



Purpose:	As an Approver you will review and approve a researcher's Pre-Award application before it is processed by the Research Services Office.
Audience:	Approver roles (e.g., Department Heads, ADRs, Dean, Research Administrator). PIs will also display in the Academic Approvals section when a Team Member or Co-I submits a record for their review.
Pre-requisite:	Researcher (PI) has submitted their Pre-Award Application for academic approval.

Important: Records can only be approved from the Things to do list on your dashboard. If you view a record in any other way, you must return to your Things to do list to approve it.

Step 1:

Click **Pre-Award/Applications pending approval** in the **Things to do** section of the *Dashboard*.



Step 2:

Click the **blue hyperlinked title** to open a record. The record opens to the *approval page*.

From this *approval page*, you can either:

- approve/not approve a record,
- enter approver comments, or
- open the full record (to review it).

To approve a record:

Step 1:

Click **Save & Progress**.

This is the approval page

The screenshot shows the 'Key Information *' section of the approval page. It includes a table for 'Pre-Award/Application to be approved' with columns for 'Pre-Award/Application', 'RF Reviewed?', and a status icon. The 'Description *' field contains 'Approval by Associate Dean (Research)'. There are text areas for 'Note to approver(s)', 'Approver comments', and 'Prior approver comments'. A table lists 'Prior approver comments' with columns for 'Approver', 'Approval Date', and 'Comments'. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Save & Progress', with the 'Save & Progress' button highlighted by a red box.

Pre-Award/Application	RF Reviewed?	
RMS20-46122203: [REDACTED]	No	[Icon]

Approver	Approval Date	Comments
Taylor, Valerie	2020-05-29 11:56:13	



Step 2:

Select the status:

- **Approved** – record proceeds to the next queued approver whose status changes to Pending.
- **Not approved** – record returned to PI for additional information or changes. All approvals are discarded and the status of the record returns to In Preparation.
- **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 Submitted for Approval.

Set status

Approved
Selecting this status is the digital equivalent of an ink signature

Not approved
Item returned to the PI for additional information or changes. All approvals (including earlier ones) will be discarded by selecting this status.

Return to PI for further information
Item returned to the PI for additional information. Earlier approvals will not be discarded by selecting this status.

Cancel Save & set status

Step 3:

Click **Save & Set Status**.

Note: The status of the record remains as Submitted for Approval until all academic approvals are completed. Once the last approver provides approval, the record’s status will change to For Intake by Research Services.

To enter approver comments:

Step 1:

Under the Approver comments heading, add any comments that you want the PI to see. These will also be visible to other people in the approver chain but not the PI.

Approver comments

To review the details of a record prior to approving it:

Step 1:

From the *approval page*, 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?
RMS20-48949614: Example Research Project CK; Gnanakumar, Ruban - Radiol...	No

Step 2:

Review the details of the pre-award/application by scrolling down to see the application details and documents. 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.



Navigate to this page to view Pre-award details and supporting documents.

This screen will have 3 tabs:

- Key Information
- Approvals
- Notice of Award

You cannot Approve applications or edit fields from this view. Click Cancel & return to go back to the approval page.

Step 3:

To view the approval chain, click the *Approvals & Comments* tab to view approvers.

	Description	Status	Approval By
1	Approval by Department Head / Equivalent	Pending approval	Pike, G. Bruce; Walker, Richard Edward Allan
2	Review by Research Administrator	Queued for approval	Beug-Jang, Patty; Gabel, Ryan; Pringle, Jessica; Rai, Cristina; Schroder, Kelly; Slobozian, Jenna; Westgard, Clint
3	Approval by Associate Dean (Research)	Queued for approval	MacQueen, Glenda; Meddings, Jonathan Basil; Turner, Raymond William; Zamponi, Gerald

Note: Only when an approver has a Status of Pending approval can they approve or not approve a Pre-award record. At that point, this record will appear in their Dashboard Things to do list. The next approver(s) in the queue display as Queued for Approval.

Note: The names listed under *Approval By* are all the people who can provide that level of approval. Each row only requires one of the people listed in that row for approval.

Step 4:

When your review is done, click **Cancel & Return**. This will exit the review screens and take you back to the initial approval screen where you can approve the record (see page 1 above).