1) After the PI has completed the Funding Proposal and Budget, they should click on “Route for Approval” to begin routing the proposal through the school review process.

2) After clicking on “Route for Approval”, the PI must certify that their funding proposal is ready for school review. This certification is the electronic equivalent of the PI’s signature on the IAF.
As part of the certification process, the PI will select which units should approve this proposal.

3) By clicking OK and completing the certification, the funding proposal is now in a state of “School Review.”
4) After the funding proposal has entered the state of “School Review”, it should now be reviewed by the School Approvers.

5) School Approvers have the options of “Disapprove”, “Approve”, or “Request Changes.”

- If “Disapprove” is selected, the reason will need to be resolved and the entire approval process will need to be re-initiated.
- For “Request Changes”, the reason will need to be resolved and the funding proposal will need to be approved by the approver who requested the change. The Funding proposal will move between the states “PI Action Required” and “School Review” throughout this process.
- For “Approve”, the funding proposal will move forward in the process.
6) Once all School Approvers have approved the funding proposal, the state will change to “Proposal Delivered to OSP.”