

# **Quick Reference Guide**

## **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:

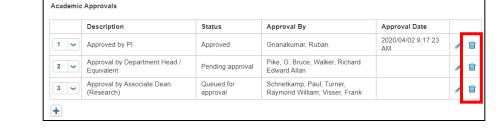
After opening the Pre-award record, click the **Approvals & Comments** tab.

### Step 2:

Click the is 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.

Last Updated: July 30, 2020