## Understanding the status of your Themis Grant Submission

The status of a grant submission record indicates where the application is in the process flow.

<table>
<thead>
<tr>
<th>Status</th>
<th>Rules</th>
<th>Notification</th>
<th>Action</th>
</tr>
</thead>
</table>
| Draft                | Default status of application upon creation. The user cannot progress the application for review unless all validation rules have been met.                                                              | No notification will be sent.                                                                                         | The following parties may view and update the record:  
  * Via the Grants Submission Workbench  
    - Named internal researcher  
    - Named Agreement Administrator  
  * Via the Refine Search  
    - Department Manager  
    - Faculty Manager  
    - Research Office                                                                                                                     |
| (Submit to) Draft    | If a user clicks **Submit** to a **Draft** status, the first entry in the Status History table is replaced. A department may wish to use this to circulate a record internally if it does not meet the validation requirement. | No notification will be sent.                                                                                         | As above                                                                                                                                                                                             |
| Under Review         | Submit application for review. A reviewer may be any other university staff member. It is recommended that a department identifies one or more staff members responsible for the review process.         | A system-generated email will be sent to the reviewer selected.                                                      | Via the Refine Search  
  * Researcher & Administrator  
  * Department & Faculty Manager may view the record  
  * Via the Grants Submission Workbench  
    - Nominated Reviewer may view and update the record  
  * If the reviewer is away, only the Themis Helpdesk and Research Office may update the record by setting it back to **Draft**. |
| Forwarded to HOD     | Submit application for approval. The creator may bypass the review status and send the submission directly to the Head or alternate approver. The reviewer may send the submission to the Head of Department or alternate approver. | A system notification will immediately display in the Themis worklist of the Head of Department or Alternate Approver and a system-generated workflow email will be sent overnight. | Via the Refine Search  
  * Researcher & Administrator  
  * Department & Faculty Manager may view the record  
  * Via the Themis Worklist and/or Workbench  
    - Head of Department or Alternate Approver may view and approve the record  
  * If the Head or Alternate Administrator is away, only the Themis Helpdesk and Research Office may update the record by setting it back to **Draft**. |
| Submitted to Research Office | Status indicating the Head of Department or Alternate Approver has approved the record and it has been submitted to the Research Office.                                                                |                                                                                                                        | Via the Refine Search  
  * Researcher & Administrator  
  * Department & Faculty Manager may view the record  
  * Via the Grants Submission Workbench  
    - Research Office staff may update the record                                                                                          |
### Submission record status (continued)

<table>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Draft (reinstated)</strong></td>
<td>The Reviewer, Head (or Alternate Approver) or Research Office may reinstate a record to <em>Draft</em> status if they require additional information.</td>
<td>A system-generated email will be sent to the Agreement Administrator.</td>
<td>The following parties may view and update the record:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A reason for the change should be entered in the Comment field, so they can be addressed by either the Administrator or responsible Chief Investigator.</td>
<td><em>Via the Grants Submission Workbench</em></td>
</tr>
</tbody>
</table>
|                               |                                                                      | The email will contain the name of the Research Office contact and any information entered in the Comment field. | *●* Named internal researcher  
*●* Named Agreement Administrator  
*Via the Refine Search*  
*●* Department Manager  
*●* Faculty Manager  
*●* Research Office |
| **Transferred to Proposal (Research Office use only)** | Status confirming the record has passed the Research Office preliminary administrative checks and now exists as a record in the Proposal module. This status may not be selected until all Other Institution and Other Sponsor records have been created. |                                                                                      | The following parties may view the record:                               |
|                               |                                                                      |                                                                                      | *Via the Refine Search*                                           |
|                               |                                                                      |                                                                                      | *●* Researcher & Administrator  
*●* Department & Faculty Manager  
*●* Research Office |
| **Closed**                    | Status available for use by departments to indicate a record is inactive (e.g.: has not met internal selected processes for submission). Once a record is closed it will be locked and will not be able to be updated by the researcher or department reviewer. |                                                                                      | The following parties may view the record:                               |
|                               |                                                                      |                                                                                      | *Via the Refine Search*                                           |
|                               |                                                                      |                                                                                      | *●* Researcher & Administrator  
*●* Department & Faculty Manager  
*●* Research Office |