How to Approve a Proposal in grantsERA – (Dept. Chairs, Deans & Other Approvers)

1. When you receive an email from grantsERA entitled: "**ACTION REQUIRED-Routing & Approval Notification**", go to your internet web browser and connect to the grantsERA login page: https://grantseraportal.fau.edu/Authentication/Logon.aspx

2. Login. You must be registered in grantsERA to be given access to the system.

New User (Never submitted a grant through Sponsored Programs)	Existing User (Previously submitted grants through Sponsored Programs)
• Register on the GrantsERA login page. You must use a valid FAU email address to register in grantsERA. • After you receive an email confirmation that your registration was processed, login with your unique username and password.	• Login with the default username "your FAU email address" and password "abc" **or** • Login with your unique username and password.

3. If you have rights as an Authorizing Official (AO) or an Other Approver (OA) in grantsERA and there are proposals waiting for you to review and approve, your home screen will automatically display the "Routing & Approval" screen. On the grantsERA Menu Bar, make sure your role is listed as "Authorizing Official" or "Other Approver".


4. Click on the yellow pencil to open the proposal that requires review and approval.

5. Review the information entered by the PI and Admin. Assistant on the **Title Page**, **Proposal**, **Pre Award**, and **Routing Tabs** located on the bottom, left side of your screen. If any of the information is incomplete or incorrect, it is highly recommended to return the proposal to the Admin. Assistant for corrections or completion. If the information is complete and correct, click on the <Routing Process> Tab located on the bottom, left side of your screen.
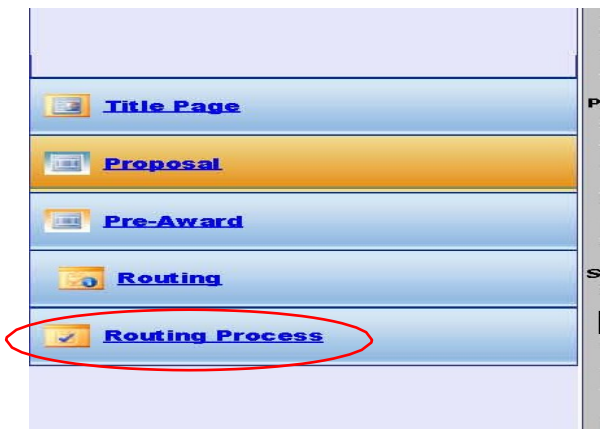
6. On the Routing & Approval screen, click the drop-down menu located in the Approval/Disapproval column and Approve or Disapprove the proposal. GrantsERA will automatically date stamp your decision on the proposal. You may also leave a comment regarding your decision in the "Comments" column.

7. Click <Save>.

If you approved the proposal, an email will be sent to the next Approver listed on the Routing & Approval screen notifying them that there is a proposal waiting for their review and approval in grantsERA.

If you did not approve the proposal, an email along with your comments, if any, will be sent to the Admin. Assistant and the PI. The status of the proposal will need to be changed back to "Completed" corrections/revisions can be made.

After all the corrections/revisions have been completed, the Admin. Assistant will click <Send to Routing> to resend the proposal for review and approval.

What happens when the proposal has been reviewed and approved by the College?

GrantsERA will generate notification emails to **the Research Administrators (RA), Admin. Assistants (AA), PIs, and Authorized Officials (AO)** notifying them that the proposal has been reviewed and approved by all of the Authorized Officials in the College(s) and it is ready for review by Sponsored Programs.

NOTE: Proposals must be approved by the all of the Authorizing Officials and Other Approvers 5 days prior to the sponsor due date. If it is necessary for the proposal to be returned to the PI or Admin. Assistants after it has been received in Sponsored Programs, the Proposal & Contract Administrator may change the status of the proposal back to either the "Completed" or "In Progress" status. After all of the required revisions have been made, the revised proposal will be re-validated and sent through the Routing and Approval process again.