Approval Process

Purpose:	All Pre-Award Applications are subject to the University of Calgary's academic Approval process. This process can vary depending on your faculty structure, and may include an optional review by your Research Facilitator.
	Institutional Approval from the Research Services Office must also be obtained prior to submitting your application to the agency.
	RMS automates the entire approvals workflow, and allows users to track the progress of a record throughout. The diagram below outlines the process for different scenarios.
	Note: Approvers have the ability to return to the PI for more information or may not approve the Pre-Award Application and will be sent back to the *In Preparation* status.
Audience:	Principal Investigator (PI), Research Facilitators, Approvers, RSO

UNIVERSITY OF CALGARY

Departmental Approvals

Draft (In Preparation)
Researcher (PI)

↓ Submit for Approval

Department Approval
Department Head

→ **Research Facilitator Review**
Research Facilitator

↓ Approved

Faculty Approval
Associate Dean (Research)

→ Approved

Non-departmental Approvals

Draft (In Preparation)
Researcher (PI)

↓ Submit for Approval

→ **Research Facilitator Review**
Research Facilitator

Faculty Approval
Associate Dean (Research)

↓ Approved

RSO review – institutional approval

↓

For intake by Grants Assistant
Assigns to Grants Officer for review

↓

Review by Grants Officer

↓

Institutional approval by Grants Director

Research Administrator Review Required (Special Requirements selected)

Draft (In Preparation)
Researcher (PI)

↓ Submit for Approval

Department Approval
Department Head

→ **Research Facilitator Review**
Research Facilitator

↓ Approved

Faculty Approval
Research Administrator

↓ Approved

Faculty Approval
Associate Dean (Research)

↓ Approved