Reviewing Applications

- Accessing Reviews
- Completing a Review

Accessing Reviews

From time to time, you may be asked to serve on a review committee for an internal competition.

When the application is ready for review in the NURamp system, you will receive an email indicating that applications are ready for your review.

Log in to the NURamp system to access the applications. In the top-right of the screen by your account name, your system inbox will have a blue mark indicating that you have new items.
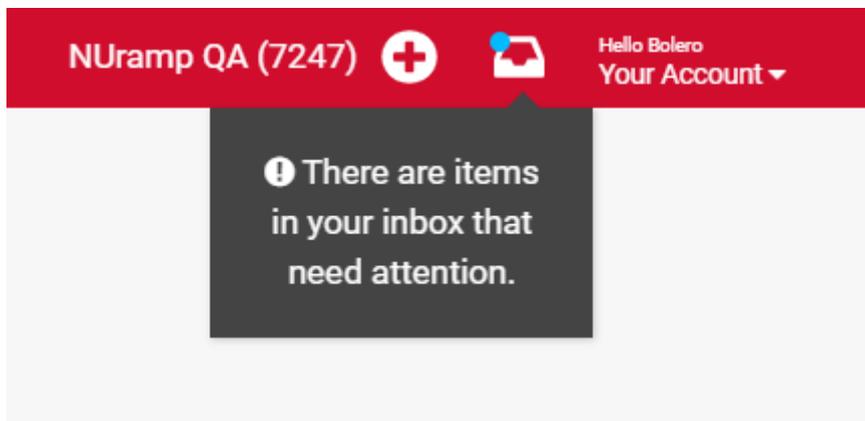
Click the file tray icon to go to your system inbox.

System
Inbox

← Back to Workflow

Search inbox items

Search by URL, Description, Created On etc.

▼ Filters   ⚙ options   1 items

Description	Created On	Due Date	Module
Review for Application 648 PI: Robert Harber Competition: UNMC OREDRevisionAwards	03/06/2020	03/07/2020	Internal Competitions

1 items

A list of the applications you've been asked to review will be displayed. Click on the description to open the review form for that application.

Completing a Review

Complete Review Assessment

After accessing a review request from your system inbox, the review management page will display for the application you've selected.

Read the instructions provided in the gray text box for specific review requirements for the competition.

To view the application form, click the "View Application PDF" button.

The applicants may have also uploaded supplimental documentation including narratives, biosketches, and CVs. You may download these by clicking the "View Supporting Documents" button.

In the "Review Assessment" section, complete the review questions. The assessment will vary from competition-to-competition, and some may provide a file upload to attach other review documentation.

Review Assessment

* Please provide feedback to the project investigator(s).

This is my feedback.

Review Assessment (File Upload)

Choose File   No file chosen

diversity-fund-application-2020.pdf   **Delete**

When you have completed the review, click the checkbox at the bottom of the page, "Check if this page is complete". Then, click the "Save Form" button.

💾 save form   ☑ Check if this page is complete
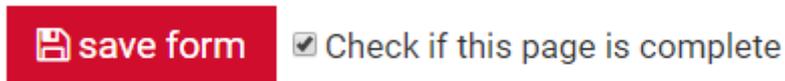
A notification will indicate that your review has been saved, but not yet submitted. Click the "Submit Review" link to go to the next section.

ⓘ **Workflow in progress**

✔ You have completed the **Review Preparation** portion of this workflow, but the entire process is not finished.

The next step is Submit Review →

Submit Review

Although you may have saved your review form and uploaded any supplemental review documentation, you must submit your final recommendations for the application.

Indicate your review recommendation in the dropdown, provide any additional comments, and click the "Submit Recommendation" button.

Submit Review

* Recommendation:

Approve ⌄

Comments

No further comments.

Submit Recommendation

A notification will indicate that your review has been submitted.

To submit a review for another application, return to your system inbox to complete the process for each application you've been asked to review.

✔ **This workflow is complete**
All required steps in this workflow have been completed.

Competition Name: UNMC OREDRevisionAwards
Application ID: 648
Lead PI: Robert Harber

View Application PDF **View Supporting Documents**

Confirm Submission

You may confirm your review submission in the review summary section of the review page. Your name will be listed next to the recommendation you entered in the "Submit Review" section.

Summary

Recommendation	Users	View Recommendations
Approve	Bolero Administrator - 03/06/2020 11:30 am	View
Disapprove		View