



### Comments – Pre-award Applications

**Purpose:** Various roles can leave a comment or note on a Pre-award application. Viewing and adding comments can depend on the status of the Pre-award application and a person’s role (e.g., Approvers, Manual Approvers, Research Facilitators, RSO etc.)

**Audience:** All Roles

**Principal Investigator (PI) can:**

- add a comment into the **Comments** field of the Key Information page for records with an In Preparation status
- view Research Facilitator comments
- enter a Comment into the **Approver Comments** field when a Co-Investigator or Team Member submits a Pre-award application to the PI for approval
- cannot view **Approver** comments in the Pre-award record, but can view comments in **Notification** when an approver returns a Pre-award record with a status of Return to PI for further information (approval)

*To add a comment:*

**Step 1:**

From your ‘Things to do’ list, click the name of the item pending approval and then click title of the record you want to leave an approver comment on.

**Things to do**

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

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RMS20-49108949: TM/designate created; Gnanakumar, Ruban - Radiology

Last edited by Workflow RMS on 2020/04/03 at 4:29 PM

**Step 2:**

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?
RMS20-49108949: TM/designate created; Gnanakumar, Ruban - Radiology	No

**Description \***

**Step 3:**

Enter information into **Approver Comments** field.

**Approver comments**

**Step 4:**

Click **Save & Set Progress**.

Cancel

Save

Save & Progress



**Step 5:**

Select an approver status (e.g., approved). Then click **Save & Set Status**.

**Set status**

**Pending approval**  
Approval is actively pending with an approver.

**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

Cancel
Save & set status

**Research Facilitators:**

If in the approval chain, Research Facilitator can add a comment on the Pre-award application that is visible to all roles.

**Research Facilitator Comments**

In addition to your Letter of Intent ensure to ensure your signature page as well.

**Approvers:**

Approvers can only leave their comment when it is **their** turn to approve.

**Approver comments**

As the Department Head I approve this pre-award application after my full review.

Once approved and submitted the comment made by approver will appear to the next approver in the *Prior approver comments* section. These comments are only visible to the approver when it is **their** turn to approve.

<b>Prior approver comments</b>		
Hallaway, Carol	13/03/2018 02:32:44 PM	my COI submitted this pre-award and I am approving it for submission.
Ross, Doug	13/03/2018 02:41:23 PM	As the Department Head I approve this pre-award application after my full review.



### Research Service Office (RSO)

Grant’s Assistant’s, Grant’s Officer’s, and Grants & Awards Director’s are all able to view the previous approver’s comments by clicking on the pencil icon as shown here:

Academic Approvals					
	Description	Status	Approval By	Approval Date	
1	Approval by PI	Approved	Hathaway, Carol	Tue Mar 13 14:32:44 MDT 2018	
2	Approval by Department Head / Equivalent	Approved	Ross, Doug	Tue Mar 13 14:41:23 MDT 2018	
3	Review by Research Administrator	Approved	Rasgotra, Neela	Tue Mar 13 14:58:11 MDT 2018	

Grant’s Assistant’s, Grant’s Officer’s, and Grants & Awards Director’s are all able to leave a comment in the *Research Services Comments* but only after all faculty approvals have been made to the pre-award application. After the comment has been added, it will be visible to all roles that view the Pre-award application.

**Research Services Comments**

Review feedback of the application from a Research Services staff member. This feedback is provided after faculty approvals.

**B** *I*  $x_2$   $x^2$

This application is ready for project setup.