



University Information
Technology Services

KSU SmartGrant

Guide for Approvers

University Information Technology Services

Training, Outreach, Learning Technologies, & Video Production

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Information Technology Services

SmartGrant

Table of Contents

Introduction	4
Learning Objectives.....	4
SmartGrant Routing Email	5
Approving a Proposal from the Routing Email.....	5
Logging into KSU SmartGrant.....	7
Accessing Proposals Awaiting Approval.....	9

Introduction

Department Chairs and Deans will approve proposals within the SmartGrant system, located at <https://smartgrant.kennesaw.edu>. This routing process replaces paper routing.

When a proposal is ready for your approval, you will receive an email to your KSU email account. The email contains a direct link to approve the proposal.

Learning Objectives

1. Recognizing the SmartGrant routing email
2. Viewing attachments to proposals
3. Approving a proposal from the routing email

SmartGrant Routing Email

The SmartGrant Routing email will have the following characteristics:

- **Sender:** tech@erasoftware.com (GAMS Notification)
- **Title:** similar to “Action Required – GAMS Routing GPID 14123 – College: College of XYZ”
- See Figure 1 for sample email

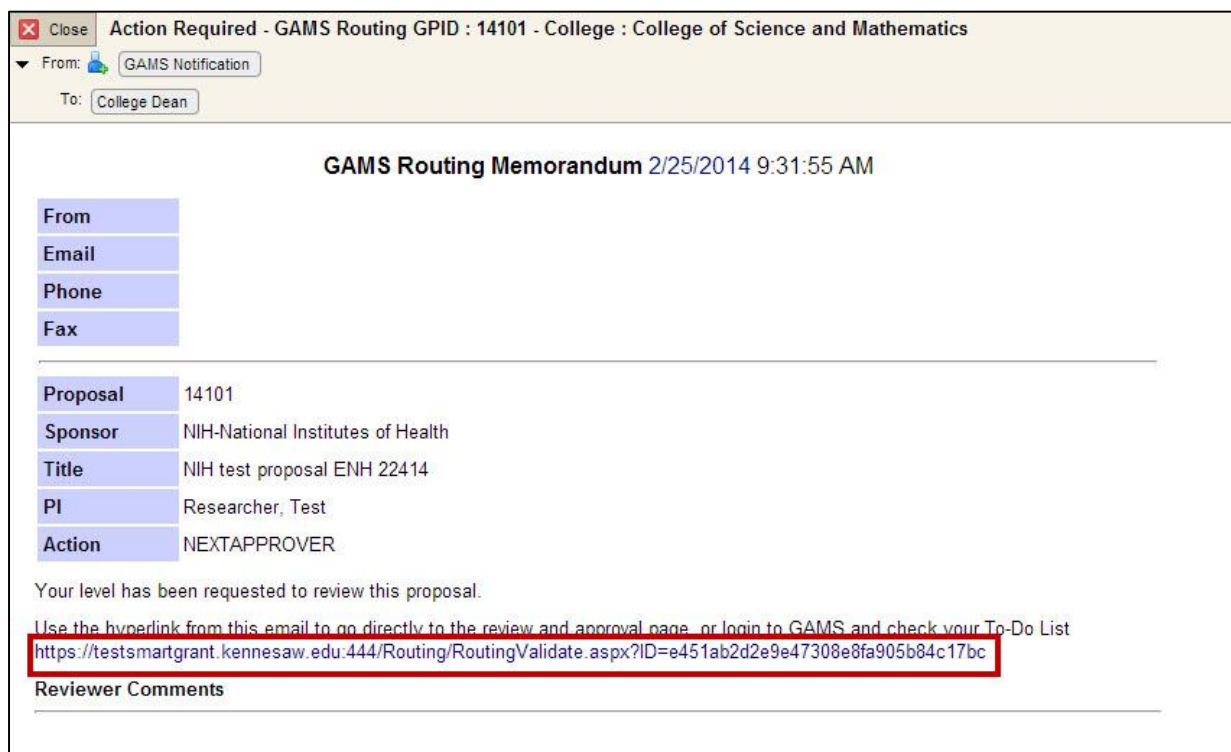


Figure 1 - SmartGrant routing email (sample)

Approving a Proposal from the Routing Email

1. Open the email titled *Action Required – GAMS Routing GPID 14123 – College: College of XYZ* or similar.
2. Click the hyperlink near the bottom of this email (see Figure 1).
3. The link will open in your default web browser.

