



Research Facilitator Review

Purpose: If applicable to your faculty, a Research Facilitator may want to review pre-award applications during the academic approvals stage of the research life cycle. Records have a status of Submitted for Approval. Records cannot be reviewed once they have a status of For Intake by Research Services.

Audience: Research Facilitator

Step 1: Click **Award Management** in the left menu.

Step 2: Click **Pre-Award/Applications** in the left menu.

Step 3: Click **Edit** below the record you want to review. The record opens to Key Information tab.

Step 4: Review the Pre-award record details.

Step 5: Click the **Approvals** tab.

Step 6: Select **Yes** to confirm that the pre-award application has been reviewed.

Step 7: If applicable, select yes or no to indicate whether this application underwent a formal peer review process as established by your Faculty.

Step 8: Enter any applicable comments into the **Research Facilitator Comments**.

- Step 9:**
- Click **Save & Progress**
 - Select Submitted for Approvals or Pending PI Information (for approvals).
 - Click **Save & Set Status**.

