

## LIRA Department Review Guide

LIRA will take the place of Lehigh's Internal Transmittal form and will require Department Review prior to the submission of a funding proposal.



As you can see, the Department Review step in the Funding Proposal workflow comes early in the process, before the Specialist Review state which is where the proposal is submitted to the sponsor.

### How do I know a proposal is ready for review?

1. When a proposal in Draft state is completed by the study staff (PI/Dept. Support), it is then routed to the assigned Department Reviewer. You will receive a notification via your Lehigh email that you have a proposal to review. Click on the link in the email and it will take you directly to the funding proposal you need to review. You can also login to LIRA and will see the proposal you need to review listed in your "Inbox"

**LEHIGH**  
UNIVERSITYOffice of the Vice Provost for  
Research

**To:** Sarah Riccaboni; Susan Disidore; Cynthia Kane

**Link:** [FP00000139](#)

**PI:** Susan Disidore

**Title:** Subaward Process Test - Part 2

The above proposal has been submitted by Susan Disidore for your **review**. Click the link to **review**

Contact the PI with any questions.

### **When I get to the Funding Proposal workspace, what am I looking for as a department reviewer?**

The Department review consists of looking at both the Funding Proposal SmartForm and Budget SmartForms. While each department approver can set their own parameters on what they want to review, the following are all that is **required** per Lehigh's process:

1. Review LIRA Funding Proposal SmartForm
  - a. Space/Location - Review the space/location
  
2. LIRA Budget SmartForm
  - a. PI Effort - Confirm effort is appropriate
  - b. Cost Share - If applicable, confirm cost share is approved
  - c. Equipment Use - does the PI have access to the equipment and are they permitted to use it for this project OR if they are purchasing necessary equipment, is there space for the equipment to be set up?

### **How do I find what I need to review?**

Now that it is time to review, you will navigate to the left hand side of the Funding Proposal workspace and click on the "Review Funding Proposal" button:



The Funding Proposal SmartForm will open up. Click on "Additional Proposal Information" to locate Question 10 where the Building/Location of Research will be listed:

General Proposal Information	<input checked="" type="checkbox"/>	<b>3. Are Cost Share or Matching funds required as stated in the FOA, RFP/RFI</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
Personnel	<input checked="" type="checkbox"/>	<b>4. Does the project involve background technology for which the Office of T</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
Submission Information	<input checked="" type="checkbox"/>	<b>5. Is Proprietary or Privileged Information included in this proposal?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
Funding Opportunity Announcement	<input checked="" type="checkbox"/>	<b>6. Lobbying activity is/has been used to influence the outcome of the fundir</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
Budget Periods and Key Dates	<input checked="" type="checkbox"/>	<b>7. Does this proposal include commitments to the academic and profession</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
Compliance Review	<input checked="" type="checkbox"/>	<b>8. Does this proposal include partnerships with an HBCU and/or HSI?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Additional Proposal Information</b>	<b>1</b> <input checked="" type="checkbox"/>	<b>9. Does this proposal require or include a data management plan?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
Completion Instructions	<input checked="" type="checkbox"/>	<b>10. Building name(s)/room numbers(s) where research will be performed:</b> <input type="text" value="Building Name / Room Number"/> ORSP - 2nd Floor

When done reviewing, click “Exit”. This will return you to the workspace.

Next, locate the associated proposal budgets under the “Budgets” tab. Click on the name of the budget you would like to review:

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
<b>Working Budgets</b>								
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?		
National Science Foundation	[Edit]	2/22/2023 11:26 AM	Under Review	Federal	\$148,006	yes		

The proposal budget workspace will open up.

