Overview:

Describes the process for how to “Approve” a proposal or “Return for Edit”, sending the proposal back to the proposal initiator.

Procedure:

There are two ways to see and approve a proposal,

1. **Action List** – from any Menu Screen, allows you to see all proposals waiting for action.

2. **Email Notification** – clicking the link in the email takes you directly to the Proposal Summary Page for the Approve or Return buttons, or,

**To approve a proposal:**

1. From the **Action List** – Click the **Open Proposal** button, which takes the user directly to the Summary/Submit section.

   ![Action List Open Proposal](image)

2. From the **Email Notification**, clicking the link in the email takes you directly to the Summary/Submit section.
Approvers can navigate to proposal details, budget or attachments. Note that Approvers only will see approver action button.

3. After approving the proposal, viewing the Proposal Route Log shows the action and date and time stamp.

4. After approving the proposal, click the “Close” Button.
Receiving Future Notifications?
If the PI, CO-I, or Key Person is also a Department or College Approver, this question will appear.

- Answer “Yes”.

What Happens on “Return for Edit”?
If an Approver returns the proposal for edit, proposal is removed from the Routing Chain and sent back to the beginning of the routing and the proposal initiator.

Appraiser enters reason for returning the proposal.

Attach file if needed.

The proposal is returned to the initiator and the status of the proposal will show “Revisions Requested”. All elements of the proposal are again editable.

Once corrections have been made, the proposal is re-submitted (by the initiator or a proposal aggregator) to routing (routing starts over).