Approve Pre-award Record

Quick Reference Guide

Purpose:	As an Approver you will review and approve a researcher's Pre-Award application before it is processed by the Research Services Office.
Audience:	Approver roles (e.g., Department Heads, ADRs, Dean, Research Administrator). PIs will also display in the Academic Approvals section when a Team Member or Co-I submits a record for their review.
Pre-requisite:	Researcher (PI) has submitted their Pre-Award Application for academic approval.

Important: Records can <u>only</u> be approved from the Things to do list on your dashboard. If you view a record in any other way, you must return to your Things to do list to approve it.

Step 1:
Click **Pre-Award/Applications pending approval** in the **Things to do** section of the *Dashboard*.

Step 2:
Click the blue hyperlinked title to open a record. The record opens to the a*pproval page*.

From this *approval page,* you can either:

- approve/not approve a record,
- enter approver comments, or
- open the full record (to review it).

To approve a record:
Step 1:

Click **Save & Progress**.

This is the approval page

Step 2:

Select the status:

- **Approved** – record proceeds to the next queued approver whose status changes to <u>Pending.</u>
- **Not approved** – record returned to PI for additional information or changes. All approvals are discarded and the status of the record returns to <u>In Preparation</u>.
- **Return to PI for further information** – record returned to PI for additional information or changes. Prior approvals are retained and the status of the record remains as <u>Submitted for Approval</u>.

Step 3:

Click **Save & Set Status**.

Set status

> **Approved**
> Selecting this status is the digital equivalent of an ink signature
>
> **Not approved**
> Item returned to the PI for additional information or changes. All approvals (including earlier ones) <u>will</u> be discarded by selecting this status.
>
> **Return to PI for further information**
> Item returned to the PI for additional information. Earlier approvals will <u>not</u> be discarded by selecting this status.

[Cancel]   [**Save & set status**]

Note: The status of the record remains as Submitted for Approval until all academic approvals are completed. Once the last approver provides approval, the record's status will change to <u>For Intake by Research Services</u>.

To enter approver comments:

Step 1:

Under the Approver comments heading, add any comments that you want the PI to see.

Approver comments

To review the details of a record prior to approving it:

Step 1:

From the *approval page,* click the blue pencil 🖉 icon.

Key Information *

Pre-Award/Application to be approved

Click on the blue pencil to review the pre-award/application submitted for your approval

Pre-Award/Application	RF Reviewed?	
RMS20-48949614: Example Research Project CK; Gnanakumar, Ruban - Radiol...	No	🖉

Step 2:

Review the details of the pre-award/application by scrolling down to see the application details and documents. When reviewing the application you can click on the document icons to download *Letters of Support* and other supporting *Documents*. Approvers can also add documents if needed.

Navigate to this page to view Pre-award details and supporting documents.
This screen will have 3 tabs:
- Key Information
- Approvals
- Notice of Award

You cannot Approve applications or edit fields from this view. Click Cancel & return to go back to the approval page.

| Key Information * | Approvals & Comments | Notice of Decision |

Key Information

Complete the fields on this tab - all mandatory fields are indicated by an asterisk (*).

Remember to attach a copy of your application in the Documents section before submitting for approvals.

Type of Application * ❓
> Grant - Full Application

RMS # ❓
(Automatically filled in when saved for the first time)
> RMS20-39570043

Internal Peer Reviewed? ❓
○ Yes   ○ No

Step 3:

To view the approval chain, click the *Approvals & Comments* tab to view approvers.

Note: Only when an approver has a Status of <u>Pending approval</u> can they approve or not approve a Pre-award record. At that point, this record will appear in their Dashboard Things to do list. The next approver(s) in the queue display as <u>Queued for Approval.</u>

| Key Information * | Approvals & Comments | Notice of Decision |

Approvals

Academic Approvals

	Description	Status	Approval By
1 ⌄	Approval by Department Head / Equivalent	Pending approval	Pike, G. Bruce; Walker, Richard Edward Allan
2 ⌄	Review by Research Administrator	Queued for approval	Beug-Jang, Patty; Gabel, Ryan; Pringle, Jessica; Rai, Cristina; Schroder, Kelly; Slobozian, Jenna; Westgard, Clint
3 ⌄	Approval by Associate Dean (Research)	Queued for approval	MacQueen, Glenda; Meddings, Jonathan Basil; Turner, Raymond William; Zamponi, Gerald

Note: The names listed under *Approval By* are all the people who can provide that level of approval. Each row only requires one of the people listed in that row for approval.

Step 4:

When your review is done, click **Cancel & Return.** This will exit the review screens and take you back to the initial approval screen where you can approve the record (see page 1 above).

| Cancel & Return | Save & set status |