Click on “View Budget” to access the budget SmartForms:

Under Review

Next Steps

View Budget

Printer Version

Log General Comments

Manage Tags

Click on "Personnel Costs" to review PI effort:

Personnel Costs				
Budget Summary				
	Period 1 7/1/2023 6/30/2024	Period 2 7/1/2024 6/30/2025	Period 3 7/1/2025 6/30/2026	Budget Totals
<b>Personnel Total:</b>	\$21,874.00	\$22,532.00	\$23,206.00	\$67,612.00
<b>Direct Total:</b>	\$41,874.00	\$27,532.00	\$28,206.00	\$97,612.00
<b>Indirect Total:</b>	\$16,393.00	\$16,795.00	\$17,206.00	\$50,394.00
<b>Grand Total:</b>	\$58,267.00	\$44,327.00	\$45,412.00	\$148,006.00

Personnel Costs				
	Period 1 7/1/2023 6/30/2024	Period 2 7/1/2024 6/30/2025	Period 3 7/1/2025 6/30/2026	
<b>Person:</b> Sarah Riccaboni				
<b>Role:</b> PD/PI				
<b>Effort:</b>	8.33%	8.33%	8.33%	8.33%
<b>Sal Req:</b>	8.33%	8.33%	8.33%	8.33%
<b>FB Rate:</b>	31.3%	31.3%	31.3%	31.3%
<b>Base:</b>	\$100,000.00	\$103,000.00	\$106,090.00	
<b>Salary:</b>	\$8,330.00	\$8,580.00	\$8,837.00	
<b>Benefits:</b>	\$2,607.00	\$2,686.00	\$2,766.00	
<b>Total:</b>	\$10,937.00	\$11,266.00	\$11,603.00	

Click on "General Costs" to review any equipment:

Budget Summary				
	Period 1 7/1/2023 6/30/2024	Period 2 7/1/2024 6/30/2025	Period 3 7/1/2025 6/30/2026	Budget Totals
<b>General Total:</b>	\$20,000.00	\$5,000.00	\$5,000.00	\$30,000.00
<b>Direct Total:</b>	\$41,874.00	\$27,532.00	\$28,206.00	\$97,612.00
<b>Indirect Total:</b>	\$16,393.00	\$16,795.00	\$17,206.00	\$50,394.00
<b>Grand Total:</b>	\$58,267.00	\$44,327.00	\$45,412.00	\$148,006.00

General Costs				
	Period 1 7/1/2023 6/30/2024	Period 2 7/1/2024 6/30/2025	Period 3 7/1/2025 6/30/2026	
<b>Cost Type:</b> Equipment				
<b>Description:</b> Microscope for lab	\$15,000.00	\$0.00	\$0.00	
<b>Cost Type:</b> Materials and Supplies				
<b>Description:</b>	\$5,000.00	\$5,000.00	\$5,000.00	
<b>General Cost Total:</b>	\$20,000.00	\$5,000.00	\$5,000.00	

Lastly, return to the funding proposal workspace and, if there is a cost share budget, select that and

open up the cost share budget workspace:

Department Review

Sarah-Training Test

FP0000085

Funding Proposal


**Next Steps**

- Review Funding Proposal
- Printer Version
- COI Disclosure Status
- ✓ Approve
- ↩ Request Changes
- 👤 Manage Ancillary Reviews
- ⚙️ Manage Tags
- 📎 Add Attachments
- 📄 Copy
- ✉️ Send Email
- 👤 Assign Specialist
- 👤 Manage Access
- 💬 Add Comment
- 🗉 Add Private Comment for PI

**Proposal Information**

PD/PI:	Sarah Riccaboni
Department:	Office of Research & Sponsored Programs
Specialist:	ORSP Proposals
Sponsors:	National Science Foundation
Internal Submission Deadline:	2/22/2023
Certified:	Yes

SF424 Link:




Starting Date:	7/1/2023
Number of Periods:	3
Total Direct:	\$97,612
Total Indirect:	\$50,394
<b>Total:</b>	<b>\$148,006</b>

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
<b>Working Budgets</b>								
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?		
National Science Foundation	[Edit]	2/22/2023 11:26 AM	Under Review	Federal	\$148,006	yes		
Cost Sharing for National Science Foundation	[Edit]	2/22/2023 11:26 AM	Under Review	Institution (Internal)	\$64,428	no		

You will “View” the cost share budget and review the “Personnel” and “General Costs” tabs to see any Academic Year (AY) time committed or additional cost share commitments.

