

Comments – Pre-award Applications

Purpose: Various roles can leave a comment or note on a Pre-award application. Viewing and adding comments can depend on the status of the Pre-award application and a person’s role (e.g., Approvers, Manual Approvers, Research Facilitators, RSO etc.)

Audience: All Roles

Principal Investigator (PI) can:

- add a comment into the **Comments** field of the Key Information page for records with an In Preparation status
- view Research Facilitator comments
- enter a Comment into the **Approver Comments** field when a Co-Investigator or Team Member submits a Pre-award application to the PI for approval
- can view **Approver Comments** in **Notification** when an approver returns a Pre-award record with a status of Return to PI for further information (approval)

To add a comment:

Step 1:

From your ‘Things to do’ list, click the name of the item pending approval and then click title of the record you want to leave an approver comment on.

Things to do

1 Pre-Award/Applications pending approval

RMS20-49108949: TM/designate created; Gnanakumar, Ruban - Radiology
Last edited by Workflow RMS on 2020/04/06 at 4:29 PM


Step 2:

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?
RMS20-49108949: TM/designate created; Gnanakumar, Ruban - Radiology	No 

Description *

Step 3:

Enter information into **Approver Comments** field.

Approver comments

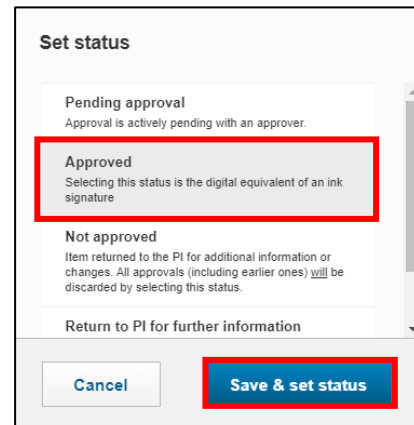
Step 4:

Click **Save & Set Progress**.



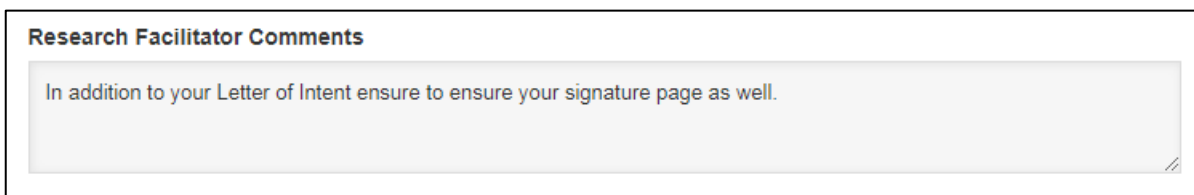
Step 5:

Select an approver status (e.g., approved). The click **Save & Set Status**.



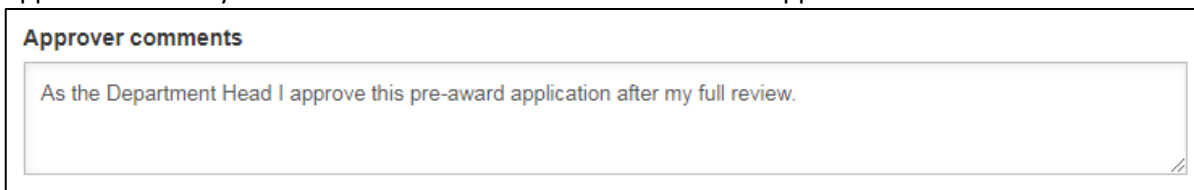
Research Facilitators:

If in the approval chain, Research Facilitator can add a comment on the Pre-award application that is visible to all roles.



Approvers:

Approvers can only leave their comment when it is **their** turn to approve.



Once approved and submitted the comment made by approver will appear to the next approver in the *Prior approver comments* section. These comments are only visible to the approver when it is **their** turn to approve.



Prior approver comments

Hathaway, Carol	13/03/2018 02:32:44 PM	my COI submitted this pre-award and I am approving it for submission.	
Ross, Doug	13/03/2018 02:41:23 PM	As the Department Head I approve this pre-award application after my full review.	

Research Service Office (RSO)

Grant’s Assistant’s, Grant’s Officer’s, and Grants & Awards Director’s are all able to view the previous approver’s comments by clicking on the pencil icon as shown here:

Academic Approvals

	Description	Status	Approval By	Approval Date	
1	Approval by PI	Approved	Hathaway, Carol	Tue Mar 13 14:32:44 MDT 2018	
2	Approval by Department Head / Equivalent	Approved	Ross, Doug	Tue Mar 13 14:41:23 MDT 2018	
3	Review by Research Administrator	Approved	Rasgotra, Neela	Tue Mar 13 14:58:11 MDT 2018	

Grant’s Assistant’s, Grant’s Officer’s, and Grants & Awards Director’s are all able to leave a comment in the *Research Services Comments* but only after all faculty approvals have been made to the pre-award application. After the comment has been added, it will be visible to all roles that view the Pre-award application.

Research Services Comments

Review feedback of the application from a Research Services staff member. This feedback is provided **after** faculty approvals.

B / *I* x₂ x² ☰ ☷

This application is ready for project setup.