

Research Management System

Proposal – Head of School Approval

Version 1.0/ Oct 2023

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RMS Proposal– Head of School Approval

Introduction

Prior to funder submission some proposals might require Head of School (HoS) review and approval. If you are a designated HoS approver for your School, proposals that are being processed in the RMS will be assigned to you for HoS approval.

Notification of Pending Approvals

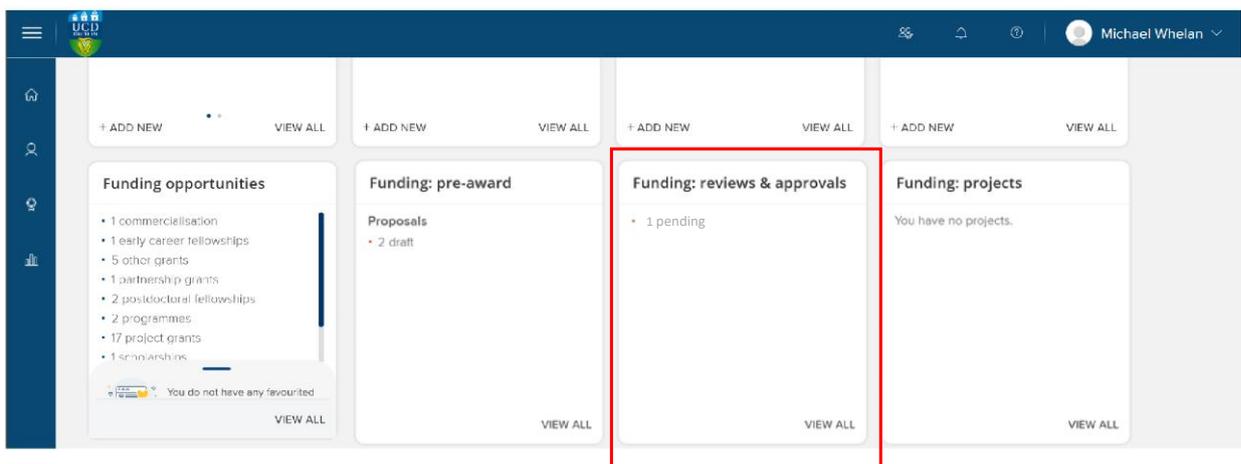
When a Head of School approval is required, you will receive an email with subject:

Request for proposal approval (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 request email a message from the Proposal Support Team will appear . To progress the HoS approval please click on the link provided by the email which will open the **Proposal – Head of School Approval** form in RMS.

Note: A provisional deadline for submission of the approval will be included in the email from the Proposal Support 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 **Proposal – Head of School Approval** form (below) you can review details of the proposal to be approve. Additionally, you can add your name on the Reviewer field if required (if not already there) and if there are any comments from the Proposal Support Team in UCD Research, you will be able to see these under the **Individual Guidance** section at the top of the page.

FUNDING HOME > MY REVIEWS & APPROVALS > PROPOSAL - HEAD OF SCHOOL APPROVAL

Proposal - Head of School Approval

ID: SFI-TEST-10276

PROPOSAL FOR REVIEW

Approval email tests
Principal Investigator: TESTER, Proposal

[DOWNLOAD PROPOSAL](#)

Review Status & Outcome

Reviewer KAPETANAKIS, Dimitrios-Stavros

Status

Outcome

Individual Guidance

There has been no additional guidance or commentary specified for this proposal

Proposal Feedback

Reviewer

Select the appropriate reviewer to complete this review. If (re)assigning the review to a listed colleague, once you have selected them, click 'Save and validate', then use the breadcrumbs above to navigate back to 'My reviews & approvals' if not automatically re-directed. You will then no longer be able to access this review form.

Head of School Approval Steps

After you finish the review, you can Scroll down to the **Proposal Feedback 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 Proposal Support Team.

Proposal Feedback

Reviewer

Select the appropriate reviewer to complete this review. If (re)assigning the review to a listed colleague, once you have selected them, click 'Save and validate', then use the breadcrumbs above to navigate back to 'My reviews & approvals' if not automatically re-directed. You will then no longer be able to access this review form.

KAPETANAKIS, Dimitrios-Si ▼

Your Recommendation

In approving this application, 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

← Select from Drop Down Menu

CANCEL SAVE AND VALIDATE

← Click to Save Approval Decision

When the review form has been validated it the **Proposal – 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 **Proposal Feedback section** and click on the **Submit** button that appears beside the Save and Validate button.

Proposal Feedback

Reviewer

Select the appropriate reviewer to complete this review. If (re)assigning the review to a listed colleague, once you have selected them, click 'Save and validate', then use the breadcrumbs above to navigate back to 'My reviews & approvals' if not automatically re-directed. You will then no longer be able to access this review form.

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(Select) ▼

Validation

- Your Recommendation is required.

CANCEL SAVE AND VALIDATE SUBMIT

← Click to Submit Approval

Once submitted you will have successfully provided the HoS approval to the Proposal Support 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.