Grant Submission – Approval by Head of Department

Once a draft application is complete (and has been reviewed, if required), it is forwarded to the Head of Department or their nominee for approval before submission to the Research Office. Themis will generate an email notification when a submission needs to be approved.

To approve a grant submission application via the worklist

1. Log on to Themis.
   The worklist on your Personal Home Page will display any items you need to action.
2. Locate the appropriate notification and click on the link.
   
   Any submissions awaiting your approval will display as RMS Submission – Request for Approval – Submission Number.

3. Click on the appropriate action button in the notification details screen.
   - Click Approve to progress the submission to the Research Office. This will result in the status changing to Submitted to the Research Office.
   - Click Reject if you wish to return the application to the Agreement Administrator. Note: you should enter a comment indicating the reason for your rejection. The status of the record will change back to Draft.
   - Click Reassign if you wish to nominate another person to action the record.
   - Click Request Information if you want to send an email to the participant or any other academic or administrative staff to obtain further information before making a decision.

To approve a submission record via the Grants Submission Workbench

1. Log on to Themis using your UOM Research Self Service responsibility.
   The Submission Search Page will display.
3. Locate the Submissions for Approval section.
   This section will display a list of all records that have been sent to you for approval as the Head of Department or nominee.
4. Click on the **View** icon associated with the submission you wish to approve. The Submission Summary screen will display the data entered for the selected submission (e.g.: submission title, clearance type and status, RFCD/SEO codes, participants etc) as well as the status history (e.g.: when it was created and whether it has been sent for review).

5. Review the submission details then click on the **Update Status** button. The Submission Status screen will display.

6. Select the appropriate status.
   - **Submitted to the Research Office** will imply Head approval and start the Research Office process.
   - **Draft** will return the record to the participant(s) and Agreement Administrator.
   - **For Review** will allow you to redirect the record to another person to review.

7. Enter any appropriate comments and click on the **Submit** button.