# Online Grant Application System User Guide for Approvers

**Business process for submitted grant applications:**

1. Researcher submits their internal or external grant proposal in PeopleSoft via the Research tile.

2. Upon submission, the proposal is automatically sent to the Department Chair and Dean to approve.

3. When the Dean approves the proposal it is then automatically sent to the Office of Research Services for review.

   a. If the Dean requires Department Chair approval, this is an internal business process to manage at a Faculty/School level. Deans requiring Department Chair approval should communicate this expectation with the Department Chairs and not approve a proposal until the Department Chair has done so.

   b. Both Deans and Department Chairs can send the application back to the researcher for edits.

4. Applications approved by the Dean and received by the Office of Research Services will be reviewed and their status will be updated to either "Accepted by ORS" or "Sent back."

   a. Applications updated to "Accepted by ORS" will move on to internal adjudication, or, for external grants, they will be sent for further approvals.

   b. Researchers will be contacted for explanation if their application is "Sent back"

5. If an application is updated to "Accepted by ORS" that was not approved by a Chair, it will be removed from the Chair's approval queue overnight automatically as the proposal can no longer be acted upon by the Chair.

   a. If the Chair would still like to review a proposal in this circumstance, email research@macewan.ca

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When a researcher submits a proposal, Department Chairs and Deans will receive the following email upon submission. By clicking the link in this email, you will be brought to the page to review the proposal and approve or send it back to the researcher to edit.
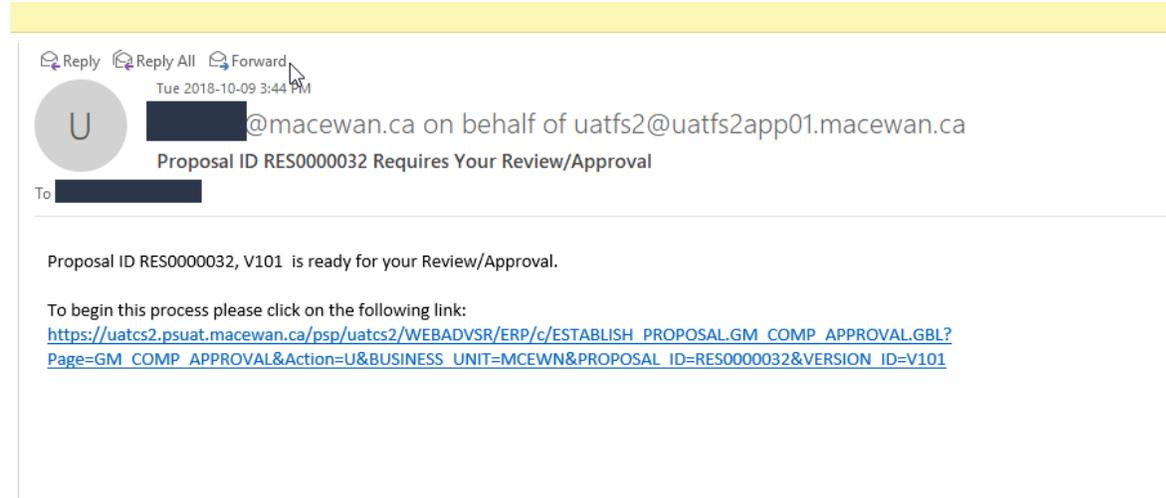


Click the "View Application" link beneath the Proposal ID to review the application.

