

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:

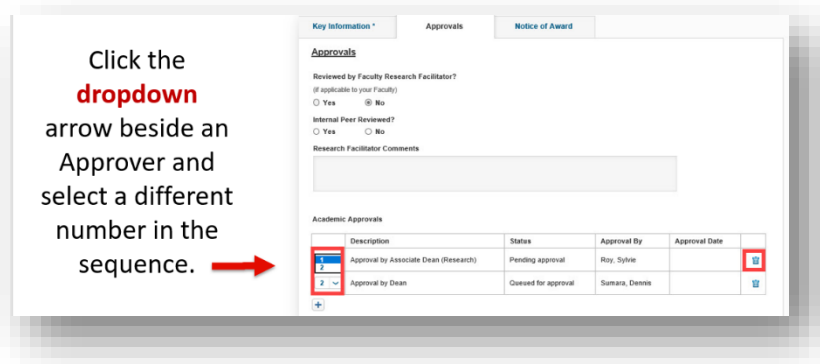
- In Preparation
- Submitted for Approvals
- Pending PI Information
- For Intake by Research Services
- For Review by Research Services

Audience:

ADRs, Research Facilitators, RSO

To re-sequence approvers:

1. Open the Pre-award record.
2. Click the *Approvals* tab.
3. Navigate to the **Academic Approvals** section.



Click the **dropdown** arrow beside an Approver and select a different number in the sequence. →

Description	Status	Approval By	Approval Date
Approval by Associate Dean (Research)	Pending approval	Roy, Sylvie	
Approval by Dean	Queued for approval	Sumara, Dennis	

4. 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.
5. Click **Save & Progress**.
6. Select Submitted for Approval.
7. Click **Save & Set Status**.