

# **Research Management System**

## **Grant Registration – Head of School Approval**

Version 1.0/ Sept 2023

## Table of Contents

Introduction.....	3
Notification of Pending Approvals.....	3
Accessing Head of School Approval Form .....	4
Head of School Approval Steps.....	5
Further Support .....	6

# RMS Grant Registration – Head of School Approval

## Introduction

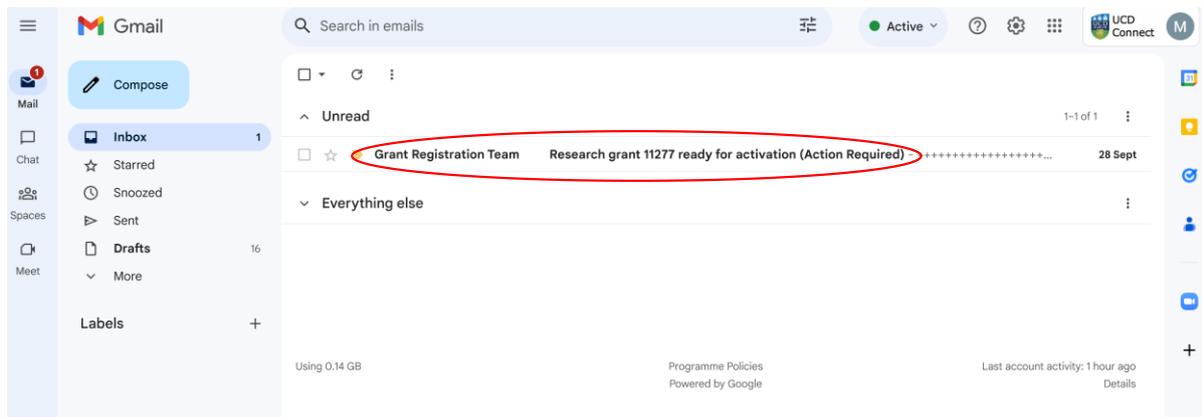
Grant awards that have been approved by Funding agencies are activated in the RMS by the UCD Grants Registration Team. As part of the activation process, grant awards require Head of School (HOS) review and approval prior to full activation. If you are a designated HoS approver for your School, awards that are being activated in the RMS will be assigned to you for HoS approval.

## Notification of Pending Approvals

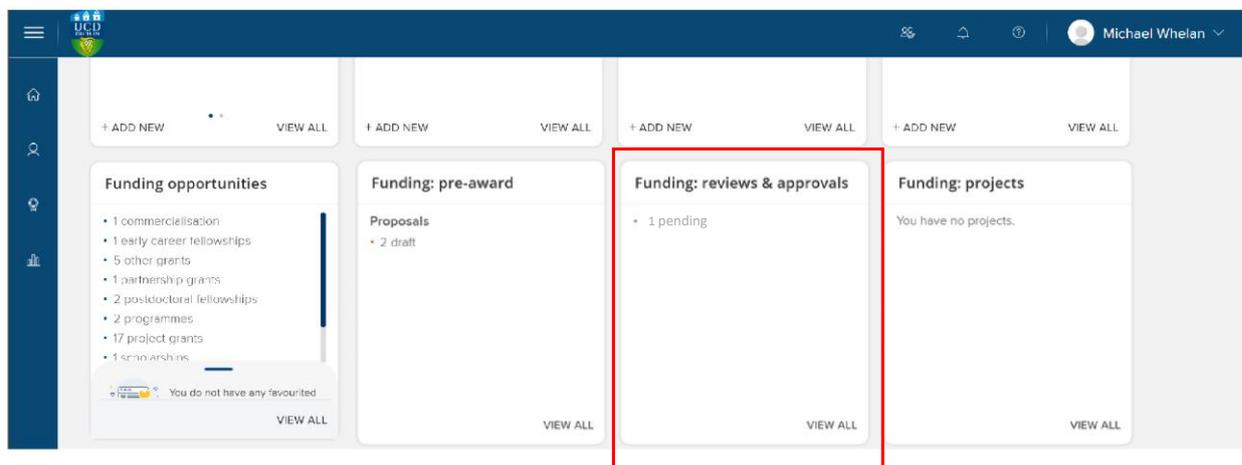
When a Head of School approval is required, you will receive an email with subject:

**Research grant (*Grant Reference Number*) ready for activation (Action Required).**

You will be able to easily identify that this email requires your action as it is highlighted in the subject line for your convenience.