Click the "Approval Status/History" link to view if the application has already been approved.
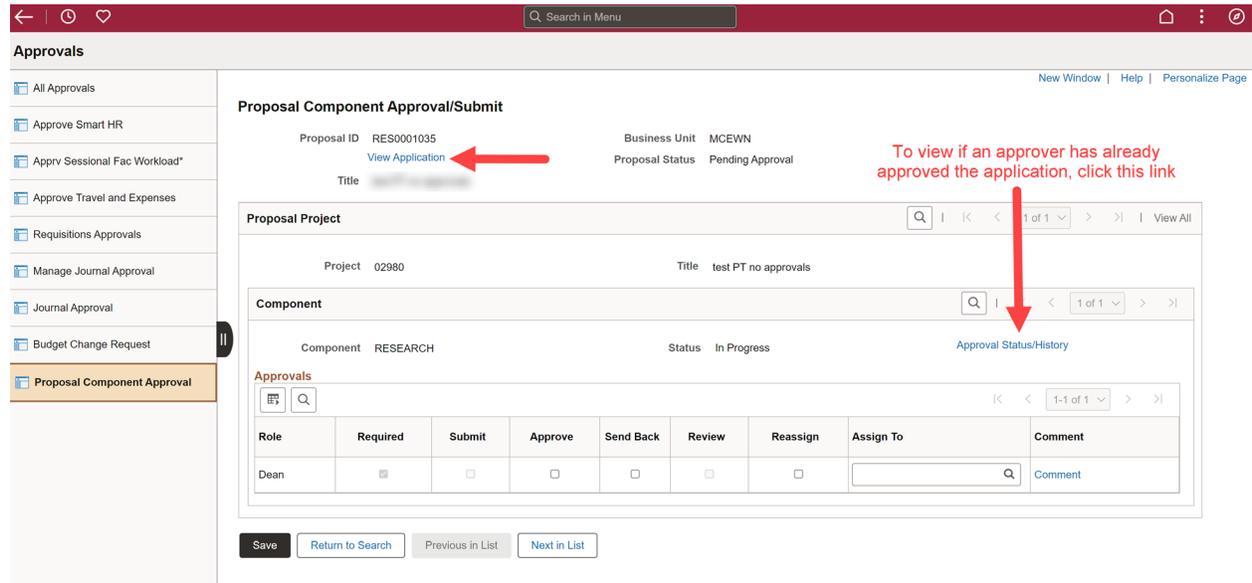
After clicking "View Application" the application will load (ensure pop ups are allowed) and can be viewed by clicking through each section. Click "Print Application" to view the application as a single pdf.



After reviewing the application, you can either click "Approve" or "Send Back" and enter comments. **You must hit "Save" for your decision and comments to be recorded**. Comments cannot be entered or edited after the approval or send back decision has been saved.



When the Dean approves, the system will immediately email the Office of Research Services to review the application.

If the application is sent back by either the Department Chair or the Dean, the applicant will immediately be emailed notifying them that edits are required. **All edits must be made, and approved, by the Dean by the approval deadline for that call.**

To access applications (**NOT using the email link** automatically sent to you when a faculty member submits their application)

