

Semi-Annual Confirmations – Program Reviewer

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Web-Based Application for Online Review and Confirmation of
Direct Costs and Cost-Sharing Effort Commitments
on Sponsored Projects and Federal Formula Grants

"Quick Steps" outline for the role of:

Program Reviewer

Urbana Campus

As the Program Reviewer, you have the responsibility for the final administrative review of the confirmed "Program" reports for federal formula grants and for the submission of the "Program" reports to the Grants and Contracts Office (GCO).

If you are unable to perform the duties associated with the Program Reviewer role, or are no longer associated with units administering federal formula grants, please contact a Grants and Contracts Office (GCO) representative to have another individual named in the Program Reviewer role.

Technical issues with the confirmation system should be referred to the Grants and Contracts Office for further investigation and resolution.

Urbana Campus GCO representatives:

Jayne Goby
(217) 244-4759
goby@uillinois.edu

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Step 1: Log in

Log in to online confirmation system at: <https://apps.obfs.uillinois.edu/CostShare/ind.cfm>

Step 2: Review and agree to direct costs in the confirmation reports

On the "Overview" tab

2a) Select a "Program" report to review from the list of reports on your "Overview" tab that are in status "Confirmed [*or Alt Confirmed*] Needs Prog Review".

2b) Review and agree to the direct costs for each report.

- To agree to the direct costs - click the green button at the bottom of the page that says "Report Correct, Go to Cost Sharing". To disagree and reject to report, click the red button at the bottom of the page that says "Report Incorrect, Return to Dept Contact".
- The system will automatically navigate to the cost sharing tab. There is no cost sharing information to review for "Program" reports; cost sharing is handled outside of the confirmation system for the federal formula grants. Return to the "Overview" tab to continue.

Note: Changing a cost transfer status on a confirmed report requires the report to be rejected and returned to the Department Contact. The Department Contact will then be required to return the now 'unconfirmed' report to the PI/Confirmer to repeat the confirmation steps.

Documentation is required to be attached for each report line with a cost transfer status of "Pending in Banner".

Step 3: Send confirmed and final reviewed "Program" reports to GCO

On the "Submit to GCO" tab

3a) Select report(s) to submit to the Grants and Contracts Office (GCO). For multiple reports, select reports individually using the checkboxes, or use the "Select All" feature. Click the button "Send to GCO".

Note: Only reports in status "Confirmed [*or Alt Confirmed*], Prog Reviewer Ready to Submit" will be visible and available for selection on the "Submit to GCO" tab.

Step 4: Check status of reports to determine which require further action

4a) Regularly check the status of reports in your org codes.

4b) Follow up with the Department Contact and/or the PIs/Confirmers on reports that are not confirmed and ready for the program review and submission to GCO by the report due date.

Note: You may check the status of outstanding (in process) reports by viewing the list of reports displayed on your "Overview" tab. You may check the status of all reports (both in process and completed) by running a departmental tracking report.