

# How to Prepare a Non-Competing Proposal Review

The Office of Research & Sponsored Programs (ORSP) is the Single Point of Contact for all grant applications and awards. ORSP reviews grants and contracts for compliance with state, federal, and institutional policies.

Proposal Reviews are part of the grant proposal submission process. It is important that proposals receive review from ORSP before submission to the funding agency. This is for classification, cataloging, tracking, and reporting from the ARIA Database System. The ARIA system has replaced the paper Blue Sheet Proposal Review Form.

Here are the basic steps for completing the ARIA Online Blue Sheet for your Non-Competing Continuation / Progress Report:

1. After logging in to ARIA, click on "Projects."
2. Choose the correct project from the list.
3. You will be taken to the "Detail" screen.
4. Under "action" select non-competing continuation. Click the double arrow button.
5. You will now see a screen that says "Select the year of the project you wish to copy." Select the appropriate year and click "continue."
6. You will be taken to the "blue sheet." Some of the information has been copied from the previous year and some is left blank.

The rest of the process is very similar to completing the online blue sheet for a new project.

Once you have chosen the "non-competing" action, you will be taken to a new screen that will list all the current year's information in ARIA. You will probably want to copy the most recent year's information to 'copy.' This function will copy all the information in the selected year, and you will only have to make a few changes (update staff salary, change the budget, upload the progress report, etc...).

The non-competing proposal/progress report (proposal) will need to be uploaded and named "grant proposal" before your electronic signature.

The proposal will receive review and signature in the department before ORSP. After the ORSP electronic signature, the proposal will then be ready for submission to the funding agency.