



Removing an Approver


Purpose: Only certain roles within RMS (e.g., Research Facilitator, ADR, Grants Assistant, Grants Officer) have permission to discard approvers.

Audience: ADRs, Research Facilitators, RSO

RMS retains a permanent record of discard approvers for tracking and audit purposes.





To discard an Approver:

Step 1:
After opening the Pre-award record, click the **Approvals & Comments** tab.

Step 2:
Click the  icon beside the approver you want to discard.

Step 3:
Click **Save**.

The approver moves from the **Academic Approvals** section to the **Discarded Approvals** section at the bottom of the page where it is permanently retained.

Academic Approvals					
	Description	Status	Approval By	Approval Date	
1	Approved by PI	Approved	Gnanakumar, Ruban	2020/04/02 9:17:23 AM	 
2	Approval by Department Head / Equivalent	Pending approval	Pike, G. Bruce; Walker, Richard Edward Allan		 
3	Approval by Associate Dean (Research)	Queued for approval	Schnetkamp, Paul; Turner, Raymond William; Visser, Frank		