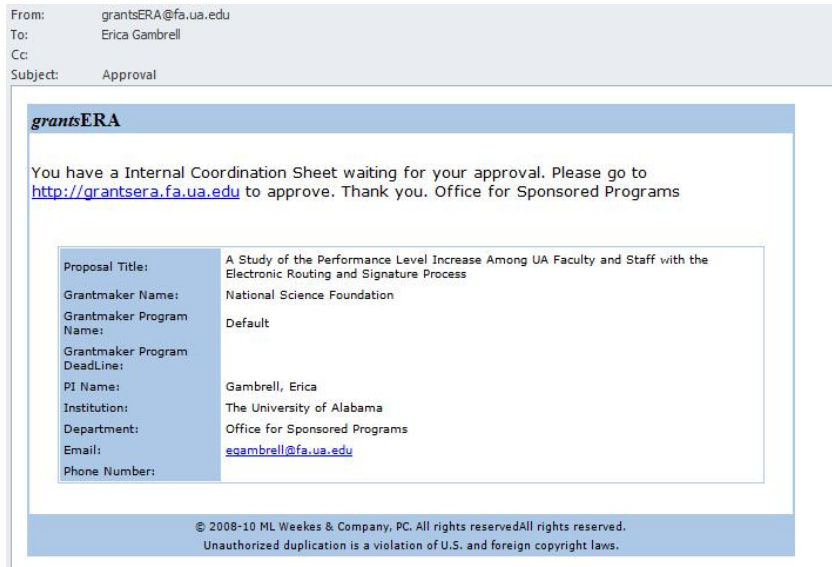
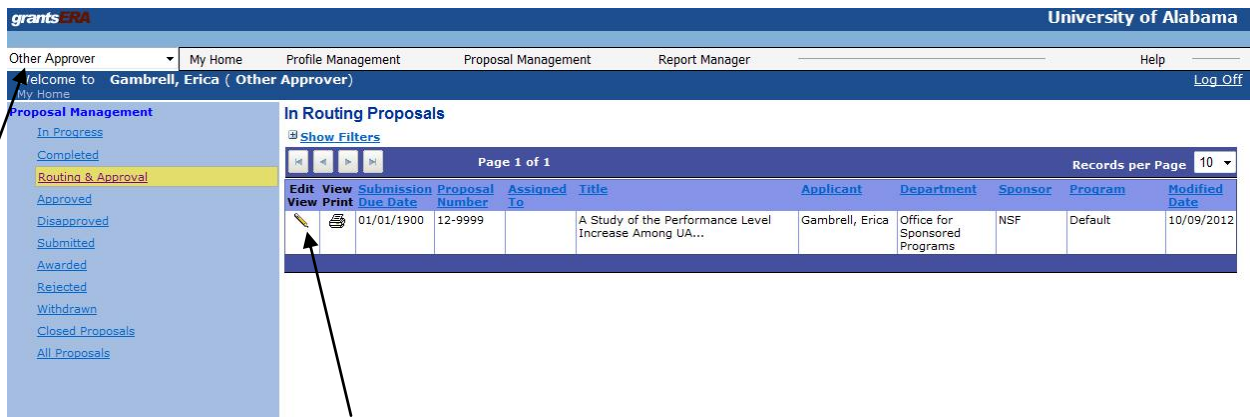


