

Comments – Pre-award Applications

Purpose: Various roles can leave a comment or note on a Pre-award application. Viewing and adding comments can depend on the status of the Pre-award application and a person’s role (e.g., Approvers, Manual Approvers, Research Facilitators, RSO etc.)


Audience: All Roles

Principal Investigator (PI) can:

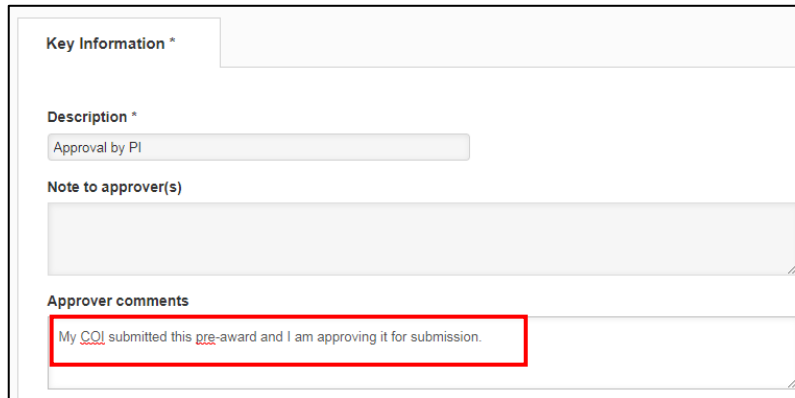
- add a comment into the **Comments** field of the Key Information page for records with an In Preparation status
- view Research Facilitator comments
- enter a Comment into the **Approver Comments** field when a Co-Investigator submits a Pre-award application to the PI for approval
- cannot view **Approver** comments in the Pre-award record, but can view comments in **Notification** when an approver returns a Pre-award record with a status of Return to PI for further information (approval)

To add a comment:

1. Click the [blue pencil](#) icon.
2. Enter information into **Approver Comments** field.
3. Click **Save & Set Status**.
4. Select an approver status (e.g., approved).
5. Click **Save & Set Status**.

Academic Approvals					
	Description	Status	Approval By	Approval Date	
1	Approval by PI	Pending approval	Hathaway, Carol		
2	Approval by Department Head / Equivalent	Queued for approval	Ross, Doug		
3	Review by Research Administrator	Queued for approval	Rasgotra, Neela		
4	Approval by Associate Dean (Research)	Queued for approval	Romanova, Robert		

The PI's approval comment appears in the **Approver Comments** field.



The screenshot shows a form with several sections: 'Key Information *', 'Description *' (containing 'Approval by PI'), 'Note to approver(s)', and 'Approver comments'. The 'Approver comments' section contains the text 'My COI submitted this pre-award and I am approving it for submission.' and is highlighted with a red border.

Research Facilitators:

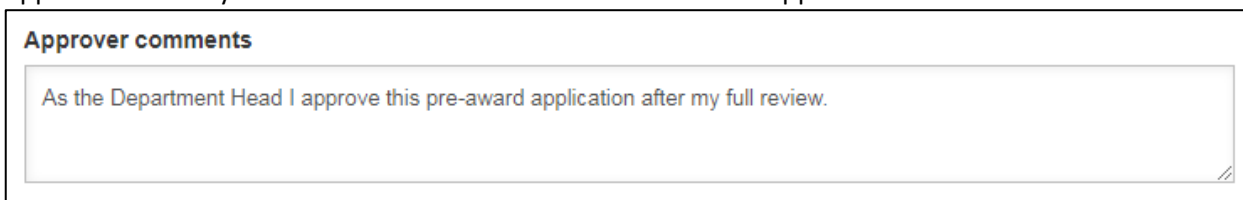
Research Facilitator can add a comment on the Pre-award application that is visible to all roles.



The screenshot shows a text area titled 'Research Facilitator Comments' containing the text: 'In addition to your Letter of Intent ensure to ensure your signature page as well.'

Approvers:

Approvers can only leave their comment when it is **their** turn to approve.



The screenshot shows a text area titled 'Approver comments' containing the text: 'As the Department Head I approve this pre-award application after my full review.'



Once approved and submitted the comment made by approver will appear to the next approver in the *Prior approver comments* section. These comments are only visible to the approver when it is **their** turn to approve.

Prior approver comments		
Hathaway, Carol	13/03/2018 02:32:44 PM	my COI submitted this pre-award and I am approving it for submission.
Ross, Doug	13/03/2018 02:41:23 PM	As the Department Head I approve this pre-award application after my full review.

Research Service Office (RSO)

Grant’s Assistant’s, Grant’s Officer’s, and Grants & Awards Director’s are all able to view the previous approver’s comments by clicking on the pencil icon as shown here:

Academic Approvals					
	Description	Status	Approval By	Approval Date	
1	Approval by PI	Approved	Hathaway, Carol	Tue Mar 13 14:32:44 MDT 2018	
2	Approval by Department Head / Equivalent	Approved	Ross, Doug	Tue Mar 13 14:41:23 MDT 2018	
3	Review by Research Administrator	Approved	Rasgotra, Neela	Tue Mar 13 14:58:11 MDT 2018	

Grant’s Assistant’s, Grant’s Officer’s, and Grants & Awards Director’s are all able to leave a comment in the *Research Services Comments* but only after all faculty approvals have been made to the pre-award application. After the comment has been added, it will be visible to all roles that view the Pre-award application.

Research Services Comments

Review feedback of the application from a Research Services staff member. This feedback is provided after faculty approvals.

B / *I* x_2 x^2

This application is ready for project setup.