



Purpose:

After a Pre-award record is created and the status is changed by the PI to Submitted for Approvals, the Academic Approver’s section is populated. Rules for approvals including the sequence in which they occur, are based on audit, university, and faculty policies. These policies are built-into RMS’s approval workflow.

RMS does provide some flexibility for those with permissions to amend the sequence. Research Facilitators and ADRs can re-sequence approvers that have not yet approved a Pre-award record with any of the following statuses:

- In Preparation
- Submitted for Approvals
- Pending PI Information

Grants Assistant and Grants Officer can re-sequence approvers that have not yet approved a Pre-award record with any of the following statuses:

- In Preparation
- Submitted for Approvals
- Pending PI Information
- For Intake by Research Services
- For Review by Research Services

Audience:

ADRs, Research Facilitators, RSO

To re-sequence approvers:

Step 1:

Open the Pre-award record and Click the Approvals & Comments tab.

Step 2:

Under the Academic Approvals section, click the dropdown arrow beside an Approver with a status of Pending approval or Queued for approval and select the number in the sequence you want them to appear. The sequence for the remaining approver(s) will update accordingly.

Step 3:

Click Save & Progress.

Step 4:

Select Submitted for Approval and then click **Save & Set Status**.

The screenshot shows the 'Approvals & Comments' tab in the RMS system. It includes a section for 'Academic Approvals' with a table of approvers. The first three rows have dropdown arrows next to their sequence numbers (1, 2, and 3), which are highlighted with a red box in the image. The table columns are Description, Status, Approval By, and Approval Date.

	Description	Status	Approval By	Approval Date
1	Approved by Department Head / Equivalent	Approved	Walker, Richard Edward Allan	2020/03/17 8:49:40 AM
2	Review by Research Administrator	Pending approval	Beug-Jang, Patty; Gabel, Ryan; Krawetz, Angela; Mahjor, Sara; Powitz, Brandi; Rai, Cristina; Slobozian, Jenna; Westgard, Clint	
3	Approval by Associate Dean (Research)	Queued for approval	Schnetkamp, Paul; Turner, Raymond William; Visser, Frank; Zamponi, Gerald	