

## Left Navigation Menu

**Purpose:** The left navigation menu allows you to navigate to content where you can view, edit, and manage the content.

**Audience:** The options below may differ based on role permissions. For example, Researchers can access records associated with their faculty and work affiliations. ADRs would have access to information from all researchers in their faculty.

### Researcher

**NOTE:** *Program and Statistic menu items will be available in future releases.*

#### 1 - Dashboard:

Returns you to the main dashboard, where you can view your *Things to do* and *Recently Edited* items.

#### 2 - Award Management:

Allows you to view, edit, or delete items (e.g. Pre-award applications, Funding Opportunities etc.) depending on your role permissions.

#### 3 - Pre-award Award/Applications:

Displays all the Pre-award Applications based on permissions (e.g., PI can view Pre-award records they've created. Certain approvers can view Pre-award records for their faculty. The Research Services Office has permissions to view all Pre-award records.

#### 4 - People>Person Data:

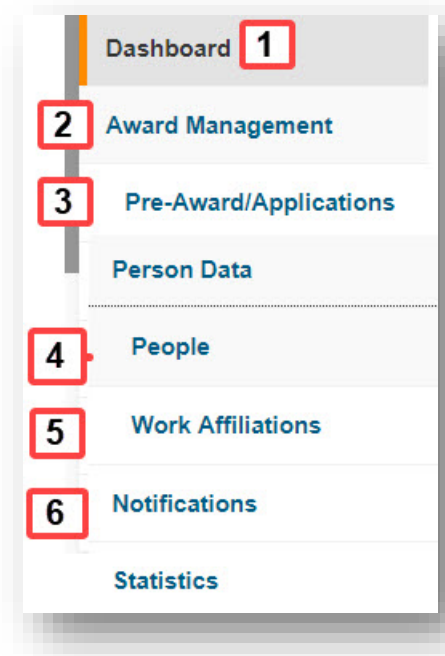
View your profile.

#### 5 - Work Affiliations:

View work affiliations related to your role.

#### 6 - Notifications:

Notifications are sent based on approval status changes. Notifications sent to you from within RMS by others who have access to your Pre-award records (e.g., Approvers, Team Members, Co-I, Designate) also display in the Notifications inbox.





### RESEARCH SERVICES OFFICE

*NOTE: Program and Statistic menu items will be available in future releases.*

#### 1 – Funding Opportunities

Allows you to view, edit, and delete all Funding Opportunities in RMS.

#### 2 – Pre-award Award/Applications

Displays all the Pre-award Applications in RMS. You can view, edit, or delete any application in RMS. This list can also be filtered (e.g., PI, status, etc.).

#### 3 – Programs

Available in a future release

#### 4 – Approvals

Displays Pre-award records according to academic approval status (e.g., pending approval, queued for approval, approved, discarded approvals, incomplete/error, return to PI).

#### 5 – Organizations

University Organizations are organizational units at the University of Calgary, including faculty, departments and institutes. These units, and their hierarchy, are refreshed in RMS daily from PeopleSoft.

#### 6 – Notifications

Notifications sent to you from other RMS users where you are listed as a contact in the Pre-award record.

