

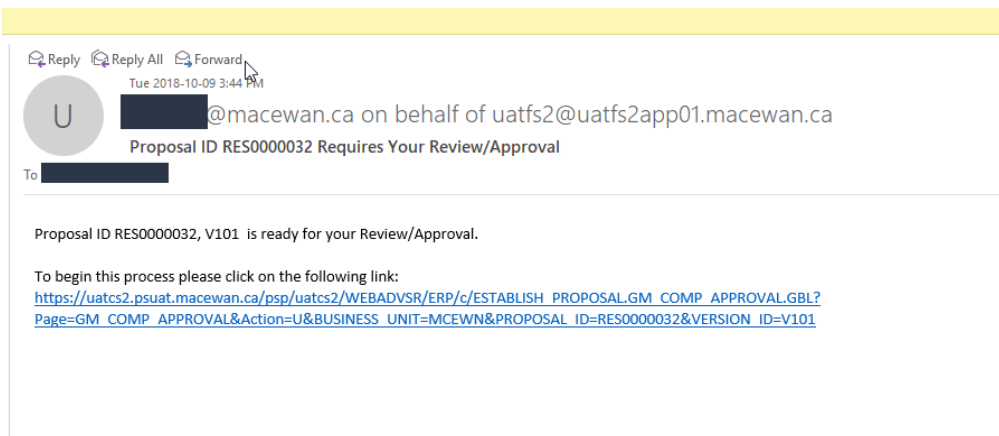


## Online Grant Application System User Guide for Approvers

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

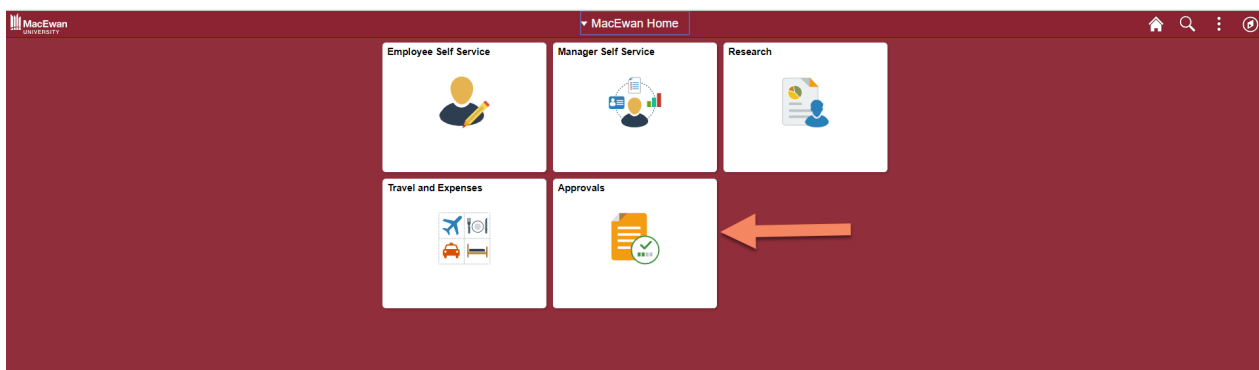
1. Researcher applies for their grant in PeopleSoft
2. It is immediately sent to the Chair and Dean to approve on submission
3. When the Dean approves the proposal it is then automatically sent to the Office of Research Services for review by the Pre-award Administrator
  - a. If the Dean requires Chair 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 be provided to them manually upon request to [research@macewan.ca](mailto: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**.

