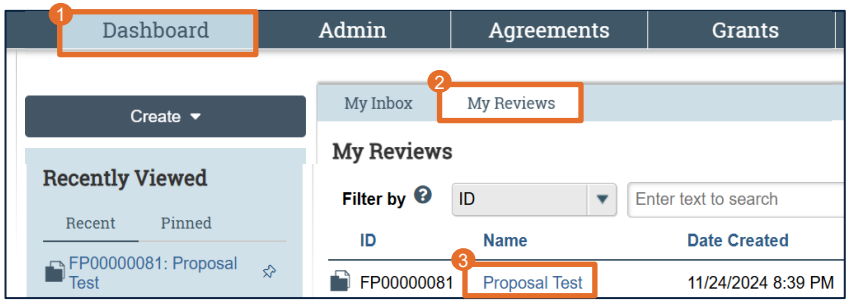
PAM | *Review & Approve a Proposal*

1. Open the proposal from the email link you received and skip to step 3 or:

2. From your Dashboard, go to My Reviews and click on the Proposal to review.



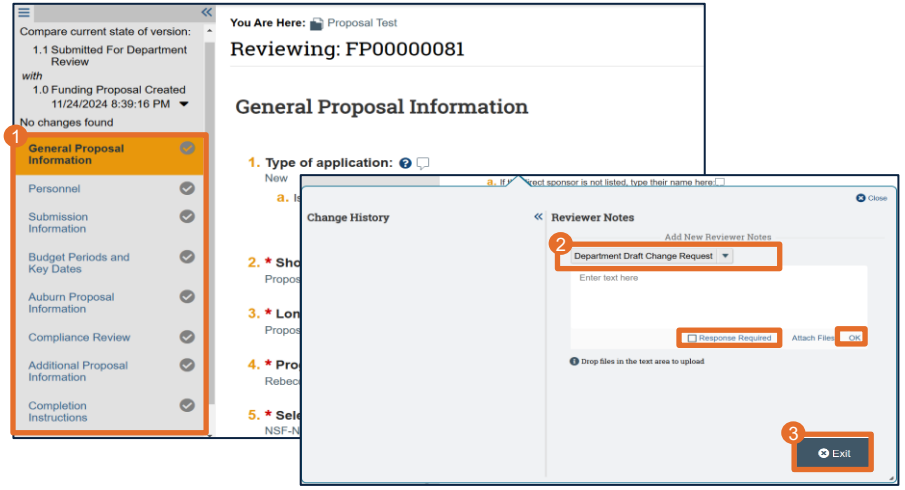
3. Click Review Funding Proposal.

4. Review each page of the proposal SmartForm.

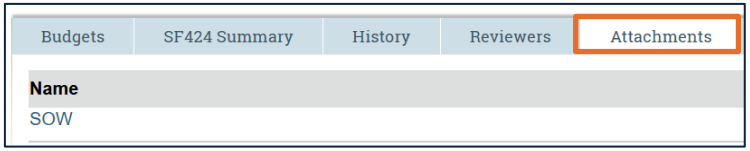
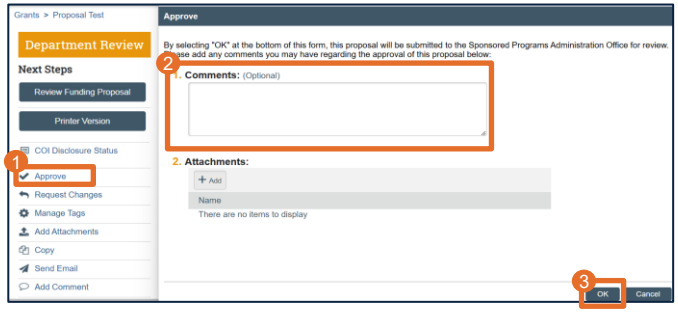
Note: At the bottom of each page there is an option to indicate the section has been reviewed. Continue scrolling to move to the following pages.

Note: To add reviewer comments, click the dialogue bubble icon next to the question, add comments, mark as required response (if needed) and click OK.

5. After reviewing each page and adding comments, click Exit to go back to the proposal workspace.



6. From the proposal workspace, review the proposal Attachments.



7. Click Approve, add any comments or attachments, and click OK to complete your approval.