AD HOC REVIEWER PROPOSAL WORKFLOW PROCESSING

1. Notification E-mail

1.1. If the OSP Contract Officer or designee (“CO”) needs your assistance with the OSP Proposal & Award Acceptance Workflow (the “Proposal Workflow”), the CO will send you a notification e-mail similar to the one below and you will be referred to as an “Ad Hoc Reviewer.” The e-mail will contain: (i) the applicable OSP Proposal Number; (ii) a description of the assistance the CO needs in the e-mail body; and (iii) all of the uploaded documents from the Proposal Workflow as separate e-mail attachments. For the Office of the General Counsel, the e-mail will also include the Contract Routing Form as a separate e-mail attachment.

2. Approval/Concurrence from Ad Hoc Reviewers

2.1. Ad Hoc Reviewers will not provide their approvals or concurrences in the Proposal Workflow. Instead, they will do so via e-mail to sponsoredagreements@boisestate.edu.

2.2. The CO will then upload the concurrence e-mails from Ad Hoc Reviewers into Section 18, Additional Supporting Documents, of the Proposal Workflow in accordance with the Frevvo User Guide.

2.3. Ad Hoc Reviewers with access to the “Submissions Table” in Frevvo will be able to access each completed proposal in the Proposal Workflow in accordance with the Frevvo User Guide.