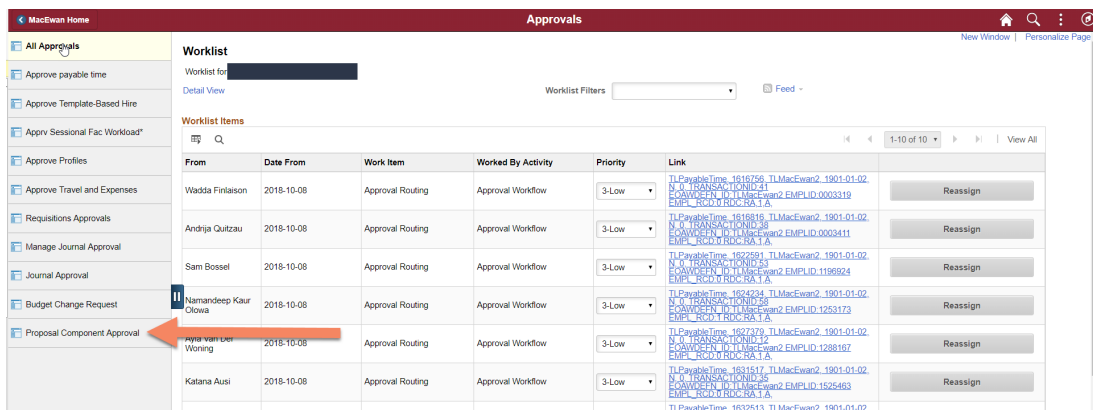


To access applications (**NOT using the email link** automatically sent to you when a faculty member submits their application)

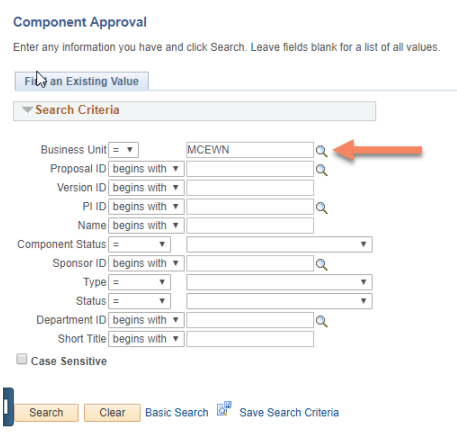
1. Login to PeopleSoft and select the Approvals tile



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.



**MacEwan Home** **Approvals**

- All Approvals
- Approve payable time
- Approve Template-Based Hire
- Apprv Sessional Fac Workload\*
- Approve Travel and Expenses
- Requisitions Approvals
- Manage Journal Approval
- Journal Approval
- Proposal Component Approval

### Component Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Business Unit:

Proposal ID begins with:

Version ID begins with:

PI ID begins with:

Name begins with:

Component Status:

Sponsor ID begins with:

Type:

Status:

Department ID begins with:

Short Title begins with:

