

Approval Statuses

Purpose: Approval statuses apply to application including

Audience: All roles.

| Status | Description |
|--|---|
| In Preparation | The application is not submitted and additional details can still be added. This is the default state when the application is saved before submitting for Academic approvals. The In Preparation status will change when the user submits it for Academic approvals using the Save and Progress option. |
| Submitted for Approvals | The Academic Approvals section is populated with approvers based on audit and faculty rules (e.g., departmentalized faculty populates Department Head and ADR). |
| Pending approval | This status displays in the Academic Approver section for the first approver. |
| Queued for approval | This status displays for subsequent approvers below the pending approver. Once the pending approver approves the record, the status for the next Queued approver changes to pending. |
| Pending PI Information (for Approvals) | Academic approvers require additional information from the PI before approving. Earlier approvals are not discarded. |
| Approved | Pre-award record approved by Academic Approvers. |
| Not approved | Pre-award record returned to PI for more information or changes. Status of record returns to In Preparation. All approvals (including earlier ones) are discarded. |
| Incomplete/Error | Error found by workflow engine while creating an approval. |
| Discarded | Approval is no longer required or replaced. Only specific roles can discard approvers. Discarded approvers automatically move to the Discarded Approvals section and are permanently retained for audit purposes. |



| Status | Description |
|-------------------------------------|---|
| For Intake by Research Services | Academic approvals are complete and the Pre-award record proceeds to the Grants Assistant for review and assignment to a Grants Officer. Funding Opportunities and new agencies created within a Pre-award record change to this status and are approved in parallel with Pre-award academic approvals. |
| For Review by Research Services | Requires the Grant's Officer's review. |
| Pending PI Information (for Intake) | Additional data from the PI is required by Research Services in order for the application to progress. |
| For Institutional Approval | Pre-award progresses to Grants Director for approval |
| Ready for Submission to Agency | All academic and institutional reviews and approvals are complete. PI receives notification to submit the Pre-award to the funding agency. |
| Submitted to Agency | Grants Officer/Grants Director submits Pre-award application to the agency. |
| Awarded | The grant is awarded to the PI. |
| Awarded - Declined | The grant had been awarded but was declined due to outstanding circumstances. |
| Not Awarded | The application was not awarded. |
| Withdrawn | The PI withdrew the application after it was submitted. PI's cannot delete the application after it has been submitted for approval. |