Research Administrator Review

Purpose:	Some faculties require that a Research Administrator review and approve all Pre-Award/Application records where "Yes" has been selected for any Special Requirements. Special Requirements include: additional space or facilities; course release time; contributions (cash or in-kind) from the department, faculty, or institute; or granting IP rights to the sponsor agency instead of the University of Calgary.
Audience:	Research Administrator
Pre-requisite:	Researcher (PI) has submitted their Pre-Award Application for academic approval.

Research Admin in Approval List:

When a PI saves a Pre-Award/Application record that includes Special Requirements, the Research Administrator is added as an approver.

In departmentalized faculties, the Research Administrator's approval comes after the Department Head, but before the ADR. In non-departmentalized faculties, the Research Administrator is the first approver.

Academic Approvals

	Description	Status	Approval By	Approval Date
1 ⌄	Approval by Department Head / Equivalent	Approved	Ross, Doug	Fri Apr 20 10:32:07 MDT 2018
2 ⌄	Review by Research Administrator	Pending approval	Rasgotra, Neela	
3 ⌄	Approval by Associate Dean (Research)	Queued for approval	Romanova, Robert	

Research Administrator

Step 1:

Pre-Award/Application records requiring review by the Research Administrator will appear in the **To-Do List** in the RMS dashboard. Click the blue hyperlinked title to open the record you want to review.

Things to do

▼ **1 Pre-Award/Applications pending approval**

Anti-inflammatory Effects of H2S in Experimental Synovitis; Hathawa
Last edited by SYSTEM on 20/04/2018 at 11:39 AM

Step 2:

Click the blue pencil icon to review the Pre-Award/Application details.

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?	
Anti-inflammatory Effects of H2S in Experimental Synovitis; Hathaway, Carol - P...	No	✏️

Step 3:

Scroll down to the Special Requirements section and review the requirements indicated, and any comments.

Special Requirements

If the answer to any of the following que
all required approvals and authorizatior

Institutional approval may be withdrawr

Additional Space or Facilities *
○ Yes   ● No

Course release time *
● Yes   ○ No

Step 4:

If a letter of support or supporting document is attached, click the icon to open the document.

Letters of Support

Attach evidence of approvals, authorizations

	Name
W	LOS.docx

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Documents *

Attach a complete and final copy of the appl
review and approval.

Other documents regarding to this applicatic

	Name
PDF	application_form.pdf

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Step 5:

When finished, click **Cancel & Return** to return to the approval page for the Pre-Award/Application.

Cancel & Return

Step 6:

Enter any comments you may have in the **Approver Comments** box.

Step 7:

Click **Save & Progress**.

Step 8:

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 9:

Click **Save & Set Status**. The status of the record remains as <u>Submitted for Approval</u> until all academic approvals are completed.