Case Sensitive

**Search Results**

View All First 1-18 of 18 Last

Business Unit	Proposal ID	Version ID	PI ID	Name	Approver Role Name	Component Status	Sponsor ID	Type	Status	Department ID	Short Title	
MCEWN	RES0000030	V101	1731700	Mohamraj, Olav	Dean	In Progress	000002938	USRI	Pendg Aprv	03211	Testing Email Clickable Links	
MCEWN	RES0000006	V101	2501054	Mulhearn, Halimah N	Dean	In Progress	0000164	External	Pendg Aprv	03211	test approval workflow chair send back	
MCEWN	RES0000022	V101	1430583	Peltam, Hongmao A	Dean	In Progress	0000164	External	Pendg Aprv	03211	test - chair cannot send back after dean has approved	
MCEWN	RES0000023	V101	2501054	Mulhearn, Halimah N	Dean	In Progress	000002938	USRI	Pendg Aprv	03211	test	
MCEWN	RES0000032	V101	2501054	Mulhearn, Halimah N	Dean	In Progress	000002938	USRI	Pendg Aprv	03211	Test Non VPN Printing	
MCEWN	RES0000026	V101	2501054	Mulhearn, Halimah N	Department Chair	In Progress	000002938	Strategic	Pendg Aprv	03211	Strategic grant title of proposal	
MCEWN	RES0000028	V101	2501054	Mulhearn, Halimah N	Department Chair	In Progress	000000892	External	Pendg Aprv	03211	test dean approver before chair	
MCEWN	RES0000032	V101	2501054	Mulhearn, Halimah N	Department Chair	In Progress	000002938	USRI	Pendg Aprv	03211	Test Non VPN Printing	
MCEWN	RES0000030	V101	1731700	Mohamraj, Olav	Department Chair	In Progress	000002938	USRI	Pendg Aprv	03211	Testing Email Clickable Links	
MCEWN	RES0000023	V101	2501054	Mulhearn, Halimah N	Department Chair	In Progress	000002938	USRI	Pendg Aprv	03211	test	
MCEWN	RES0000006	V101	2501054	Mulhearn, Halimah N	Department Chair	In Progress	0000164	External	Pendg Aprv	03211	test approval workflow chair send back	
MCEWN	RES0000022	V101	1430583	Peltam, Hongmao A	Department Chair	In Progress	0000164	External	Pendg Aprv	03211	test - chair cannot send back after dean has approved	
MCEWN	RES0000005	V101	2501054	Mulhearn, Halimah N	Department Chair	In Progress	000000892	External	Pendg Aprv	03211	test approval work flow send back	
MCEWN	RES0000005	V101	2501054	Mulhearn, Halimah N	Pre-Award Administrator	In Progress	000000892	External	Pendg Aprv	03211	test approval work flow send back	
MCEWN	RES0000026	V101	2501054	Mulhearn, Halimah N	Pre-Award Administrator	In Progress	000002938	Strategic	Pendg Aprv	03211	Strategic grant title of proposal	
MCEWN	RES0000025	V101	2501054	Mulhearn, Halimah N	Pre-Award Administrator	In Progress	0000164	External	Pendg Aprv	03211	test - email notifications and queue	
MCEWN	RES0000028	V101	2501054	Mulhearn, Halimah N	Pre-Award Administrator	In Progress	000000892	External	Pendg Aprv	03211	test dean approver before chair	
MCEWN	RES0000027	V101	2501054	Mulhearn, Halimah N	Principal Investigator	Send Back	0000164	External	Pendg Aprv	03211	test - send back by chair what does dean see	

Click "Approver Role Name" to sort by role

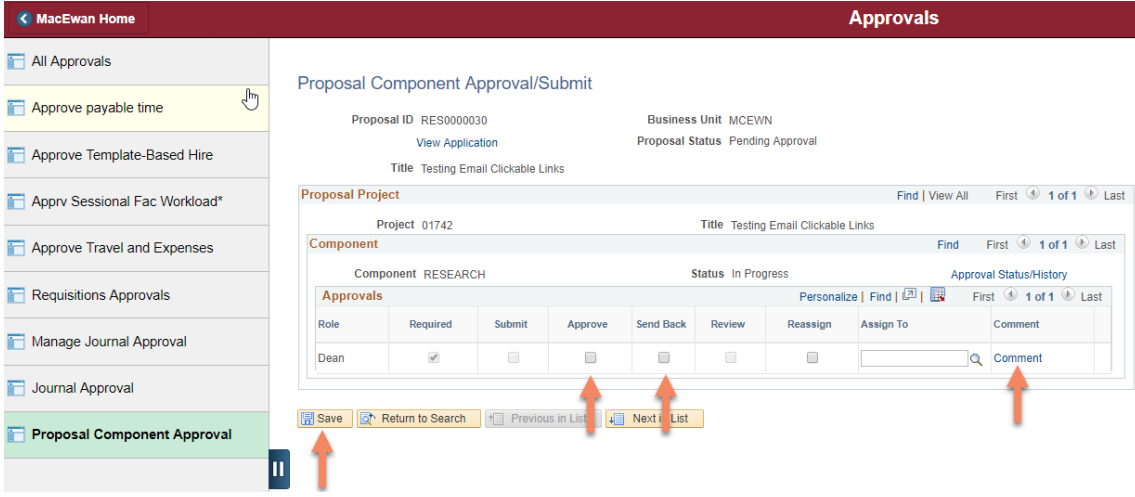
5. Those assigned to your role should be acted on by clicking any hyperlink within the line.
  - a. **Deans are required approvers.** For applications to move forward Deans must act on each application received.
  - b. **Chairs are optional approvers.** A Dean may decide a Chair must approve all grant 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.

