Online Grant Application System User Guide for Approvers

The business process the Office of Research Services uses with regards to received grant applications is as follows:

1. Researcher applies for their grant in PeopleSoft
2. It is immediately sent to the Chair and Dean to approve on submission
3. When the Dean approves the proposal it is then automatically sent to the Office of Research Services for review by the Pre-award Administrator
   a. If the Dean requires Chair approval, this is their internal business process to manage at a Faculty/School level. Deans requiring Chair approval should not approve a proposal until the Chair has done so.
4. Applications received by the Office of Research Services will be reviewed and their status will be updated to either “Accepted by ORS” or “Send back” within 48 business hours
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.
6. If the Chair would still like to review a proposal in this circumstance, this can provided to them manually upon request to research@macewan.ca

When a faculty member submits an application, Department Chairs and Deans will receive the following email automatically. By clicking the link, you will be brought straight to Step 6 within this User Guide.

Proposal ID: RE00000032, V101. is ready for your Review/Approval

To begin this process please click on the following link:
https://apps2.macewan.ca/psapps/svpsmart/VPVAPP/VPV/ESTAB/PROPOSAL/0M_CMP_APPRVAL.GLBT
Page: $M_CMP_APPRVAL&archive=URES wybra: UNIT=MACEWAN&PROPOSAL_ID=RE00000032&page=VPV.cn
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. Click the “Approver Role Name” to order them by approver role.
5. Those assigned to your role should be acted on by clicking any hyperlink within the line.
   a. **Deans are required approvers.** For applications to move forward Deans must act on each application received.
   b. **Chairs are optional approvers.** A Dean may decide a Chair must approve all grant applications before they will approve. This decision is a business process handled outside of the system, and 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 Approval/Send Back page. Click “View Application” to see the application details.
7. You can view the application, by clicking through each section. You can also click “Print Application” to view as a single pdf.

8. 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. You cannot enter or edit
comments after your approval or send back decision has been saved.

a. When the Dean approves, the system will immediately email the Office of Research Services’ Grants and Development Officer who will then review the application and prepare for adjudication.

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

Your queue provides you with a snapshot of the status of research grant applications.

Note: Applications that have been accepted by the Research Grants and Development Officer can no longer be acted on by the Department Chair. Applications that can no longer be acted on will remain in the Chair’s Approval queue for reference.
The queue also displays the approval deadline for all grant applications submitted.