## Approval steps for PI, Co-PI, Chair and Dean

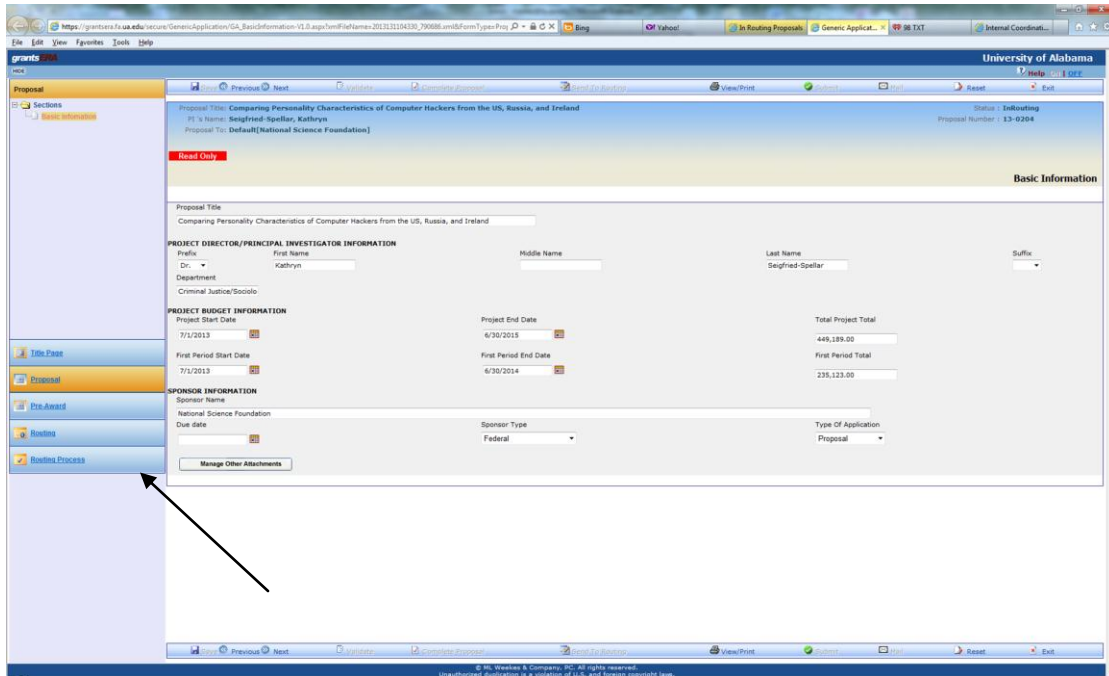
After the routing sheet (Internal Coordination Sheet) has been completed by the PI, the OSP Specialist will review and add the names of the required approvers, including the PI. Proposals will be routed and approved in sequential order, beginning with the PI, and each approver will receive an email notice when it is time to approve.



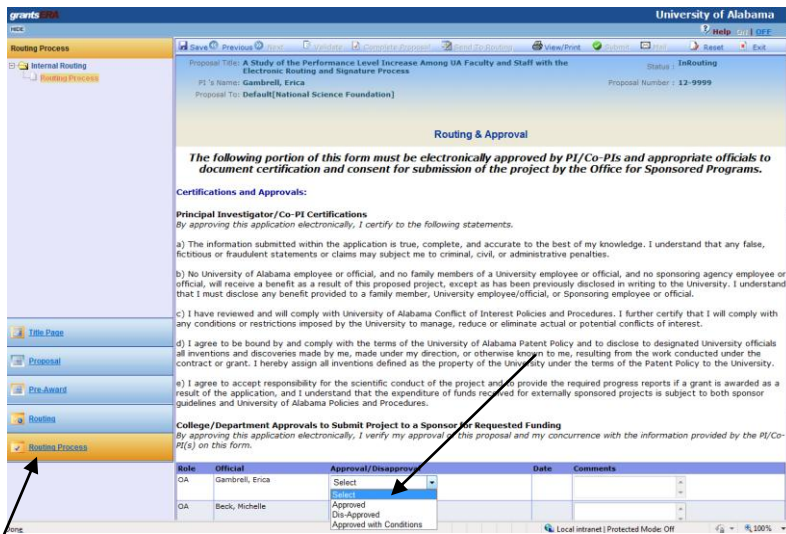
1. The PI will receive an email from GrantsERA stating there is a proposal ready to be approved. The PI will log into GrantsERA (<http://grantsera.fa.ua.edu/Authentication/Logon.aspx>)
2. In order to approve, the role MUST be changed to **Other Approver** using the top left drop-down box. A list of proposals to be approved will appear on the screen. To open a proposal, click on the pencil under **Edit/View**.



3. The screen below will appear as READ ONLY and the PI will click **Routing Process** located on the lower left side.



- This will open up the approval page. The PI will see his/her name listed along with a box to select approve or disapprove from the drop down box. If changes are needed, select **Disapproved** and then **Save** at the bottom of the page. OSP will be notified and will coordinate communications, ensure any appropriate changes are made and re-initiate the approval process. After **Approved** has been selected, click on **Save** at the bottom of the page.



- Once the PI has approved, any Co-PIs will receive an email to approve and will follow the same process described in steps 1 through 3 above.
- After the PI and Co-PI approvals, the Chair(s) and the Dean(s) will receive an email and will approve following the same process described in steps 1 through 3 above.

Once all parties have approved, Sydney Hixon will receive an email and will complete the Electronic Approvals and process the form.