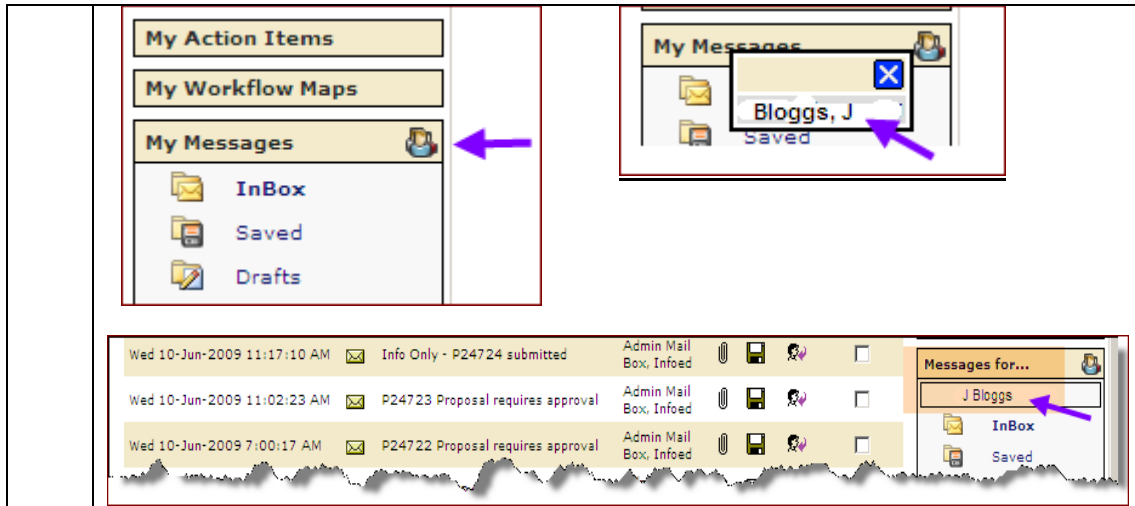
The screenshot shows an email interface with the following details:

- Buttons: Next, Reply, Reply To All, Forward, Close
- From: Admin Mail Box, Infoed
- To: McArdle, Ian J - Research Office
- Received: 20-Oct-2010
- Subject: X17643 Proposal requires re-work
- Dear Professor Joe Bloggs
- Proposal Number: X17643
- Title: Test proposal for new version
- 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.
- [Open Submission Package](#) (highlighted with a purple arrow)
- Please re-submit once you have made the necessary changes.
- Attachments: X17643 For Review Proposal

INFOED - Review and Approve a Proposal

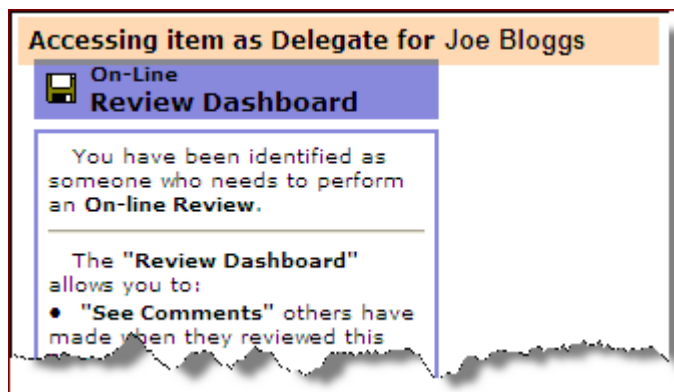
| | |
|---|--|
| | <ul style="list-style-type: none">○ Example of the <u>Rejected</u> (Outlook) email: <p>The email Subject heading is Pxxxxx Proposal has been reviewed and rejected: <i>(Unfortunately, your proposal has been reviewed and been rejected. Please click on the link below to see the reasons for this within the comments available in the reviewers dashboard)</i></p> <div data-bbox="327 407 1353 784" style="border: 1px solid black; padding: 5px;"><p>From: INFOED ADMIN Sent: 20 October 2010 15:25 To: McArdle, Ian J Subject: Proposal has been reviewed and rejected</p><p>Dear Professor Joe Bloggs</p><p>Proposal Number: X17643 Title: Test proposal for new version</p><p>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:</p><p>Reviewer Dashboard ←</p></div> <ul style="list-style-type: none">● Once the approval decision is complete, you can <u>close</u> the Review Dashboard |
| <h3>D. Delegating Review and Approval Access to Others</h3> | |
| 15 | <ul style="list-style-type: none">● You may delegate your authority to review and approve to another colleague ⁵● Go to the separate User Guide: Delegation <p>NOTE: ⁵ You must ensure that delegation of internal review and approval rights is only given to an <u>appropriate</u> colleague.</p> |
| <h3>E. Accessing a Delegated Proposal</h3> | |
| 16 | <p>NOTE: As a Delegate, you will <u>NOT</u> 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.</p> <p>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:</p> <ul style="list-style-type: none">● 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 |

INFOED - Review and Approve a Proposal

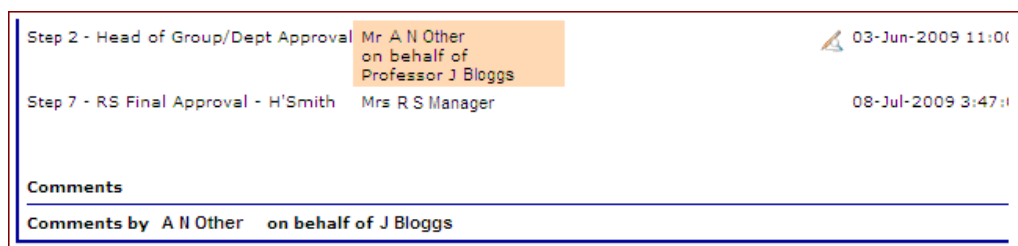


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- If you are a delegated **Reviewer** - go to [Part B.5-B.10 of this user guide](#)
- If you are a delegated **Approver** - go to [Part C.12-C.14 of this user guide](#)
- The top of the **Review Dashboard** will indicate that you are **accessing an 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