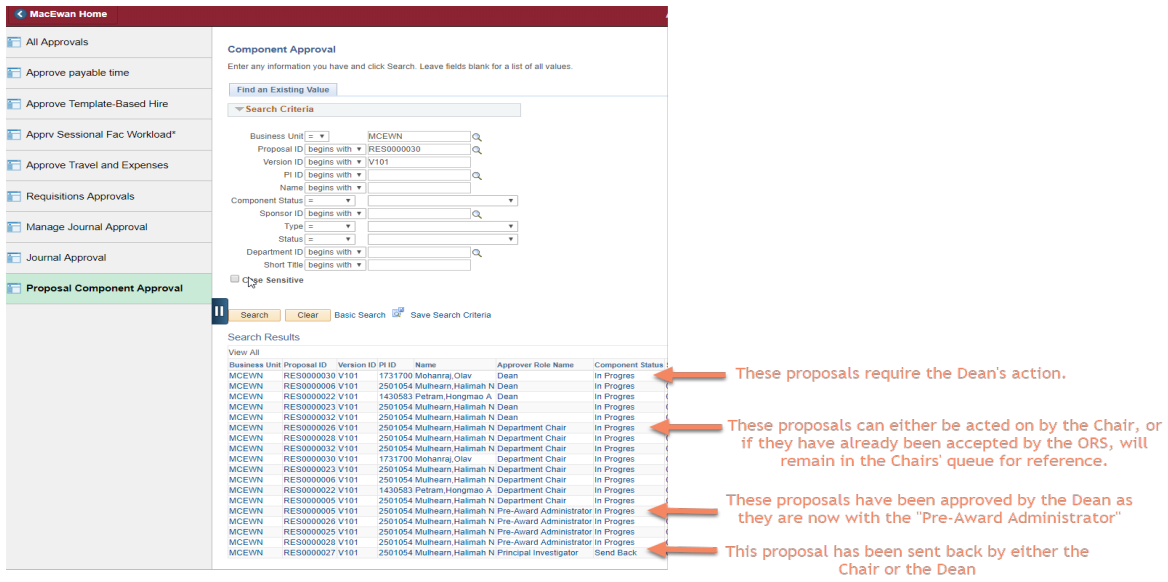
8. After reviewing the application, you can either click “Approve” or “Send Back” and enter comments. You must hit “Save” for your decision and comments to be recorded. You cannot enter or edit

comments after your approval or send back decision has been saved.



