

OnBase

HS SPPO Submission Review Form

# User Guide

Fund Manager Version

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- Corrections Needed
- No Corrections Needed
- Submitted As Is, Without A Review

## HS SPPO Submission Review Form

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### Proposal Status

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## HS SPPO Review Process

- All clients that work with HS SPPO will receive one standardized email with suggested corrections for the following types of review:
  - **Full Review**
  - **Cursory Review**
- An email will contain a link to a web form
- Click on the link and review the corrections
  
- If the proposal is “**Submitted As Is, Without A Review**”, you will receive an email but there will be **NO** link to view suggested corrections.

# HS SPPO Review Emails

Hi JANE DOE,

I have finished reviewing your proposal and I have suggested corrections and/or questions for you. Please click on the link below to view the Submission Review Form.



System Message

Additionally, please note that HS SPPO will be closed on Friday for Cesar Chavez Day (March 31<sup>st</sup>), thus we will need to submit this no later than Thursday, March 30<sup>th</sup>.



HS SPPO Analyst  
Custom Message

**ePD #:** [REDACTED]  
**PI Name:** [REDACTED]  
**Sponsor Name:** MUSCULAR DYSTROPHY ASSOCIATION, INC.  
**Type of HS SPPO Review:** CURSORY REVIEW  
**Submission Review Form:** <http://AHS-OBWEB-QA/AppNet/docpop/docpop.aspx?docid=15390&chksum=ec9bbf8a56a9c50846553430ea464e5de350e2299957ea579dd671edfc0a2109>  
(Please note that you need to connect to UCSD VPN to view the document on laptops)



Proposal Information

Thank you,

Rachel Cook

Sponsored Project Pre-Award Office  
UC San Diego Health Sciences  
9500 Gilman Drive, # 0041  
La Jolla, California 92093-0041  
858-822-4109 / [vchsgnants@ucsd.edu](mailto:vchsgnants@ucsd.edu)  
[hssppo.ucsd.edu](http://hssppo.ucsd.edu)

## HS SPPO Review Emails

- **Corrections Needed**

I have finished reviewing your proposal and I have suggested corrections and/or questions for you. Please click on the link below to view the Submission Review Form.

- **No Correction Needed**

I have finished reviewing your proposal. There is NO correction needed. Please click on the link below to view the details on the review.

- **Submitted As Is, Without A Review**

Due to the time the proposal has been received, no review will be performed by HS SPPO. Please let me know when you are ready to submit.

# HS SPPO Review Form

## HS SPPO Submission Review Form

Print

### Review Status

**Corrections Needed \***

YES

**Form Status**

SENT TO DEPARTMENT

**Date Sent to Department**

08/31/2017 01:43:48 PM

### Proposal Information

**ePD #**

000007992

**ASSIST #**

**PI Name**

LU, LI-FAN

**Sponsor Name**

NATIONAL INST OF ALLERGY AND INFECTIOUS DISEASES

### Proposal Status

**HS SPPO Analyst**

COOK, RACHEL

**HS SPPO Analyst Email**

RACOOK@MAIL.UCSD.EDU

**Date Received in HS SPPO**

07/30/2017 03:29:38 PM

**Type of HS SPPO Review**

CURSORY REVIEW

### UCSD General Information

**Institution Legal Name**

THE REGENTS OF THE UNIV. OF CALIF. U. C. SAN DIEGO

**DUNS #**

804355790

**EIN #**

1956006144A1

**Congressional District #**

CA-049

**Animal Welfare Assurance #**

A3033-01

**Human Subjects Assurance #**

00004495

**Cognizant Federal Agency**

DHHS, REGION IX, 415-437-7820

**Type of Project**

SINGLE

Please note that comments entered in this section will only be used for your personal reference. Replies to the HS SPPO Analysts should be sent out via email.

### Review Checklist

Add

SF424 (R&R)

Reviewed  Corrections Needed

**HS SPPO Comments**

Item 6 - the EIN # is wrong. You need to use the one specific to NIH. Please see below under Key Info for eSubmission Proposals for the proper number.

Completed

**Fund Manager Comments**

Remove

## HS SPPO Review Form

- **Technical Prerequisite**

User

# HS SPPO Review Form

- **Review Status**

Review Status	
<b>Corrections Needed</b> YES	<b>Form Status</b> SENT TO DEPARTMENT
	<b>Date Sent to Department</b> 07/30/2017 02:48:48 PM

- **Proposal Information**

Proposal Information
<b>ePD #</b> 000007197
<b>ASSIST #</b> 
<b>PI Name</b> MALI, PRASHANT GULAB RAM
<b>Sponsor Name</b> MUSCULAR DYSTROPHY ASSOCIATION, INC.

