

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 see the message “currently being edited by:”



If you need immediate access to a record, you can email the person directly (e.g., PI, Team Member, or Co-I) or you can message the person using the RMS messaging function to request they log out of the record.

Applicants

The Principal Investigator (PI) is a University of Calgary faculty member eligible to apply for or hold research funding:

- A PI may allocate funds to co-investigators (co-I), following a grant award, subject to the regulations of the funder.
- Co-I's and team members can view and edit the application on behalf of the PI; however, the PI must approve the pre-award/application.
- A single PI is allowed, however multiple co-I's or team members can be added.

Principal Investigator/Lead UofC Applicant * Click the mail icon to send a notification

Name	Faculty	Department	Title	
Brandon, James	Werklund School of Education	Dean's Office - Education	Associate Professor	

UofC Co-Investigator(s)

Team Member(s)

Name	Faculty	Department	Title	Start date	End date	
Kravetz, Angela	Cumming School of Medicine	Ofc of the Assoc Dean (Rsrch)	Sr Spolst, Str Proj & Core Fac	01/01/2000		

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 directly using phone, Skype, email, in-person, etc.