Searching for an existing grant submission record

The Submission Search page allows you to view all grant submissions you have created as well as those where you have been nominated as a participant. In addition, it allows you to access your grant submission records to either view a summary of the submission or update/modify the submission.

Note: Department and Faculty users with the appropriate responsibility will be able to use the Refine Search function to view all grant submission records within their department or faculty.

To access the Submission Search page

1. Log on to Themis using your UOM Research Self Service responsibility.
2. Select the Grants Submission Workbench function located in the Grants and Contracts section.

The Submission Search Page will display.

Submissions in Draft

This section displays any applications you have submitted or are named on that are in draft stage (e.g.: new applications or those requiring further information). You will have access to view these applications and update as required. However, once the application has been sent for review or approval it will no longer display but can be accessed by using the Search function located in the Current Applications section at the bottom of the page.

Submissions for Review

This section displays any applications that have been sent to you for review. You can either forward these to the appropriate Head of Department for approval or return to the appropriate participant with your feedback.

Submissions for Approval

This section displays a list of applications that have been sent to you for approval as Head of Department or nominee. On approval, these applications will be forwarded to the Research Office for action.
To search for current applications

1. Click on the **Refine Search** link in the Current Application section to display the search fields.
2. Enter one or more criteria on which to search.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission ID</td>
<td>Enter the full or partial ID number of the submission record</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Enter the full or partial title of the submission record</td>
<td>Note:</td>
</tr>
<tr>
<td>Agreement Administrator Name</td>
<td>Click on the search icon to select the name of the agreement administrator</td>
<td></td>
</tr>
<tr>
<td>Researcher Name</td>
<td>Enter the full or partial name of the researcher</td>
<td>Note:</td>
</tr>
<tr>
<td>Department</td>
<td>Select the appropriate Department from the drop-down list</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Select the appropriate submission record status from the drop-down list</td>
<td>Values available are: Draft, Under Review, Forwarded to HOD, Submitted to Research Office, Transferred to Proposals and Closed.</td>
</tr>
</tbody>
</table>

3. Click on the **Search** button to perform the search.

The results will display in a table below the search criteria.

To view submission details

1. Locate the appropriate submission record and click on the associated **View** icon.

An overview of the submission record will display. **Note**: this screen is view only and you will not be able to make any changes.

2. Click on the **Printable Page** button to open a printer friendly version of the summary screen.

**Note**: you will also be able to open and print any associated checklists and/or attachments from the Submission Summary page.
To update submission details

1. Locate the appropriate submission record and click on the **Update** icon. Alternatively, click on the **Update Submission** button located in the Submission Summary screen. The Submission Type screen will display.

2. Progress through the submission record using the **Next** button and update as required.

   For further details regarding entering data in the submission record refer to the *Creating a grant submission record* reference card.

   **Important:** if you change the Submission Type of the record, you must check all steps in the submission to see if there are any extra screens/fields that need to be completed.

To update submission status

**Note:** you can also use this method as a shortcut to the appropriate screen in the submission record in order to make a minor change to the submission record.

1. Locate the appropriate submission record and click on the **View** icon.

   The Submission Summary screen will display.

2. Click on the **Update Status** button.

   The Submission Status screen will display.

3. Update the status details and click on the **Submit** button.

   Refer to the *Understanding the status of your Themis Grant Submission* reference card for further details.