4. At the prompt (see Figure 2), enter your **KSU NetID** and **password**, and click the **Submit** button.

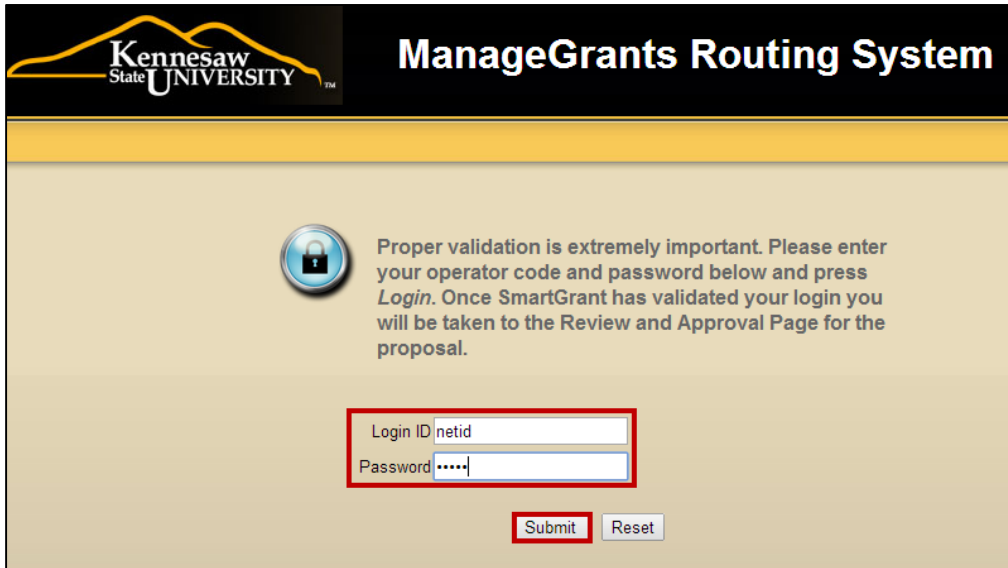


Figure 2 - Log in to approve

5. The routing screen for this proposal will appear (see Figure 3).

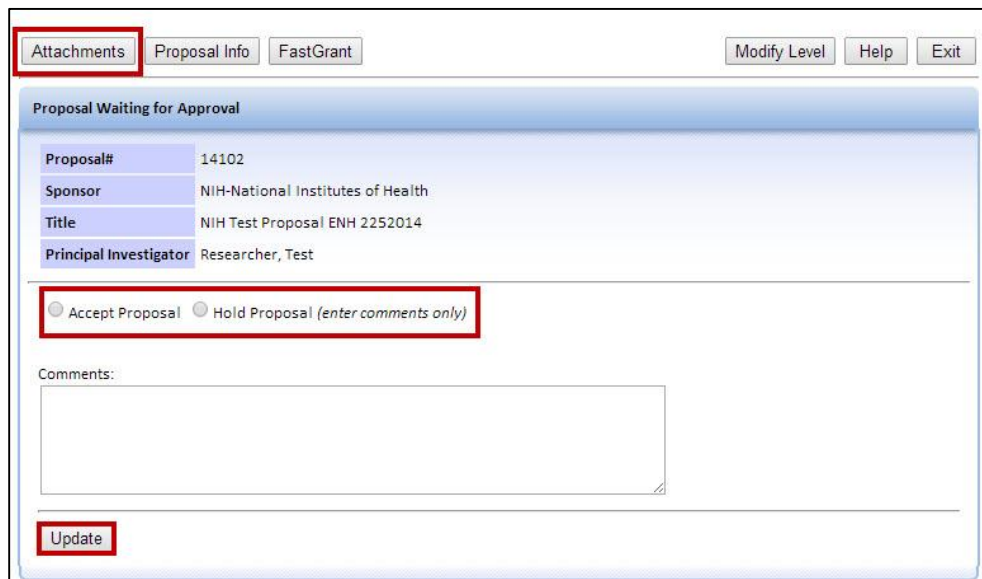


Figure 3 - Proposal routing screen

6. To view details about this proposal, click the **Attachments** button.

7. The *Attachments* window will appear (see Figure 4).

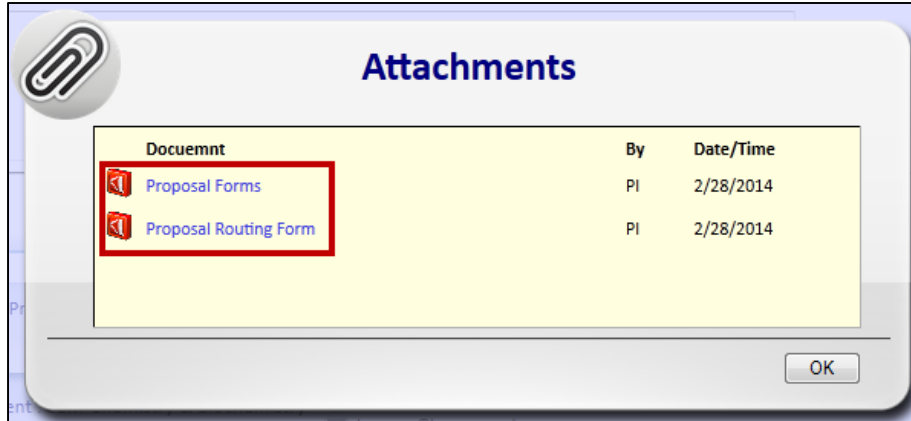


Figure 4 - Proposal Attachments

8. Click **Proposal Forms** or **Proposal Routing Form** to view the attached PDFs.
9. Choose whether to **Accept Proposal** or **Hold Proposal** by filling the appropriate bubble.
10. Enter **Comments** if needed (required if holding the proposal).
11. Click the **Update** button.
12. You have completed your approval.
13. Click the **Exit** button to exit the SmartGrant program.

Logging into KSU SmartGrant

To log into SmartGrant without using the routing email, follow the steps below.

1. Navigate your web browser to <https://smartgrant.kennesaw.edu/>