- **Proposal Status**

Proposal Status
<b>HS SPPO Analyst</b> COOK, RACHEL
<b>HS SPPO Analyst Email</b> RACOOK@MAIL.UCSD.EDU
<b>Date Received in HS SPPO</b> 07/30/2017 02:40:34 PM
<b>Type of HS SPPO Review</b> FULL REVIEW



# HS SPPO Review Form

- Review Status

UCSD General Information	
<b>Institution Legal Name</b> THE REGENTS OF THE UNIV. OF CALIF. U. C. SAN DIEGO	<b>Congressional District #</b> CA-049
<b>DUNS #</b> 804355790	<b>Animal Welfare Assurance #</b> A3033-01
<b>EIN #</b> 1956006144A1	<b>Human Subjects Assurance #</b> 00004495
	<b>Cognizant Federal Agency</b> DHHS, REGION IX, 415-437-7820

# HS SPPO Review Form

- Review Checklist — Single Project

Type of Project

SINGLE

Please note that comments entered in this section will only be used for your personal reference. Replies to the HS SPPO Analysts should be sent out via email.

**Review Checklist**

**Pre Award Form**

COVER PAGE

Reviewed  Corrections Needed

**HS SPPO Comments**

Item 21: Applicants are encouraged to include a cover letter with the competing application

Completed

**Fund Manager Comments**

# HS SPPO Review Form

- **Review Checklist — Multiple Project**

Type of Project

MULTI

Please note that comments entered in this section will only be used for your personal reference. Replies to the HS SPPO Analysts should be sent out via email.

**Review Checklist**

**Project or Core #**

OVERALL

EPD RECORD

Pre Award Form

Reviewed  Corrections Needed

**HS SPPO Comments**

See Additional Comments

Completed

**Fund Manager Comments**

# HS SPPO Review Form

- **Review Checklist — Additional Comments**

**Additional Comments** may be used when content in **HS SPPO Comments** goes over 250 characters.

The screenshot displays the HS SPPO Review Form interface. At the top, there are two tabs: "OVERALL" and "EPD RECORD". To the right, there are checkboxes for "Reviewed" and "Corrections Needed", both of which are checked. Below these are two checkboxes: "HS SPPO Comments" and "Completed", both also checked. A red box highlights the "See Additional Comments" link within the "HS SPPO Comments" section. A red arrow originates from this link and points down to the "Additional Comments" text area. The "Additional Comments" area contains the following text: "SR/KEY PERSON PROFILE", "Dameman biosketch:", "expired form", "recommend numbering publications", and "move research ending 03/2016 to Completed". To the right of the "Additional Comments" area is a "Fund Manager Comments" text area, which is currently empty.

# HS SPPO Review Form

- **Fund Manager Options**

Department pre-award contact can use the HS SPPO review form to:


1. **Select the completed box so they know the work is completed.**

The screenshot displays the HS SPPO Review Form interface. At the top, there is a header bar with a dropdown menu set to 'COVER PAGE'. To the right of the header are two checked checkboxes: 'Reviewed' and 'Corrections Needed'. Further right, the text 'HS SPPO Comments' is followed by 'Read Only' in red. Below this, a text box contains the text: 'Item 21: Applicants are encouraged to include a cover letter with the competing application'. Below the text box is a checked checkbox labeled 'Completed'. Underneath is a text box labeled 'Fund Manager Comments' with 'Read Write' in red. At the bottom left, there is a text box labeled 'Additional Comments' containing the text: 'SR/KEY PERSON PROFILE', 'Dameman biosketch:', 'expired form', 'recommend numbering publications', and 'move research ending 03/2016 to Completed', with 'Read Only' in red. At the bottom right, there is another text box labeled 'Fund Manager Comments' with 'Read Write' in red. Red arrows indicate the flow of information: one arrow points from the 'COVER PAGE' dropdown to the 'HS SPPO Comments' box, and another arrow points from the 'Additional Comments' box to the 'Fund Manager Comments' box at the bottom right.

2. **Make comments**

These are internal comments only for the fund manager or department pre-award person. All communication from the department to HS SPPO need to made via **email or phone**.

\* 250 character limit applies to **Fund Manger Comments** in the Review Checklist. No limit for the text box next to **Additional Comments**

Click  to save the edits for future retrieval.