Batch Approvals

**Purpose:**
Batch approvals allow users to approve multiple pending items, including Pre-award applications, rather than approving individual items.

**Audience:**
Approvers (Department Head, ADR)

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**Step 1:**
After logging into RMS, click **View All** to expand the **Pre-Award/Applications pending approval** in the **Things to do** section.

**Step 2:**
Select the checkboxes beside the Pre-award applications you want to approve.

**Step 3:**
Click the **Status** button. The status dialogue box opens with the **Selected items only** selected.

**Step 4:**
Select **Approved** from the status list.

**Step 5:**
Finalize the approval by clicking **Set Status**. The **Set Status** message box displays.

**Step 6:**
Click **Apply**. The status of the applications change to **For Intake by Research Services**.

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