### How do I make a comment?

While reviewing the proposal, any place where you see a callout icon (  ) you can click on that and write a Reviewer Note. Once you enter your note, you can then select “Response Required” if the PI/Study staff need to reply or, if it is a comment that does not require a response, you do not need to select this option:

Funding Proposal Created 1/24/2023 9:58:28 AM  
 Changes found  
 General Proposal Information

10. Building name(s)/room numbers(s) where research will be performed:

Building Name / Room Number  
 ORSP - 2nd Floor

**Change History**

**Reviewer Notes**

Add New Reviewer Notes

Department Draft Change Request

Please update the building room to correct lab space

Response Required Attach Files OK

Drop files in the text area to upload

**SR Sarah Riccaboni** Department Change Request

update information  
 posted 2 days ago Edit

Show 1 Reply • Reply • Resolve this thread

On the budget workspaces, there is an option to make a general comment if needed:

[Log General Comments](#)

You would use this to enter any comments necessary for the budget.

### What if there are additional departments on the proposal?

If you are the lead department on a multi-department proposal, the PI/Study will send out Ancillary Reviews while the proposal is in Draft state to the additional departments so they also can review the proposal. Using the “Manage Ancillary Reviews” Activity, you can track to see if the other departments have completed their reviews.

1. Identify each organization or person who should provide additional review.

	Review Type	Org Person	Reqd	Accepted	Notified	Comments	Docs
<a href="#">+ Add</a>							
<a href="#">Update</a>	Department Review	Sarah Riccaboni	yes	yes	yes	Department review needed for multi-department proposal	

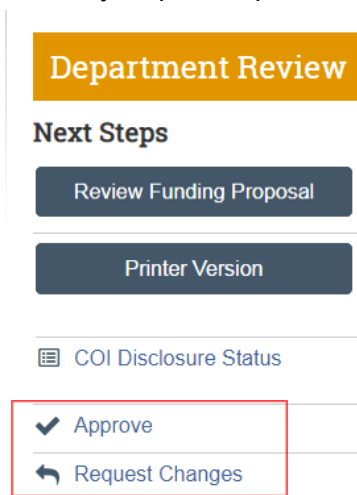
Ancillary Reviews will not hold up the proposal workflow, but it is recommended to monitor these ancillary reviews to ensure they have been completed before approving the proposal.

If you are not the lead, please review the Ancillary Review Process documentation on the [LIRA training website](#) on how to submit an Ancillary Review.

## What do I do after I have finished my review of the proposal?

Once the proposal has been reviewed, you will select either “Approve” or “request changes” from the Activities listed on the Funding Proposal workspace

- *Approve* will send the proposal to the CGS for review
- *Request Changes* will allow you to send clarification requests back to the PI/Study staff to make any required updates



The screenshot shows a user interface for a Department Review. At the top, there is a yellow header with the text "Department Review". Below this, the section "Next Steps" contains two dark blue buttons: "Review Funding Proposal" and "Printer Version". Underneath these buttons is a link labeled "COI Disclosure Status" with a small icon. At the bottom, there are two action buttons: "Approve" (with a checkmark icon) and "Request Changes" (with a left-pointing arrow icon). The "Approve" and "Request Changes" buttons are enclosed in a red rectangular box.

If you select “Approve” the Funding Proposal will move to the “Specialist Review” state and ORSP will begin their review of the proposal.

If you select “Request Changes” any comments you made to the funding proposal will be sent back to the PI/Study staff so they can update the proposal as requested. The proposal will move to “Clarifications Requested” state and will open up for edits by the PI/Study Staff.

Once the PI/Study Staff have completed their updates, they will send it back to the Department again for review. You will receive another email and will review the updates. When ready, select “Approve” to move the proposal forward in the workflow.