

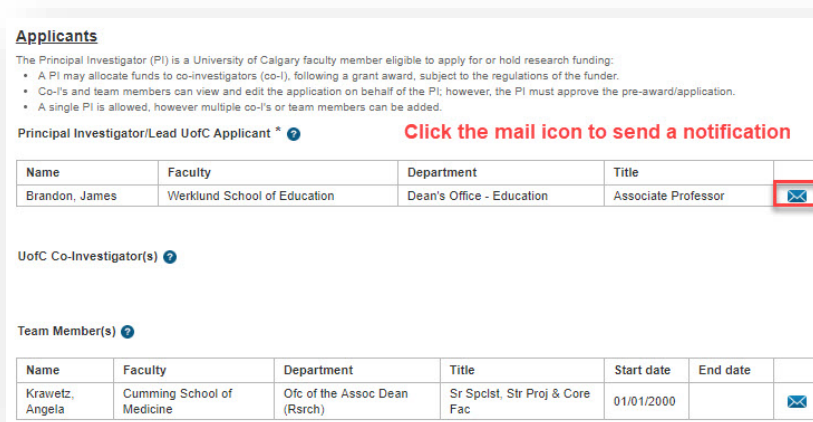
Purpose: Pre-award records with a status of either In Preparation or Submitted for Approval cannot be **edited** by two users at the same time. The records can be viewed, but not edited.

Audience: ADRs, Research Facilitators, RSO

If you open a record and attempt to edit and save changes to a record that is open by another user, you will receive the message currently being edited by.



If a user needs immediate access to a record, they can email the person (e.g., PI, Team Member, or Co-I) from within the RMS record and request they log out of the record.



When a record is in Submitted for Approval status, the **approvers are identified in the Academic Approvals section but there is not an option within RMS to send a notification**. Approvers that have a record open, will have to be contacted via Outlook.