

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)

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:

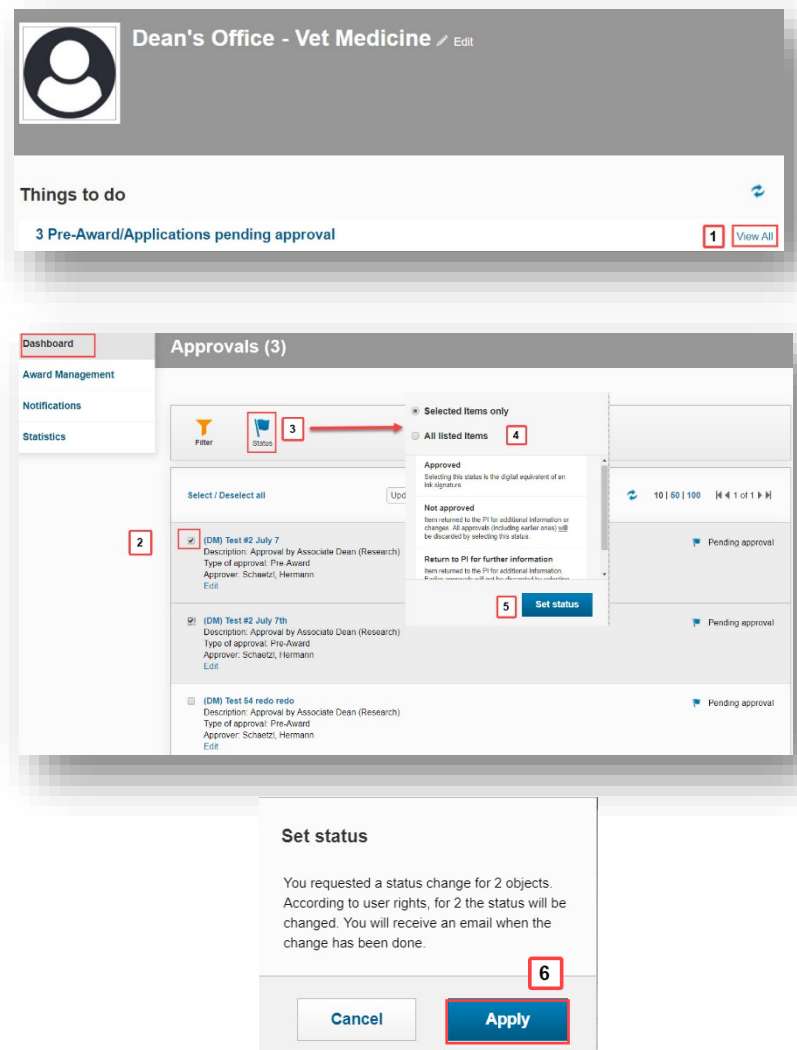
Select Approved from the status list.

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.



The screenshot illustrates the RMS interface for batch approvals. At the top, the user is identified as 'Dean's Office - Vet Medicine'. The 'Things to do' section shows '3 Pre-Award/Applications pending approval'. The 'Approvals (3)' section displays a list of items with checkboxes. A 'Status' dialog box is open, showing 'Selected Items only' selected. The 'Set status' dialog box is also open, showing a message about the status change for 2 objects.