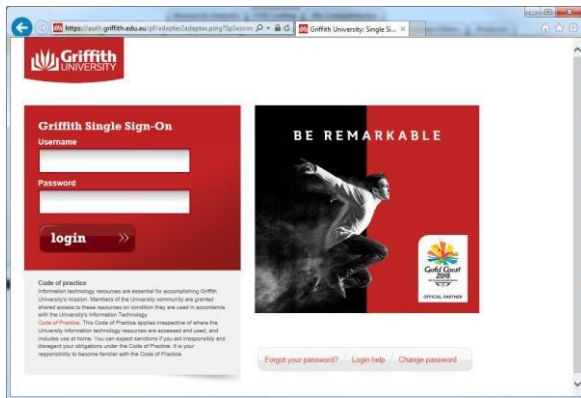


Review and Approve a Research Grant Application Coversheet

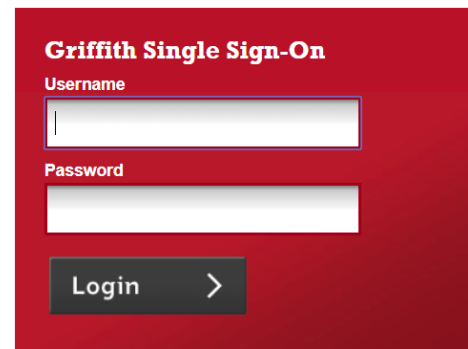


Definition: Approve is a status in the RIMS Research Grant Application Coversheet. It approves a Coversheet and it continues to the next review cycle

Step 1. Open a new browser session and go to the RIMS website:
<https://www150.secure.griffith.edu.au>

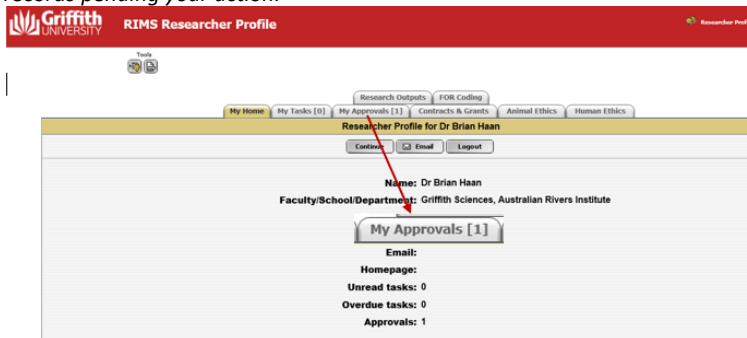


Step 2. Enter your Griffith login details and click on the Login button.

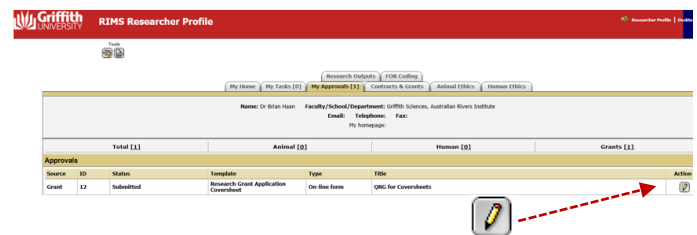


Step 3. In the Researcher Profile Homepage, click on the My Approvals Tab

NOTE: the number on your 'My Approvals' tab indicates the number of records pending your action.



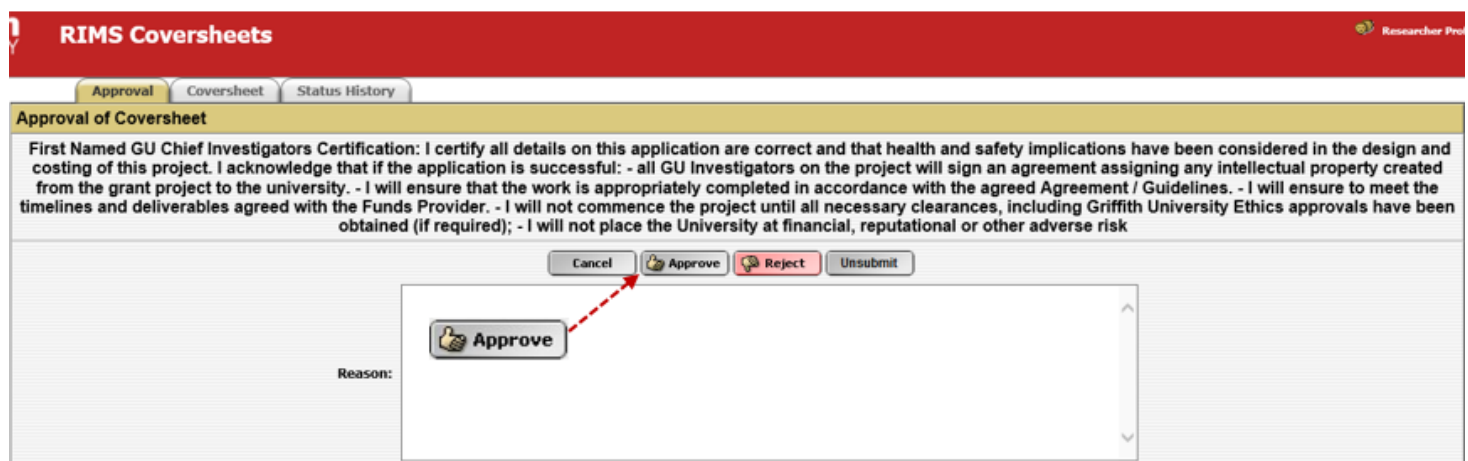
Step 4. Locate the Coversheet to review then click on the Edit icon to open it.



