Steps to Proposal Review and Approval in the RSP Gateway:

1. You will receive an email in your WSU or other RSP Gateway-designated mailbox advising you that you have a proposal ready for review. (If the email is not in your mailbox, please check your junk mail folder. If the email is in the junk folder, drag the message to your main inbox and proceed to the next step). *See the instructions below on how to access the route (Reviewer Dashboard) if you no longer have the email.

2. Open up the email and click on the "Reviewer Dashboard" link.

3. Clicking on the Reviewer Dashboard link will take you to the "Central Authentication Service" web page for logging into the RSP Gateway. (If you are off campus you will need to use Virtual Private Network (VPN) to log in. You may download the VPN software and find the instructions on how to use it at: http://www.wright.edu/cats/vpn.

4. Enter your campus username and password (same as WINGS) and click "Log in."

5. Once logged in, the review will bring you to the "HELP" tab. This tab gives you instructions on how to approve.

6. To review, click on the "REVIEW" tab. You will see a list of items to review and/or complete. These items may include the budget, abstract or proposal, and any other documents applicable to the submission. Under the "Form/Document" column you will click on the link to review the files for approval. (You may need to close out of these files to get back to the Reviewer Dashboard.)

7. Once you've reviewed all the documents, select the "Reviewed" status in the drop down in the Review Status column. This will confirm your review. In order to advance to the next step in the routing process, items must be in the Reviewed or Not Applicable column. Once all items have been reviewed, you will be able to select a decision.

8. Next you will choose your decision – Approve, Approve with Comments, or Disapprove. (Please contact your RSP Pre-Award Administrator to discuss before Disapproving). PIs and all Investigators will also need to click on Accept in the checkbox under the PI/Co-PI certification text.

9. Optional – you can add comments or review any comments made by previous reviewers. It is recommended that any comments in which changes to the proposal are desired or required should instead be sent to the PI/PD outside of the routing process (i.e. email or phone call).

10. Once you select a decision, a pop-up will advise you that you are about to complete your review, and you will not be able to edit after this decision. Once you click OK on the pop-up box, your review and approval is complete.

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11. After you click OK and complete the review process, click on the "ROUTE" tab. This will confirm you approved the proposal, showing you the date and time you approved and the next reviewers on the list.

*Instructions on how to login to review and approve: (*without the notification email link):*

1. Go to: https://cas.wright.edu/cas/login?service=https%3A%2F%2Frspgateway.wright.edu/login.asp
(If you are off campus you will need to VPN before logging in. VPN instructions can be found here: http://www.wright.edu/cats/vpn/)

2. Reviewer will enter his/her campus username and password (same as WINGS) and click "Log in."

3. On the bottom right side of the homepage screen you will go to My Messages, then Inbox.

4. Under "Open" click on the envelope for the proposal # requiring your review.

5. Click on the "Reviewer Dashboard" link (in the blue box).

6. Continue with Step #5-10 above.