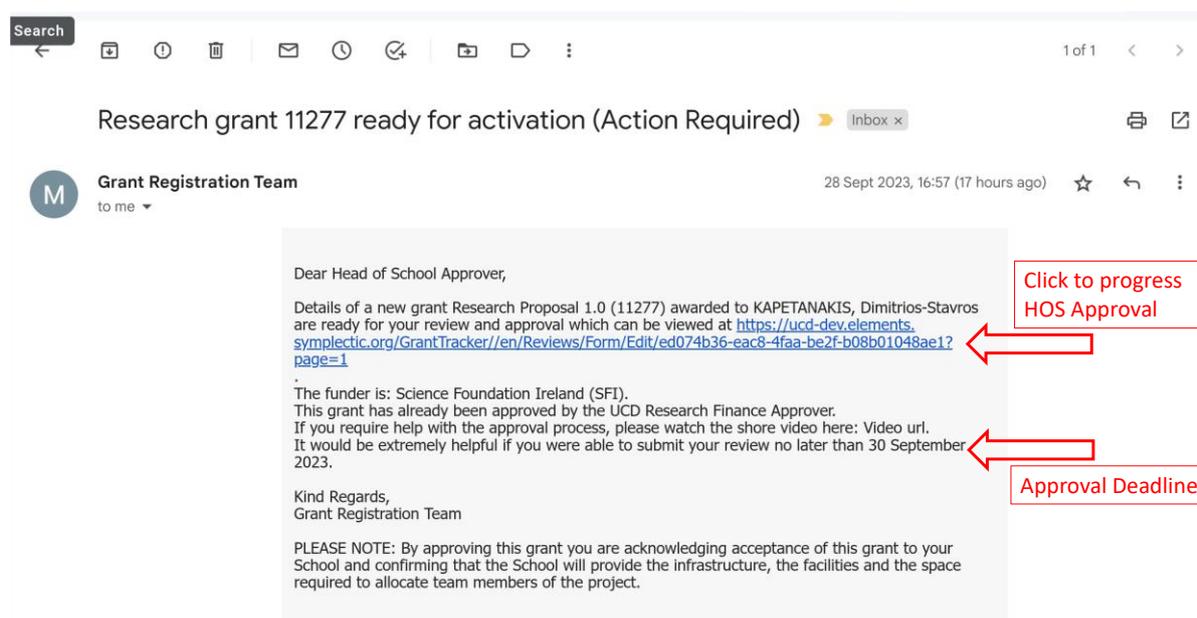
The pending approval will also be visible in your **Funding: reviews & approvals** tile on your RMS Home Page.



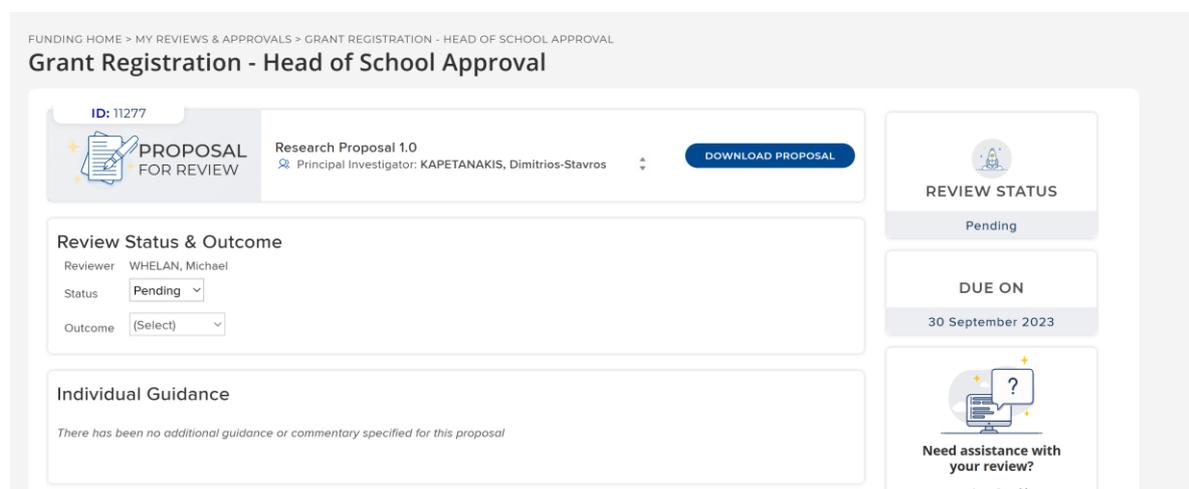
## Accessing Head of School Approval Form

When you open a review and approval email a message from the Grant Registration Team will appear (see below). To progress the HOS review and approval **click on the link in the activation email** which will open the **Grant Registration – Head of School Approval** form in RMS.