1. Login to PeopleSoft and select the Approvals tile
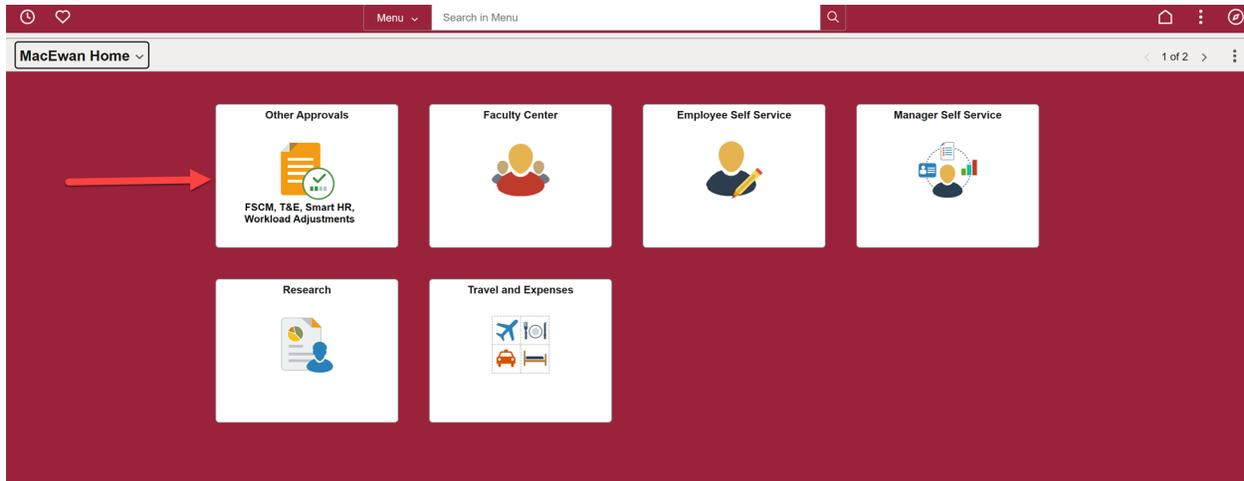


2. Navigate to "Proposal Component Approval"
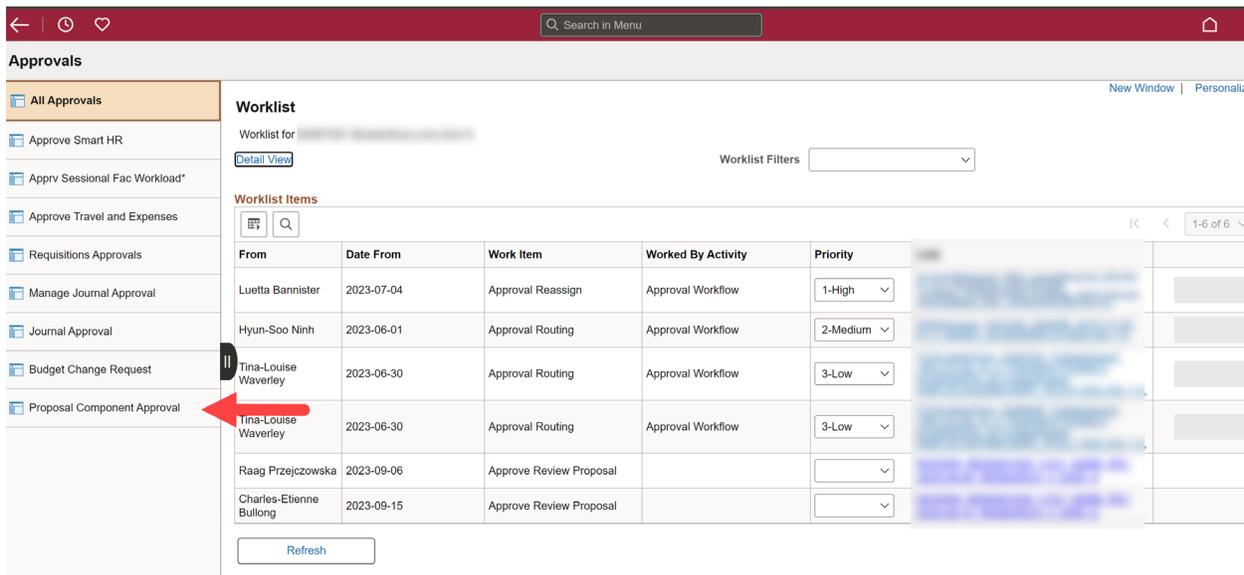
3. Ensure MCEWN is entered in "Business Unit." You may wish to enter filters for the other fields, or you can leave them blank. Click "Search."
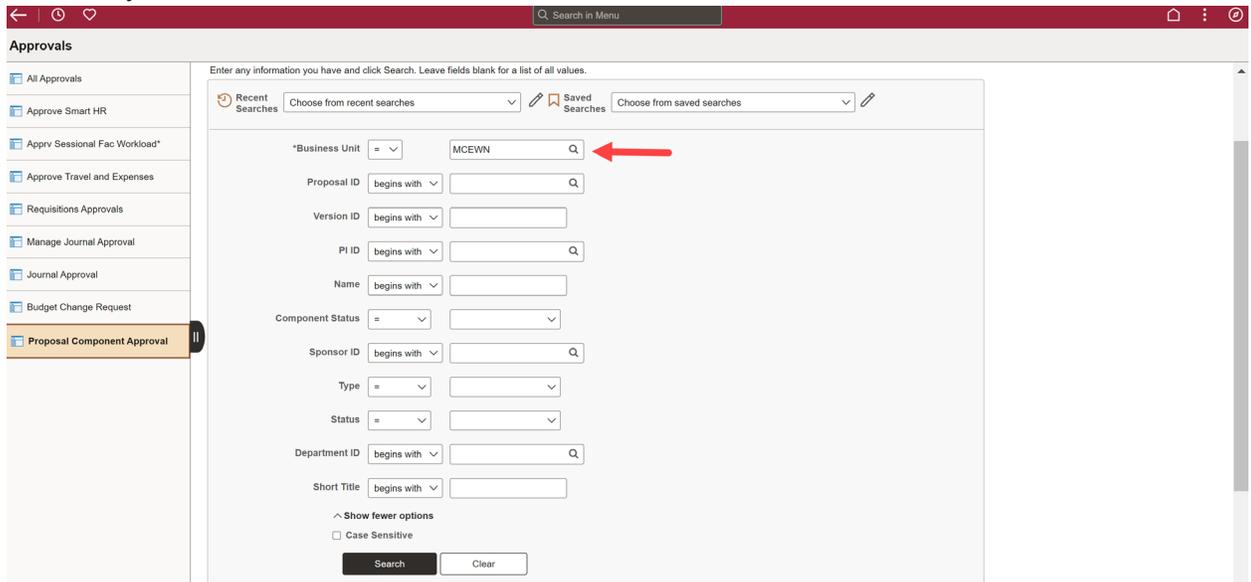