Step 5. For **1st named GU Chief Investigator only:**

The Approval tab contains details of your undertaking as the first named GU CI.

This text is relative to your role as the 1st named GU CI in the approval path. If you are satisfied the coversheet can proceed to the next review, click 'Approve' button.



Review and Approve a Research Grant Application Coversheet



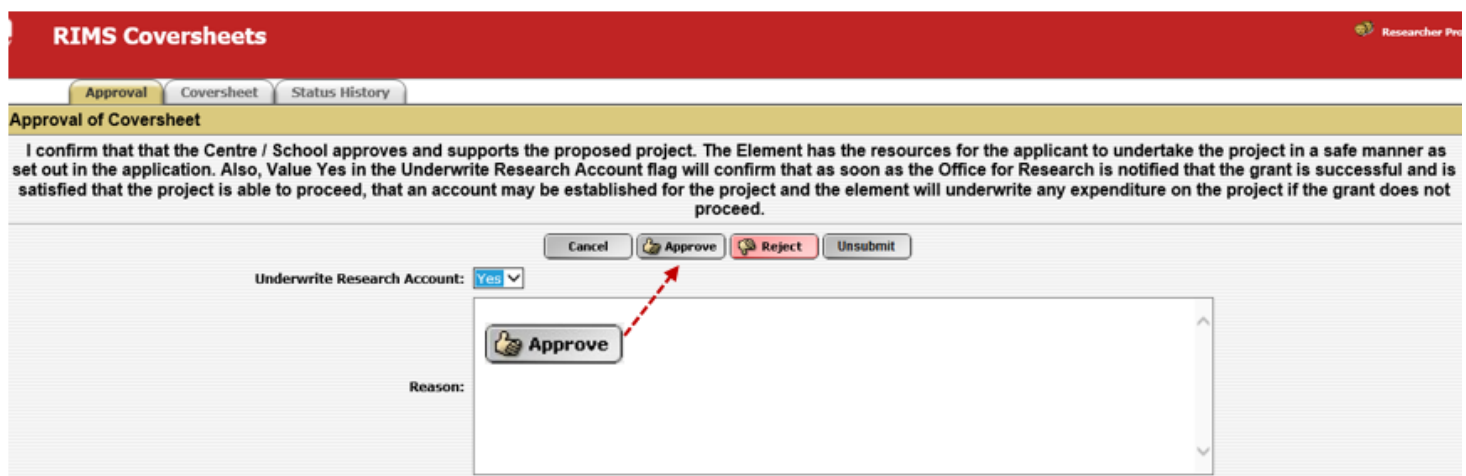
Step 6. For **Heads of Element only** reviewing a Research Coversheet, the screen below will appear.

To view the coversheet details, click on the 'Coversheet tab'. Once you have reviewed the coversheet, and satisfied it can proceed, go back to the 'Approval tab'.

If you agree to underwrite the project, set the 'Underwrite Research Account' field to 'Yes'

If you do not agree to underwrite the project, set this field to 'No'.

Click 'Approve' button.



The screenshot shows the 'RIMS Coversheets' interface. At the top is a red header with the title 'RIMS Coversheets' and a 'Researcher Profile' icon. Below the header is a navigation bar with three tabs: 'Approval' (selected), 'Coversheet', and 'Status History'. The main section is titled 'Approval of Coversheet' and contains a confirmation statement: 'I confirm that that the Centre / School approves and supports the proposed project. The Element has the resources for the applicant to undertake the project in a safe manner as set out in the application. Also, Value Yes in the Underwrite Research Account flag will confirm that as soon as the Office for Research is notified that the grant is successful and is satisfied that the project is able to proceed, that an account may be established for the project and the element will underwrite any expenditure on the project if the grant does not proceed.' Below this statement are four buttons: 'Cancel', 'Approve' (highlighted with a red dashed arrow), 'Reject', and 'Unsubmit'. The 'Underwrite Research Account' field is set to 'Yes' with a dropdown arrow. Below this is a 'Reason:' label and a large text area containing an 'Approve' button with a thumbs-up icon, which is also pointed to by a red dashed arrow.

Step 7. For **Deans Research only** reviewing a Research Coversheet, the screen below will appear.

To view the coversheet details, click on the 'Coversheet tab'. Once you have reviewed the coversheet, and satisfied it can proceed to the next review, go back to the 'Approval tab', click 'Approve' button.



The screenshot shows the 'RIMS Coversheets' interface. At the top is a red header with the title 'RIMS Coversheets' and a 'Researcher Profile' icon. Below the header is a navigation bar with three tabs: 'Approval' (selected), 'Coversheet', and 'Status History'. The main section is titled 'Approval of Coversheet' and contains a confirmation statement: 'I approve that the Centre/School supports that the Element has the resources for the applicant to undertake the project in a safe manner as set out in the application.' Below this statement are four buttons: 'Cancel', 'Approve' (highlighted with a red dashed arrow), 'Reject', and 'Unsubmit'. The 'Reason:' label is present, but the text area below it is empty.