Pioneer eRA Proposal Review and Approval guide

Last Updated: 8/4/2020
Welcome

This document is designed to help you, as a designator approver to find step-by-step information on proposal pre-review and approval using Pioneer eRA.

Internal proposal review & approval process takes place prior to proposal submission. Proposals have deadlines so, please review them and approve in a timely manner.

This electronic process will streamline the traditional approval process replacing all paper forms and email communications. Either a PI or an associated Department administrator will initiate the routing process. Your administrators have configured a route path for each of the following requests.

1. IDC Waiver (or) Cost share waiver
2. Budget & Proposal Review and Approval
3. Final Check

If you are a designated approver assigned to one of the following roles in Pioneer eRA, you will receive an email notification from Pioneer eRA when your route step becomes active. From the email you receive, you must review the proposal and approve the routing request from the Reviewer Dashboard.

1. PI
2. Department Administrator
3. Chair
4. Dean
5. Budget Officer
6. Research administrator
7. Executive Director
When will a routing take place in PD?

All new proposals created electronically in PD module must be routed electronically prior to submitting to the sponsor. If you are a PI or a department administrator working on a proposal submission, you should submit the routing from your Proposal Development record for each of the following requests:

1) Cost sharing request
2) IDC Waiver request (F&A Waiver)
3) Detailed budget review and Proposal Review and Approval (PRA)
4) Final Proposal Approval (when application is ready for submission)

If you are a PI and not the submitter, you will be required to review and approve the request. If you are a PI and the submitter, your department administrator will be required to review and approve the request.
Approval Process

Step 1: Click on the Reviewer Dashboard link from the email you received from Pioneer eRA

Below is an example of a routing notification for Budget & PRA. The subject of the email will display the name of the routing request that a PI or a department admin has initiated. In this example, the department administrator has initiated a routing for Budget and PRA review for the proposal T00000312.

GSSW Dummy PI of GSSW Dean’s Office is preparing proposal T00000312, Non profit that doesn’t pay. Please review the Budget and PRA form from here: Reviewer Dashboard and approve in timely manner to process it further. Please note that this proposal is due to Santa Paula Animal Rescue Center by "22-May-2020". Any questions should be directed to ORSP.

Step 2: Login to Pioneer eRA using your DU email and Pioneer Web password.

(https://pioneerera.du.edu)
Step 3:
You will be directly taken to the landing page of your Reviewer dashboard. Please read the Help text if you are approving a request for the first time. You may click on the “Route” tab in the side pane to see who has reviewed before you and who will be reviewing after your step.

Step 4:
Click on Review tab (Orange) in the side pane.
Then, click on the ‘Proposal Development Record’ link to review all the requested items for the proposal.
Step 5:
The proposal record will open in a new pop-up window.

Based on the approval request email (F&A, Cost Share Or PRA) you received, click on the highlighted tabs in the left pane. For example, if the routing is for Budget and PRA, you must click on both Budget and PRA tabs and review them separately.

Once you have reviewed the requested information, click “Done” in the upper left corner to exit out of this proposal record.
Step 6:

When you are back on the reviewer dashboard,

1. Add your comments in the text-box provided.

2. “Approve” button will be disabled when the Review Status shows “Un-Reviewed”. Change the Review Status to ‘Reviewed’ from the drop-down. If multiple documents/forms are listed under Form/Document, please select an appropriate status for all the documents listed (Reviewed or Not applicable) to move to the next step.

3. Click on ‘Approve’ under ‘Select a decision’ and wait for the screen to refresh. The screen will automatically close once your approval has been processed.