4. All proposals for either your department (Department Chairs) or your Faculty/School (Deans) will appear.
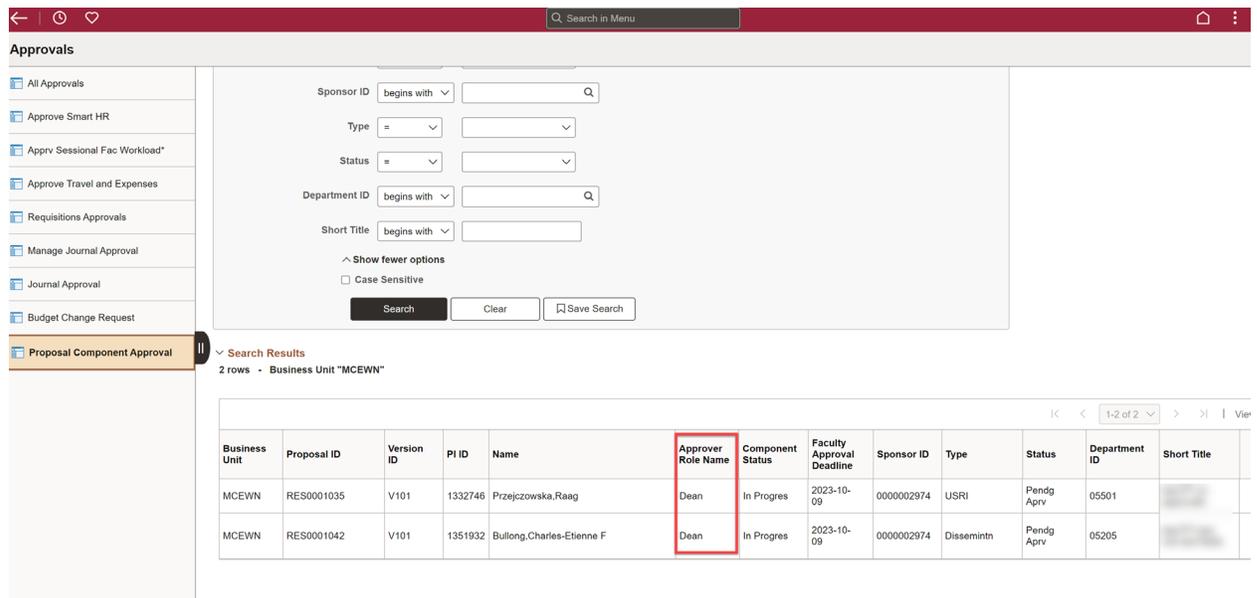


| Business Unit | Proposal ID | Version ID | PI ID | Name | Approver Role Name | Component Status | Faculty Approval Deadline | Sponsor ID | Type | Status | Department ID | Short Title |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MCEWN | RES0001035 | V101 | 1332746 | Przejczowska,Raag | Dean | In Progres | 2023-10-09 | 0000002974 | USRI | Pendg Aprv | 05501 | |
| MCEWN | RES0001042 | V101 | 1351932 | Bullong,Charles-Etienne F | Dean | In Progres | 2023-10-09 | 0000002974 | Dissemintn | Pendg Aprv | 05205 | |

5. Those assigned to your role (Dean or Department Chair) should be acted on by clicking anywhere within the line.
   a. **Deans are required approvers.** For applications to move forward Deans must act on each application received.
   b. **Department Chairs are optional approvers.** A Dean may decide a Department Chair must approve all grant applications before they will approve. This decision is a business process handled outside of the system and this must be communicated to the Department Chairs internally.

6. After clicking the line of the application you wish to review, you will be brought to the page to view the application and to approve it or send it back to the researcher to edit (see page 2 for more information).