5 Steps for Reviewers

1. **Open the Proposal**
   - An email notification will be sent to let you know that a proposal is waiting your review.

2. **Review the Proposal via the Proposal tabs.**
   - Be sure to review any notes on the Comment tab. Review Attachments via the BPM Workspace.

3. **Comments can be added for information you want to be part of the proposal.**
   - An email notification will be sent to the Originator each time a new Comment is added.
   - Comments can be added to a proposal at any point in the proposal process.

4. **Objections can be added --- For University Wide Reviewers only.**

5. **Submit**
   - **In University Review**: (no status available, only comments and objection can be entered)

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Steps:

1. **You will receive an email notification that a proposal is waiting for review.**

   **Note:** Only those that opted in will receive the email notifications at University Review. All others, can access the system, at any time, with their UAnet ID and Password and see any proposals that are in the University Wide Review Activity.

2. **Log into the Curriculum Proposal System. The BPM Workspace displays.**

   ![BPM Workspace Display](image1)

   You need to open the Proposal that you are to review. Click on the Activity link, to the far right in the **Work Items** frame, as circled in the screen above. The Activity will be **“University Review.”**

   **Note:** If another User has the proposal open, you will see the proposal listed, but you will not have a link for the Activity and you will be unable to open the proposal. Only one user can have a proposal open at a time.
3. The Proposal opens. Review the proposal by clicking on the tabs that are active.
4. Be sure to review the Comments tab for any notes by other Reviewers.

5. Review attachments to the proposal which are found at the bottom of all tabs. Click on the Open button to open each attachment.

6. If Comments are necessary, click on the Comments tab.

Enter comments in the large edit box and click on Add.

7. If an objection needs to be added, click on the Objection tab.

Enter the objection in the large edit box and click on Add.

8. After you have reviewed the proposal and made any necessary Comments or logged in an Objection, the proposal needs to be submitted.

9. When you have completed a review and if you added any comments or objections, click on the Submit button.