

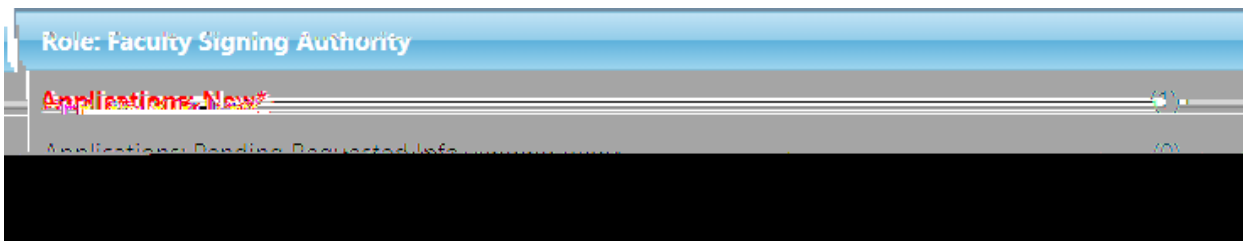
Office of Research Services ROMEО Research Portal Guides

Reviewing an Application at the Department or Faculty Level

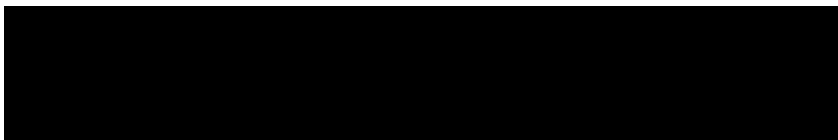
The portal will send an email notification of a new application. Login to the portal through the appropriate link.

1. [Internal User \(Dalhousie NetID\)](#)
2. [External User](#)

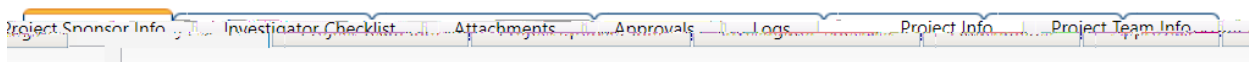
Click **Applications: New** under the Department or Faculty Signing Authority role block.



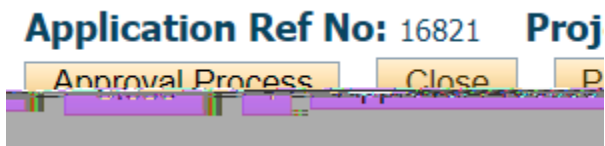
Click Review.



Different tabs can be clicked to view responses entered by the PI. The Attachments tab should include relevant documentation (e.g. application, notice of award, budget, etc.)



Click Approval Process in the top left corner.



This will bring up a box, with radio button options.

A screenshot of a dialog box for selecting an action. At the top right are 'Submit' and 'Cancel' buttons. On the left is the label 'Action:'. To the right of the label are four radio button options: 'Approve' (selected), 'Request Information', 'Forward to Next Signing Authority', and 'Incorrect Department'. A horizontal line is at the bottom of the dialog box.

Approve = approve the application (equivalent to your electronic signature).

Request Information = send back to the PI for editing. Leave your request in the comment box.

Forward = move the application onward to the next signing authority, **without** your approval. If you select this option, please leave a note in the comments box as to why approval was not given.

Incorrect Department = will send the application back to the PI.

After selecting your option, click the Submit button.