



Research Administrator Review

Purpose: Some faculties require that a Research Administrator review and approve all Pre-Award/Application records where “Yes” has been selected for any Special Requirements.

Special Requirements include: additional space or facilities; course release time; contributions (cash or in-kind) from the department, faculty, or institute; or granting IP rights to the sponsor agency instead of the University of Calgary.

Audience: Research Administrator

Pre-requisite: Researcher (PI) has submitted their Pre-Award Application for academic approval.

Research Admin in Approval List:

When a PI saves a Pre-Award/Application record that includes Special Requirements, the Research Administrator is added as an approver.

In departmentalized faculties, the Research Administrator’s approval comes after the Department Head, but before the ADR. In non-departmentalized faculties, the Research Administrator is the first approver.

Academic Approvals					
	Description	Status	Approval By	Approval Date	
1	Approval by Department Head / Equivalent	Approved	Ross, Doug	Fri Apr 20 10:32:07 MDT 2018	
2	Review by Research Administrator	Pending approval	Rasgotra, Neela		
3	Approval by Associate Dean (Research)	Queued for approval	Romanova, Robert		

Research Administrator

Step 1:

Pre-Award/Application records requiring review by the Research Administrator will appear in the **To-Do List** in the RMS dashboard. Click the [blue hyperlinked title](#) to open the record you want to review.

Things to do

- ▼ 1 Pre-Award/Applications pending approval
- 1. [Anti-inflammatory Effects of H2S in Experimental Synovitis; Hathawa](#)
Last edited by SYSTEM on 20/04/2018 at 11:39 AM



Step 2:

Click the [blue pencil](#) icon to review the Pre-Award/Application details.

Key Information *

Pre-Award/Application to be approved

Click on the [blue pencil](#) to review the pre-award/application submitted for your approval

Pre-Award/Application	RF Reviewed?	2.
Anti-inflammatory Effects of H2S in Experimental Synovitis; Hathaway, Carol - P...	No	

Step 3:

Scroll down to the Special Requirements section and review the requirements indicated, and any comments.

Special Requirements

If the answer to any of the following questions is "No", you must provide all required approvals and authorization letters.

Institutional approval may be withdrawn at any time.

Additional Space or Facilities *

3. Yes No

Course release time *

Yes No

Step 4:

If a supporting document(s) is attached, click the icon to open the document.

Letters of Support

Attach evidence of approvals, authorizations, etc.

4.	Name
	LOS.docx

Documents *

Attach a complete and final copy of the application for review and approval.

Other documents regarding to this application

5.	Name
	application_form.pdf

Step 5:

When finished, click **Cancel & Return** to return to the approval page for the Pre-Award/Application.

Cancel & Return



Step 6:

Enter any comments you may have in the **Approver Comments** box.

Key Information *

Pre-Award/Application to be approved

Click on the [blue pencil](#) to review the pre-award/application submitted for your approval

Pre-Award/Application	RF Reviewed?	
Anti-inflammatory Effects of H2S in Experimental Synovitis; Hathaway, Carol - P...	No	

Description *

Review by Research Administrator

Note to approver(s)

Approver comments

6. Looks good.

Step 7:

Click **Save & Progress**.

Save & Progress



Step 8:

Select an approval status.

Returning the application to the PI:

A. Not Approved:

Any existing approvals will be discarded, and the PI will need to re-submit the Pre-Award/Application record for approvals.

B. Return to PI for further information:

Existing approvals will be retained, and the PI can make changes and return the record to you without repeating any previous approvals.

C. Once you have made your selection, click **Save & set status to save and send the application back.**

Set status

Selecting this status is the digital equivalent of an ink signature

A. Not approved
Item returned to the PI for additional information or changes. All approvals (including earlier ones) will be discarded by selecting this status.

B. Return to PI for further information
Item returned to the PI for additional information. Earlier approvals will not be discarded by selecting this status.

C.

Cancel Save & set status

Approving the Pre-Award application:

Click **Save & Progress**.

A. Select **Approved.**

B. Click **Save & set status to save and advance.**

Save & Progress

Set status

Pending approval
Approval is actively pending with an approver.

A. Approved
Selecting this status is the digital equivalent of an ink signature

Not approved
Item returned to the PI for additional information or changes. All approvals (including earlier ones) will be discarded by selecting this status.

Cancel **B.** Save & set status