



APPROVE THE RECORD

Step 1:

In the *Key Information* tab, click the [blue pencil icon](#) to view Pre-award details.

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.

Step 2:

Click the *Approvals* tab to view approvers. Only when approvers have a status of Pending approval can they approve a record.

Step 3:

Click **Save & Progress**

Step 4:

Select Approved.

Step 5:

Click **Save & Set Status**. The status remains as Submitted for Approval until all academic approvals are completed.

The Pre-Award application is removed from the Department Head's *Things to do* list and is sent to the second approver's (e.g., ADR) *Things to do* for their approval.

Each subsequent approver will follow the same process above. After the last approval is complete the record's status changes to For Intake by Research Services.

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?
RMS19-22172220: Affect, Embodiment, and Place in Critical Literacy: Assemblin...	No

Description *

Approval by Associate Dean (Research) Indicates approver reviewing record

Note to approver(s)

Approver comments

Approver can enter comments here.

Prior approver comments

Approver	Approval Date	Comments
No prior approvers.		

Key Information *

Approvals **Notice of Award**

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)
RMS19-22172220

Funding Opportunity *

Program Name	RSO Detailed Review Deadline	RSO Final Internal Deadline	Program Deadline
Connection Grant	Thu Jul 18 12:00:00 UTC 2019	Tue Jul 30 12:00:00 UTC 2019	01/08/2019

Funding Agency/Sponsor *

This field will populate if you have entered a Funding Opportunity above. If not, click on + and start typing to search for an existing funding agency/sponsor. If you do not find the agency you're looking for, you can add a new one, which will be reviewed and verified by Research Services. Research Services may update this information as a result of their review.
To determine the applicable overhead rate, please refer to the Funding Opportunity or the University of Calgary's [overhead procedures document](#).

Funding Agency/Sponsor	Currency	Cash Requested	Overhead Rate
SOCIAL SCIENCES & HUMANITIES RESEARCH (SSHRC)	CAD (Canadian Dollar)	25,000.00	

Total cash requested

(Automatically calculated when saved)
25,000.00

Affect, Embodiment, and Place in Critical Literacy: Assembling Theory and Practice