2. Click **Continue** on the Manage Grants page (see Figure 5).



Figure 5 - Manage Grants page

3. On the *User Login* screen, type your **KSU NetID** and your **Password** (see Figure 6).



Figure 6 - User Login

4. Click the **Submit** button.
5. When prompted to select an institution, choose **Kennesaw State University Research and Service Foundation** (see Figure 7).

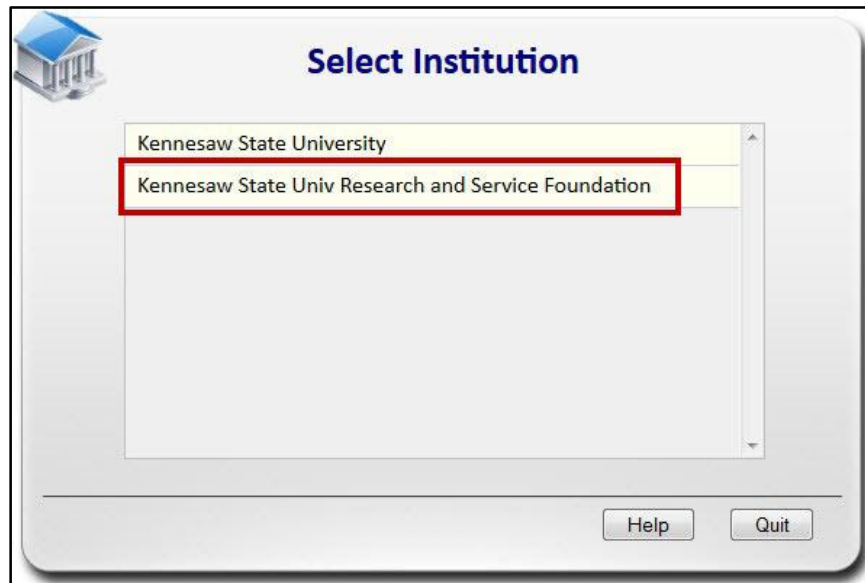


Figure 7 - Selecting an institution

You are now logged into KSU Smart Grants. From the main page on the left side of the page, you can navigate to the functions related to proposals (see Figure 8).



Figure 8 - Main Page

Accessing Proposals Awaiting Approval

1. From the main menu of SmartGrant, click the **To Do List** button (see Figure 9).



Figure 9 - To Do List button

2. Click the **Proposal Waiting for Approval** button in the left-side (see Figure 10).



Figure 10 - Proposal Waiting for Approval button

3. The proposals awaiting your approval will appear (see Figure 11).

▲ GPID	PI Name	Sponsor	Due Date
14099	Researcher, Test	NIH	
14102	Researcher, Test	NIH	03/14/2014
14106	Researcher, Test	NIH	03/20/2014