*Note: A provisional deadline for submission of the approval will be included in the email from the Grant Registration Team. In case the link does not bring you to the approval form after the log in screen of RMS, please click the link from the email once again.*



From the **Grant Registration – Head of School Approval** form (below) you can review details of the award to be approved including General Project Information and the Approved Budget. Additionally, you can your name on the Reviewer field if required (if not already there) and if there are any comments from the Grant Registration team in UCD Research, you will be able to see these under the **Individual Guidance** section at the top of the page.



## Head of School Approval Steps

After you finish the review, you can Scroll down to the **Head of School Approval** section near the bottom of the page (see below). Here you can select between the **Approved** or **Declined** options from the drop-down menu.

You will then need to click on the **Save and Validate** button at the bottom of the section.

*Note: This will validate the HOS approval but the decline/approval decision has not yet been submitted to the Grant Registration Team.*

**HEAD OF SCHOOL APPROVAL**

In approving this grant, you are confirming the UCD Lead Applicant will have a contract in place for the full period of the proposed research. This includes a confirmation of salary where this is not fundable through an award.

You are also confirming that the space, facilities and infrastructure required for this proposed research will be made available to the UCD Lead Applicant and the UCD project team for the full period of the proposed research duration.

(Select) ▾

(Select)  
Approved  
Declined  
Validation

• HoS Recommendation is required.

CANCEL SAVE AND VALIDATE

Select from Drop Down Menu

Click to Save Approval Decision

Detailed description: This screenshot shows the 'HEAD OF SCHOOL APPROVAL' section of a form. At the top, there is a blue header with the title. Below it, two paragraphs of text explain the approval process. A dropdown menu is open, showing options: '(Select)', 'Approved', 'Declined', and 'Validation'. A red box highlights the dropdown menu, and a red arrow points to it with the text 'Select from Drop Down Menu'. Below the dropdown, a bullet point states 'HoS Recommendation is required.'. At the bottom, there are two buttons: 'CANCEL' and 'SAVE AND VALIDATE'. A red box highlights the 'SAVE AND VALIDATE' button, and a red arrow points to it with the text 'Click to Save Approval Decision'.

When the review form has been validated it the **Grant Registration – Head of School Approval** form will be refreshed automatically.

Once the review form is refreshed, you will need to scroll to the end of the form at the **Head of School Approval** section and click on the **Submit** button that appears beside the Save and Validate button.

**HEAD OF SCHOOL APPROVAL**

In approving this grant, you are confirming the UCD Lead Applicant will have a contract in place for the full period of the proposed research. This includes a confirmation of salary where this is not fundable through an award.

You are also confirming that the space, facilities and infrastructure required for this proposed research will be made available to the UCD Lead Applicant and the UCD project team for the full period of the proposed research duration.

Approved ▾

Validation

Review form has been validated, if you are happy with the information provided and wish to proceed click on "Submit"

CANCEL SAVE AND VALIDATE SUBMIT

Click to Submit Approval

Detailed description: This screenshot shows the 'HEAD OF SCHOOL APPROVAL' section after validation. The dropdown menu now shows 'Approved'. Below it, the text 'Validation' is followed by a message: 'Review form has been validated, if you are happy with the information provided and wish to proceed click on "Submit"'. At the bottom, there are three buttons: 'CANCEL', 'SAVE AND VALIDATE', and 'SUBMIT'. A red box highlights the 'SUBMIT' button, and a red arrow points to it with the text 'Click to Submit Approval'.

Once submitted you will have successfully provided the HOS approval to the Grant Registration Team and the review submitted screen should now appear (see below).



## Further Support

Should you require further support on RMS please contact [rmssupport@ucd.ie](mailto:rmssupport@ucd.ie).