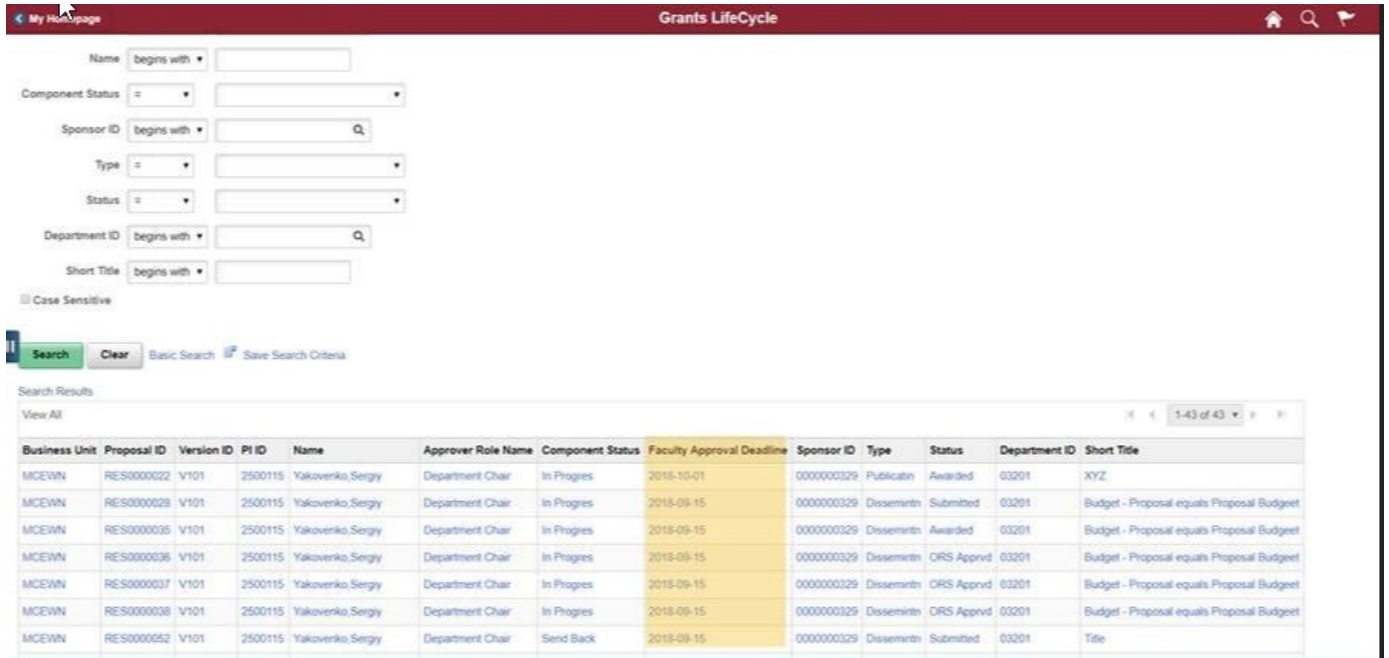
- When the Dean approves, the system will immediately email the Office of Research Services' Grants and Development Officer who will then review the application and prepare for adjudication.
- If the application is sent back by either the Chair or the Dean, the applicant will immediately be emailed. **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.



The screenshot shows the 'Grants LifeCycle' application interface. At the top, there is a navigation bar with 'My Homepage' and 'Grants LifeCycle'. Below this is a search filter section with several dropdown menus and input fields for filtering grants by Name, Component Status, Sponsor ID, Type, Status, Department ID, and Short Title. A 'Search' button and a 'Clear' button are also present. Below the search filters, there is a 'Search Results' section with a 'View All' link and a pagination indicator showing '1-43 of 43'. The main content is a table with the following columns: Business Unit, Proposal ID, Version ID, PI ID, Name, Approver Role Name, Component Status, Faculty Approval Deadline, Sponsor ID, Type, Status, Department ID, and Short Title. The table contains 7 rows of data, all for the 'MCEWN' business unit and 'Yakovenko, Sergiy' name. The 'Faculty Approval Deadline' column is highlighted in yellow for all rows.

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	RES0000022	V101	2500115	Yakovenko, Sergiy	Department Chair	In Progress	2015-10-01	0000000329	Publication	Awarded	03201	XYZ
MCEWN	RES0000028	V101	2500115	Yakovenko, Sergiy	Department Chair	In Progress	2018-09-15	0000000329	Dissemintr	Submitted	03201	Budget - Proposal equals Proposal Budget
MCEWN	RES0000035	V101	2500115	Yakovenko, Sergiy	Department Chair	In Progress	2018-09-15	0000000329	Dissemintr	Awarded	03201	Budget - Proposal equals Proposal Budget
MCEWN	RES0000036	V101	2500115	Yakovenko, Sergiy	Department Chair	In Progress	2018-09-15	0000000329	Dissemintr	ORS Apprvd	03201	Budget - Proposal equals Proposal Budget
MCEWN	RES0000037	V101	2500115	Yakovenko, Sergiy	Department Chair	In Progress	2018-09-15	0000000329	Dissemintr	ORS Apprvd	03201	Budget - Proposal equals Proposal Budget
MCEWN	RES0000038	V101	2500115	Yakovenko, Sergiy	Department Chair	In Progress	2018-09-15	0000000329	Dissemintr	ORS Apprvd	03201	Budget - Proposal equals Proposal Budget
MCEWN	RES0000052	V101	2500115	Yakovenko, Sergiy	Department Chair	Send Back	2018-09-15	0000000329	Dissemintr	Submitted	03201	Title