



Status of an Application (Record)

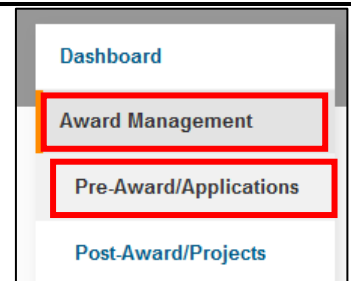
Purpose: RMS will not send email notifications when a application’s status changes unless the status requires input or attention. In most cases, you must login to RMS to check the status. It is recommended to verify the status of an application once you have submitted it for academic approvals to ensure the status was properly changed from In Preparation.

Audience: Principal Investigators, Team Members, Co-Investigators, etc.

To view the status of an application:

Step 1:

From the Dashboard, click Award Management > Pre-Award/Applications.



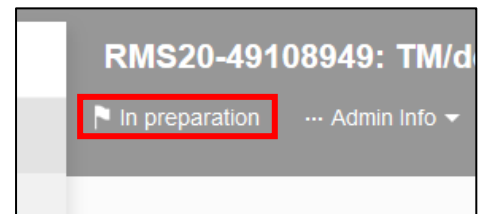
Step 2:

From the list displayed (or using a search filter), locate the record you want to view the status of. The status of that record is displayed in the top right corner.

Application record card for RMS20-49108949 with status 'In preparation' highlighted in a red box.

Application record card for RMS20-49109131 with status 'Submitted for approvals' highlighted in a red box.

The status of an application can also be viewed while editing it. In the top banner, below the RMS number is the status:



Note: If, after completing the application, the record’s status is In Preparation, it means the record has not yet been sent for approvals.



To send a completed application for approvals:

Step 1:

Click **Edit** to open.

<input type="checkbox"/> TM/designate created RMS20-49108949 Gnanakumar, Ruban (Radiology) Grant - Full Application Reviewed by Research Facilitator: No Edit Delete	In preparation
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Step 2:

Click **Save & Progress**.

Cancel	Save	Save & Progress
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Step 3:

Select **Submitted for approvals** and then click **Save & set status**.

Set status

In preparation

Submitted for approvals
You acknowledge responsibility for the application's content and for carrying out the research in accordance with both university and funding agency regulations.

Cancel **Save & set status**