

# 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 supplemental documentation including narratives, biosketches, and CVs. You may download these by clicking the "View Supporting Documents" button.

The screenshot shows the NuRamp review management page. At the top, there is a red navigation bar with the NuRamp logo on the left and user information (NUramp QA (7247) and Hello Bobo Your Account) on the right. Below the navigation bar, there are three buttons: "Back to Inbox", "Form PDF", and "Application Details". The main content area is divided into two columns. The left column contains a "Review Preparation" section with a red arrow pointing to "Reviewer Summary" and a "Submit Review" section with a "Submit Review" button. The right column features a "Workflow in progress" banner with an information icon and the text "The step currently needing attention is Review Preparation." Below this banner, there is a section for "Competition Name: UNMC ORED Revision Awards", "Application ID: 648", and "Lead PI: Robert Harber". To the right of this information are two buttons: "View Application PDF" and "View Supporting Documents". Below this is a gray box labeled "Instructions". A note below the instructions states "\* Indicates a required field". The "Review Assessment" section follows, with a required field for feedback: "\* Please provide feedback to the project investigator(s)." and a text area containing "This is my feedback.". Below the feedback field is a "Review Assessment (File Upload)" section with a "Choose File" button and the text "No file chosen".

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	<a href="#">View</a>
Disapprove		<a href="#">View</a>

### Revision #4

Created 6 March 2020 17:35:30 by James Geiger  
Updated 6 March 2020 18:12:48 by James Geiger