

## Quick Guide to the Summary of Proposals Page

### Overview

The Summary of Proposals page is used to:

- Enquire on the proposals submitted by a Group or School
- Track the progress of proposals through the approval process

### Navigation Path

1. Log onto the Griffith Portal
2. Navigate to Learning & Teaching > Developing the curriculum > Program management
3. Click on the **Summary of proposals** menu item on the left hand menu

### Steps

4. Select one or more search parameters to narrow your search
5. Click on Search

The lower half of the page will display an individual link for each type of proposal that you have access to view.

6. Click on a link to view those proposals that match your search criteria
7. Scroll through the list to locate the required proposal. Proposals are sorted in alphabetical order by host element and program title.

The following pages display images of the Summary of Proposals Page and Tracking details page.

## Understanding the Summary Page

### Approvals

The Summary page provides a column for each official approval body through which the proposal must proceed and displays an icon to identify the decision made by that approval body. The **Subm** column displays a tick if the proposal has been submitted to an approval body.

### Approved



The green tick identifies the proposal has been approved by that approval body.

### Recycle



The blue arrows indicate the proposal has been recycled to the previous approval body for further information or consideration.

### Not Approved



The red cross indicates the proposal has not been approved by the approval body.

### Tracking Detail



Click on the detail icon to open a page that provides further information on the progression of the proposal through each approval level. The page displays the tracking information with the most recent action at the top.

### View in Word



Click on the document icon to generate a Word document version of the proposal.

### Approval Page



Click on the magnifying glass icon to open the Approval Page for that proposal. From that page, you can review the proposal by clicking on the links to each page. Only staff with approval privileges will have access to this icon.

## Summary of Proposals Page

Summary of proposals Logged in: Allison Vial | [Logout](#)

[Information about "Summary of proposals"](#)

**Step 1**

**Summary search parameters**

Year and semester of introduction / withdrawal

Academic group

Host element

**Search**

Select search parameters to narrow your search and then click the **Search** button

**Results**

For:

**Academic group**  
Griffith Science & Technology

**PCP summary**

Year and Sem	Host Elmt	Proposal number	Program title	Approvals			
				Subm	PVC	DVC (A)	
Sem 1 2009	Sch Biomol & Physical Sciences	2	Bachelor of Physical Sciences	✓	✓	✓	
Sem 1 2009	Sch Biomol & Physical Sciences	17	Bachelor of Water Engineering	✓	✗		
Sem 1 2009	Sch Biomol & Physical Sciences	31	Graduate Diploma in Water Conservation	✓			
Sem 1 2009	Sch Biomol & Physical Sciences	32	Master in String Theory	✓	✓	✓	

[IPP summary](#)

[FPP summary](#)

[WTH summary](#)

**Step 2** Click on a proposal link to view the proposals that match your search criteria

Please note that not all staff have access to the PCP summary and IPP summary links.



**Do not use the 'back' and 'forward' arrow buttons on your internet browser to move between pages in the Program Management system as you may experience data corruption and loss of data.**

## Tracking Detail Page

Information in the Tracking Detail page is displayed in reverse chronological date order with the most recent action at the top. Proposals will only appear with tracking detail information once the proposal has been submitted for approval.

Tracking detail for prop. nbr: 32, Master in String Theory **Logged in:** Allison Vial | [Logout](#)[Back to Summary page](#)

Details as of Jul 16, 2008

Program Title	Program Code	Action Date	Status	Approval Level	Decision Date
Master in String Theory		16/06/2008	Approved	DVC(A)	13/06/2008
Master in String Theory		29/05/2008	Approved	PVC	29/05/2008
Master in String Theory		29/05/2008	Submitted	PVC	

## Understanding the Tracking Detail Page

**Action Date** The date on which the action took place. This may be different to the Decision Date if the decision was recorded in the system on a different day to the one in which the decision was made.

**Status** The status of the proposal as at the action date. The status will indicate when a proposal has been submitted and will reflect the decision made by the Approval level. Status values will be one of;

Submitted, Approved, Not Approved, Recycle, Final Approval.

**Approval Level** The Approval level to which a proposal has been submitted and the level that made the decision recorded in the Status column.

**Decision Date** The actual date on which the decision was made.

## Glossary

<b>PCP</b>	Program Concept Proposal
<b>IPP</b>	Initial Program Proposal
<b>FPP</b>	Full Program Proposal
<b>WTH</b>	Advice of Withdrawal of a Program
<b>Subm</b>	Submitted for approval

## Further Details

If you require further assistance in using the Program Management system please contact your Group Academic Services Officer or click on the Support link on the left hand menu, within the Program Management system's menu path, and send an email detailing your request.

If 'Summary of proposals page' does not appear on your left hand menu or you encounter system errors please contact Information Services on 55555 advising a problem with the Program Management system.