Feasibility, PACUR and Draft Budget Approval Roadmaps and Considerations for Program/Division/Lab approvers (DIR)

Feasibility Review and Approval

You will receive an email with the subject “Action Required: Proposal 201X-xxxx is Awaiting Feasibility Review.” Click on the blue proposal link in the body of the email. This will take you to the PandA login screen.

Login to PandA using your UCAS username and password. Upon login, you will be in the proposal workspace, which has blue menus.

Click on “Printer Version” in the top left hand corner of the menu. This will show you the entire proposal.

Review the components of the proposal (i.e. Statement of Work, Budget, Budget Justification, Funding Opportunity Announcement / Solicitation, etc.) to assess the work’s feasibility. As the Facility Manager (DIR), consider the following when reviewing the proposal for feasibility:

1) Staff time – will people be available to work on this? Is the staff time reasonable? Do you have questions about co-sponsorship?
2) What will the impacts be to the base program?
3) Does your group or program have the time and flexibility in other tasks to perform the proposed work?

Once you have reviewed the proposal for feasibility click “Close” at the top right of the Print Version. This will take you back to the blue proposal workspace. If your review deems the proposal feasible, click the “Issue Director Feasibility Approval” link in the My Activities menu, in the middle left of the page. Click ok in resultant window; you may enter comments here if you like.

Once you click ok, the proposal transitions to the “Draft Proposal in Development” state and the PI will receive an email stating the proposal is feasible as proposed.

If your review deems the proposal “Not Feasible” then click on the “Not Feasible as Proposed” link in the My Activities menu in the middle left of the page. This is under the “Issue Director Feasibility Approval” link. Fill in the resultant window with your reasoning and click ok. These comments will be incorporated into the email that goes to the PI, informing the PI that the proposal is not feasible.

Draft Budget Review (only necessary for proposals requesting funding)

After you have approved the Feasibility, click the Budget Report tab at the top of the page to review the draft budget. As long as a budget is checked for inclusion in the proposal, a budget report will automatically be generated in the lower window. If no budget is checked, consult the initiating administrator.

Review the budget report information. If you have questions, consult the initiating administrator or PI as necessary. Once you’re satisfied, go on to review and approve PACUR.
PACUR Review and Approval (only necessary for proposals requesting funding)

You will receive an email with the subject “Action Required: Proposal 201X-xxxx is Awaiting PACUR Review and Approval.” Click on the blue proposal link in the body of the email. This will take you to the PandA login screen.

Login using your UCAS login and password. Upon login, you will be in the PACUR workspace, which has yellow menus.

Click the Printer Version in the left sidebar and scroll through the responses to review them.

As the PACUR Approver (DIR) you should be taking the following into consideration when reviewing PACUR:

1) Is this unfairly competitive to universities?
2) Is this activity Mission Appropriate? Does the proposal support the research, facilities, education and/or leadership objectives and strategic plans of NCAR?
3) Are the PACUR answers appropriate for the activity?

When you're ready to approve the PACUR, return to the PACUR workspace by clicking the "close" button at the top of the printer version. Then click the "Issue Director Approval of PACUR" link, about halfway down the left hand menu. Click ok in resultant window; you may enter comments here if you like.