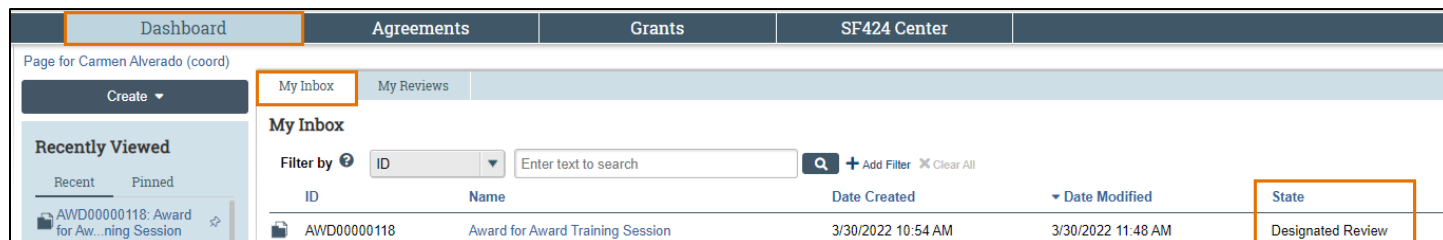



ResearchUVA Powered by Huron Training
Managing Awards and Requesting Award Modifications
<https://mpclkuvastage.huronclick.com/GrantsTest>

Exercise 1: Review and Submit a Designated Review for an Award

① For this exercise session facilitators will create an award and assign it to you for Designated Review. The agreement will appear in your Dashboard. When we are live in the system, you will also receive a notification if an award is assigned to you for Designated Review, but you will not receive a notification in training

- Log in as yourself using your UVA username and password
- Click **Dashboard** >> **My Inbox** to navigate to your Inbox. Click on the **name of the award** in a Designated Review state to open the award. If you do not have an award on your Dashboard, please notify the facilitator of your breakout room



- From the Award Workspace, click **Review Award** to open the award
- ① The award opens as read-only. You can scroll through the award using your mouse or by clicking on the names of the SmartForm pages in the left navigator
- ① To add reviewer notes, click the review note icon (comment box)  to open the Reviewer Notes window. In the Reviewer Notes window, type your note in the "Enter text here" text field, check the Response Required box (if applicable), click **OK** to record the reviewer note, and then click **Close** to close the Reviewer Notes window
- ① If you do not click **OK** after adding your reviewer note and before clicking **Close**, your note will not save when you close the window
- Review the award and add at least one of the following reviewer notes to the award:
 1. Reviewer note at the page level
 2. Reviewer note at the question level (do not click Response Required)
 3. Reviewer note at the question level (click **Response Required**)
 4. Reviewer note that has at least two separate comments (click **OK** after the first comment to record it, add a second comment, and then click **OK** to record the second comment)
- Notice the addition of the review note icon in the left navigator and the change to the reviewer note icons on the SmartForm pages
- Make at least one of the following reviewer notes changes:
 1. Open a note you previously made and delete it by clicking **Delete** next to the note in the Reviewer Notes window
 2. Open a note you previously made and edit it by clicking **Edit** next to the note in the Reviewer Notes window
- Notice any changes to the review note icon(s) in the left navigator and SmartForm pages
- Click the **Above section has been reviewed** box on at least one SmartForm page
- Notice the addition of the green check mark in the left navigator
- Click **Exit** when you are done with the review, this returns you to the Award Workspace
- On the Award Workspace, notice that both the Request Changes and Submit for Final Review activities are available to you. We will request changes in today's exercise

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- ❑ From the Award Workspace, click **Request Changes** and type a comment about the changes you are requesting in the Comments text field in the Request Changes window. Click **OK** to submit your change request and notice that the award state changes to Designated Review – Response Pending
- ❑ From the Award Workspace, click on the **Reviewers** tab and notice that you are listed as the Designated Reviewer
- ① *If you do not need to request changes following a Designated Review, clicking the Submit for Final Review activity will move the award forward in the workflow*

Training Conclusion

Thank you for attending today's training session