

Electronic Proposal Approval Process

Starting September 6, 2005, Research Administration and Finance will begin piloting an electronic routing process for obtaining proposal approvals. This application replaces the current hard copy circulation process and is accomplished via email. This process was initiated last year by Research Administration and Finance under the leadership of Lester Gerhardt, and has been developed and implemented by IACS under the direction of Jeff Miner.

As a Principal Investigator or Required Approver, here's what you do:

- You will receive an email with the following header information:
From: **Research Administration**
Subject: **PI: Name – Proposal for Review**

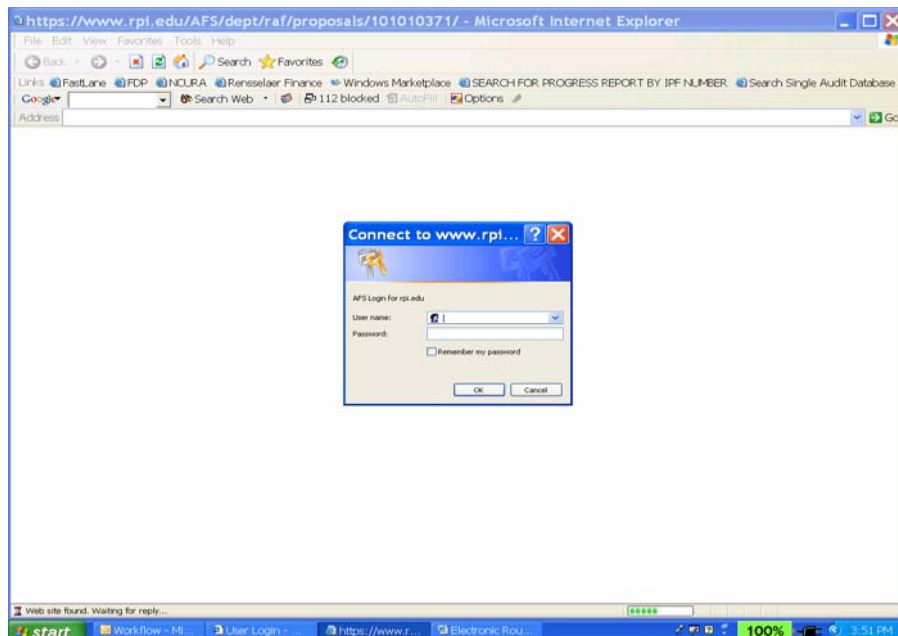
- The email will contain the following attachment:



Do not open - Admin
Use Only.html


Please ignore the attachment.

- To review the proposal related documents, click on:
Repository URL and enter your **RCS** user ID and password.



- You will be linked to the repository:

Index of /AFS/dept/raf/proposals/101010376

<u>Name</u>	<u>Last modified</u>	<u>Size</u>	<u>Description</u>
 Parent Directory	01-Sep-2005 14:49	-	
 Cassimatis 8-30-05.pdf	30-Aug-2005 10:39	15k	

Under the [Parent Directory](#) heading, the repository includes documents for your review, including:

1. Proposal Information Form labeled “**PIF – PI Name**”
2. Budget(s) labeled “**Budget – Internal – PI Name**” and/or “**Budget – Sponsor – PI Name**”
3. Executive Summary or Abstract labeled “**Abstract – PI Name**”
4. Cover Page labeled “**Cover – PI Name**”

To **navigate** between the documents you must use the **BACK** button.

- Following your review of these documents, Select **Approve** or **Disapprove**.
- If you approve, an automatic email indicating your reply will be generated: “**Reply and hit Send: 'Approve'**”
- If you do not approve, we suggest you contact the Principal Investigator or Research Administration and Finance as needed, in an attempt to resolve the issue, if possible.

If this cannot be done, Select **Disapprove** and an automatic email indicating your reply will be generated: “**Reply and hit Send: 'Disapprove'**”

This action will stop the circulation of the proposal. An email indicating the **Disapproval** will be sent to the Principal Investigator and Research Administration and Finance.

- Do not modify the text of the email.
Hit send.
- Close the original email.
- You will **NOT** receive any hard copies of the proposal.

To Check the Status of the Circulation and the Date Submitted to Sponsor:

- Click on the link in the email:
Access the Circulation Status Page:
[Rensselaer Self Service URL](#)

- Enter your **RIN** User ID Number and Password



Enter your User ID

Use your Rensselaer ID Number (RIN), not your RCS ID. Your RIN may be found on your Rensselaer ID card or a recent pay stub.

Enter your PIN

For **first time** users this is your date of birth - MMDDYY. Three wrong tries will disable your access.

If you can't remember your PIN and before you disable your access, click on the Forgot PIN? button.

User ID:	<input type="text"/>
PIN:	<input type="text"/>
Login	Forgot PIN?

- Click on the bottom link:
Research Proposal Tracking

Welcome, to the Rensselaer Self-Service Information System!

- [Electronic Research Approvals](#)
- [Update Your Address/Change Your PIN](#)
- [Parking Menu](#)
- [Human Resources/Payroll Menu](#)
- [Research Proposal Tracking](#)

- Click on the Proposal Code:
You can identify the proposal by the Proposal Code, PI Name or Proposal Title.

Research Proposal Circulation Tracking

Proposal Code	PI	Title	Sponsor	Circulation Status
101010367	PI name here	Proposal title here	Sponsor name here	FULLY APPROVED

Circulation Status



This shows the status of all circulations

Proposal Code	101010367
Original Circulation Date	08/29/2005 02:41PM
Received in RAF Date	08/29/2005
Current Status	FULLY APPROVED
Submitted to Sponsor Date	

Circulation #1 - FULLY APPROVED

Organization	Email Sent	Name	Status
2810 Integrated Admn Computing Solutions	08/29/05 02:41PM	Deborah L. Clark PI	Approved 08/29/05 02:43PM

Chain Type	Organization	Email Sent	Name	Status	Email Sent	Name	Status
PI	2810 Integrated Admn Computing Solutions	08/29/05 02:51PM	Jeffrey G. Miner Director	Approved 08/29/05 02:56PM	08/29/05 02:56PM	John E. Kolb Vice President, DotCIO	Approved 08/29/05 03:00PM
Co-PI	4040 Controller's Office	08/29/05 02:51PM	Denise J. Clark Co-PI	Approved 08/29/05 02:55PM			
Submitting Unit	2810 Integrated Admn Computing Solutions	08/29/05 02:51PM	Jeffrey G. Miner Director	Duplicate 08/29/05 02:56PM	08/29/05 02:56PM	John E. Kolb Vice President, DotCIO	Duplicate 08/29/05 03:00PM