Submitting an Ancillary Review

Follow the steps below to submit an ancillary review:

1. Access the record in one of two ways:
   a. From the system generated email, click on the “Grant ID” link.
   b. Click on the name on the My Inbox or Grants Projects Listing page.

2. On the Workspace, click the History tab to review the comments and/or documents from the requestor.
   a. On the History tab, click the “Ancillary Reviews Updated” activity name.
   b. Click the Property Changes tab and review the information highlighted in green.
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3. On the Workspace page, click the Submit Ancillary Review activity.

4. In the Submit Ancillary Reviews dialog box, complete the questions. Click OK to continue submit the review.

5. When the system returns to the Workspace page, the History tab displays a “Submitted Ancillary Review” activity.

⚠️ Important: Email notifications are not generated upon completion of the Submit Ancillary Review activity. Use the Send Email activity to notify the requestor of the ancillary review submission. The status of Ancillary Reviews can be found on the Reviewers tab of the Proposal Workspace.