UNIVERSITY OF CALGARY

Purpose:	After a Pre-award record is created and the status is changed by the PI to <u>Submitted for Approvals</u>, 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 <u>approvers that have not yet approved</u> 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 <u>approvers that have not yet approved</u> 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 <u>Submitted for Approval</u> and then click **Save & Set Status**.