Figure 11 - List of proposals awaiting approval

4. Select a proposal by clicking the linked **GPID** number, e.g. 14123.

5. Click the **Submittal Processes** button in the left-side menu (see *Figure 12*).

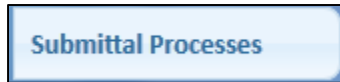


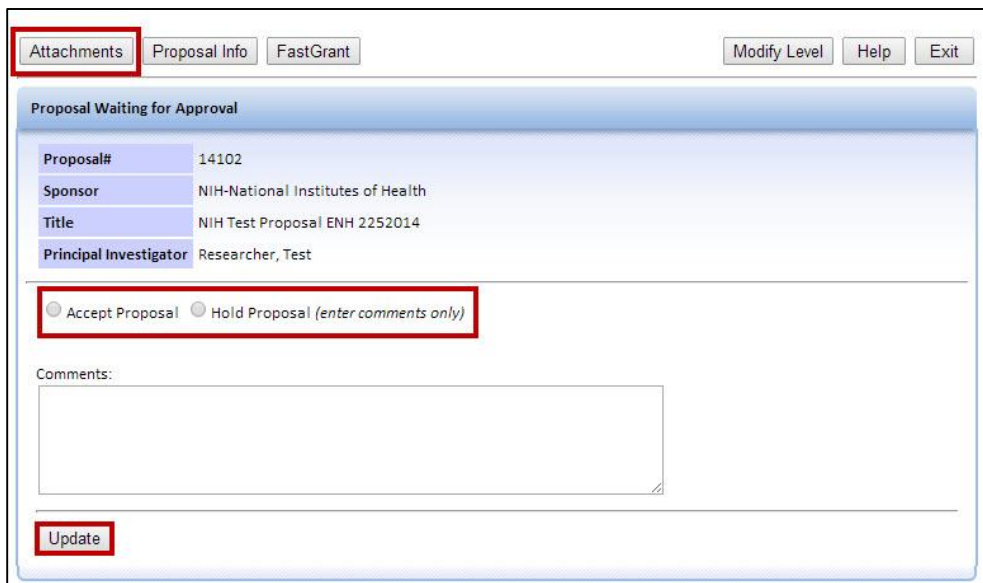
Figure 12 - Submittal Processes button

6. Click the **Online Routing** button in the left-side menu (see *Figure 13*).



Figure 13 - Online Routing button

7. The routing screen for this proposal will appear (see *Figure 14*).

A screenshot of a web application interface. At the top, there are three tabs: "Attachments" (highlighted with a red box), "Proposal Info", and "FastGrant". To the right are buttons for "Modify Level", "Help", and "Exit". Below the tabs is a section titled "Proposal Waiting for Approval". It contains a table with the following information:

Proposal#	14102
Sponsor	NIH-National Institutes of Health
Title	NIH Test Proposal ENH 2252014
Principal Investigator	Researcher, Test

Below the table are two radio buttons: "Accept Proposal" and "Hold Proposal (enter comments only)". The "Hold Proposal" option is selected and highlighted with a red box. Below the radio buttons is a text area labeled "Comments:". At the bottom left of the form is an "Update" button, also highlighted with a red box.

Figure 14 - Routing screen for a proposal

8. To view details about this proposal, click the **Attachments** button.

9. The *Attachments* window will appear (see *Figure 15*).

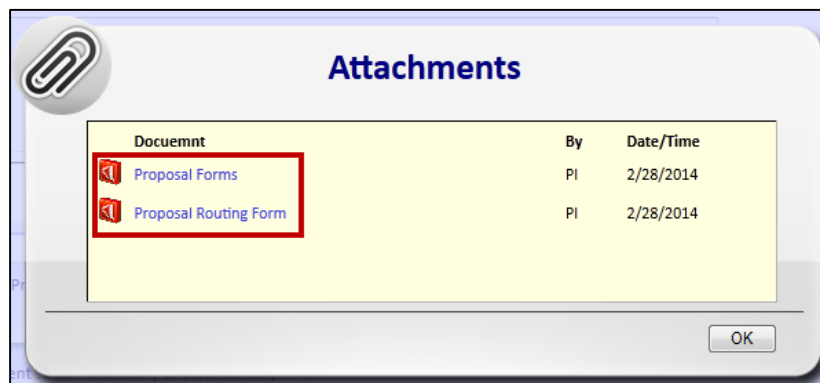


Figure 15 - Proposal Attachments

10. Click **Proposal Forms** or **Proposal Routing Form** to view the attached PDFs.
11. Choose whether to **Accept Proposal** or **Hold Proposal** by filling the appropriate bubble.
12. Enter **Comments** if needed (required if holding the proposal).
13. Click the **Update** button.
14. You have completed your approval.
15. Click the **Back to Create / Update Proposal** button in the left-side menu (see *Figure 16*).

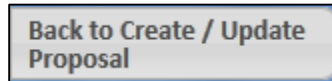


Figure 16 - Back to Create/Update Proposal button

16. Click the **Back to To Do List** button in the left-side menu (see *Figure 17*).

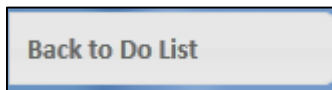


Figure 17 - Back to To Do List button

17. Continue approving proposals as needed.