Griffith UNIVERSITY

Quick Guide for Approvers

About the Approval Page

The Approval Page is used to record decisions about program proposals. Every proposal includes an Approval page as the last page of the web based proposals.

Information recorded on the Approval page is printed on the last page of the word document version of the Proposal so that when the document is submitted to committees for approval, committee members can review previous approval information. Word document versions of a proposal can be generated from the proposal page and the Summary of Proposals page.

Accessing the Approval Page

When a proposal has been submitted for approval, an email is sent to the relevant approver* advising that a proposal has been submitted to them for approval. An approver can access the Approval page and Proposal by:

1. Clicking on the 'Go to Proposal' link within the notification email

or

2. Navigating to the Summary of proposals page (Program Management > Summary of Proposals), searching for the proposal and clicking on the approval page icon 🔍 to access the proposal.

* Approval Levels and approvers are maintained by Secretariat.

Steps

1. To review the proposal either click on the [Preview in Word] button, to generate a word document version of the proposal, or click on each page link to review the information on the web page.

2. Review any previous approval decisions and comments by scrolling down the Approval page.

3. Complete the Approval page accordingly – refer to the following section, Understanding the Approval Page, for further assistance.

4. Click the **Submit decision** button to progress the approval to the next relevant approval body or, if you partially completed the page and wish to return to complete later, click on the **Save decision** button.

Page 3 of this guide provides an image of the Approval page

⚠️ **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.**

Understanding the Approval Page

Approval Level   Identifies the approval body to action the approval.

Approver   The Approver is the person that is responsible for the approval decision. The name defaults to the name of the person that logged into the system. If approval information is being entered on behalf of someone else, click on the **Change approver** button to search for the name of the Approver.

Decision regarding   Select one of: Approved, Not Approved or Recycle

proposal	(A decision must be recorded in order to submit to the next Approval Level.)
Date of decision	Enter the date the decision was made. (Defaults to today's date)
Executively approved	Click on Yes if the approval was made executively
Resource Impact	This field only appears on an Initial Program Proposal at the Group PVC Approval Level. Select one of Low, Medium or High
Meeting Number	If the decision was made at a meeting, enter the meeting number in which the decision was made in the format 6/2009.
Document number	This field will be automatically populated with a document number when the document is sent to CARMS.
Comments	Enter comments relating to the decision. These comments are merged onto the last page of the proposal when it is generated through the Preview in Word feature. Click on **Save decision** to save the approval information without submitting it to the next approval level, or previous approval level if the decision was to Recycle the proposal. This may be necessary if further discussion or review is required before making a final decision. Click **Submit decision**, after recording a decision, to move the proposal to the next (or previous) approval level.

Submitting Decisions and Subsequent Email Notifications

On submitting a decision, email notifications are automatically sent to various staff to advise of the decision made or to advise of action to be taken. Secretariat is responsible for maintaining which email address is notified of these decisions.

Decision	Automated Email Notifications
Approved	Email is sent to the next Approval Level to advise the proposal has been submitted to them for approval and their action is required. Notification email is sent to the Proposer/Program Convenor* to advise of the decision. Notification emails are sent to email addresses that Secretariat have set up to receive notification of the decision.
Not Approved	Notification email is sent to the Proposer/Program Convenor* to advise of the decision.
Recycled	Email is sent to the previous Approval Level to advise the proposal has been returned for further consideration, action and resubmission. It is expected that sufficient comments will be recorded against the Recycle decision to inform the previous Approval Level of the reason for the Recycled decision. Notification email is sent to the Proposer/Program Convenor* to advise of the decision.

*If the person who initially submitted the proposal for approval is different to the Proposer/Program Convenor, the submitter will also receive notifications of the decision.

Approval Page

Click on Preview in Word to generate a word document of the proposal

Alternatively, click on each proposal page link to review the proposal in the web page format.

Further Details

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

If you do not have access to enter information into the Approval Page or you encounter system errors please contact Information Services on 55555 advising a problem with the Program Management system.