Research Management System

Grant Registration – Head of School Approval

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RMS Grant Registration – Head of School Approval

Introduction

Grant awards that have been approved by Funding agencies are activated in the RMS by the UCD Grants Registration Team. As part of the activation process, grant awards require Head of School (HOS) review and approval prior to full activation. If you are a designated HoS approver for your School, awards that are being activated in the RMS will be assigned to you for HoS approval.

Notification of Pending Approvals

When a Head of School approval is required, you will receive an email with subject:
Research grant (*Grant Reference Number)* ready for activation (Action Required).
You will be able to easily identify that this email requires your action as it is highlighted in the subject line for your convenience.
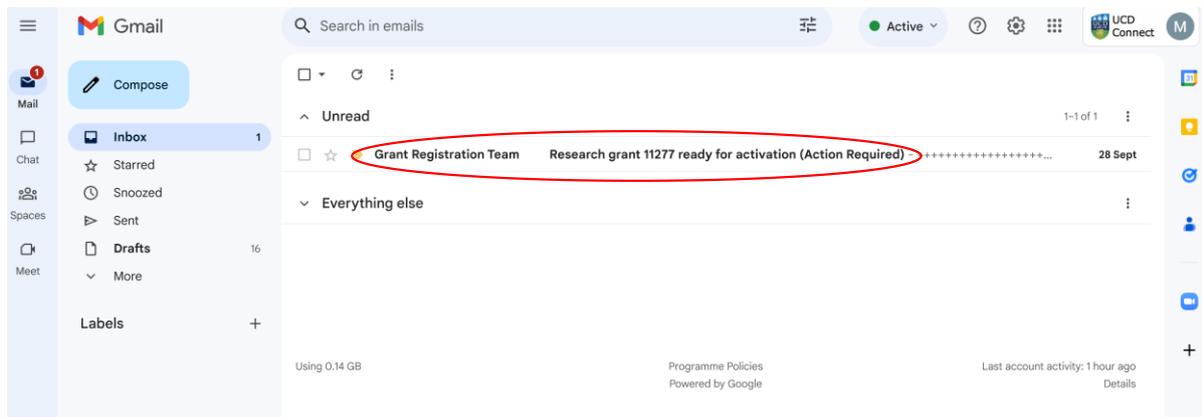
The pending approval will also be visible in your **Funding: reviews & approvals** tile on your RMS Home Page.
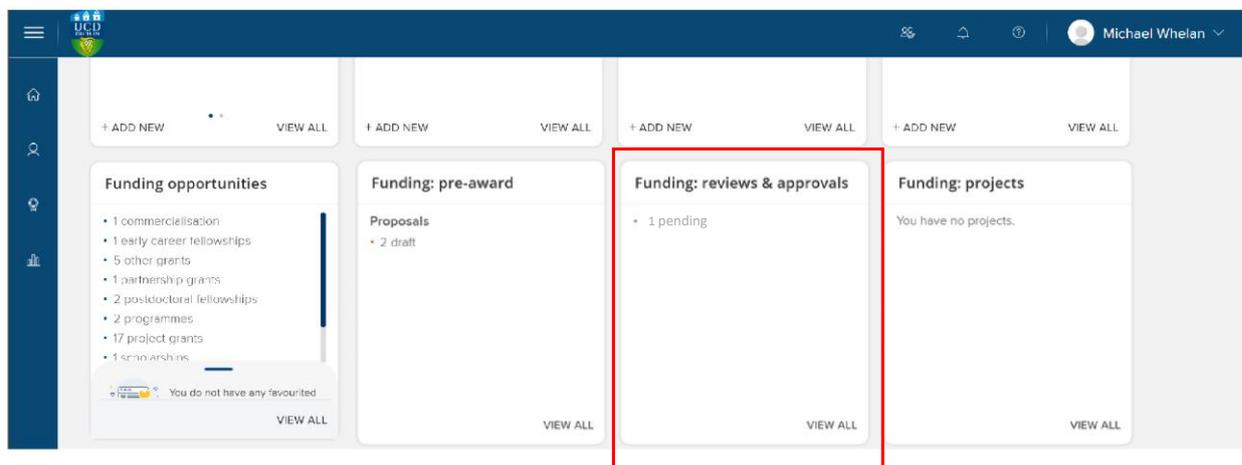
Accessing Head of School Approval Form

When you open a review and approval email a message from the Grant Registration Team will appear (see below). To progress the HOS review and approval **click on the link in the activation email** which will open the **Grant Registration – Head of School Approval** form in RMS.

Note: A provisional deadline for submission of the approval will be included in the email from the Grant Registration Team. In case the link does not bring you to the approval form after the log in screen of RMS, please click the link from the email once again.
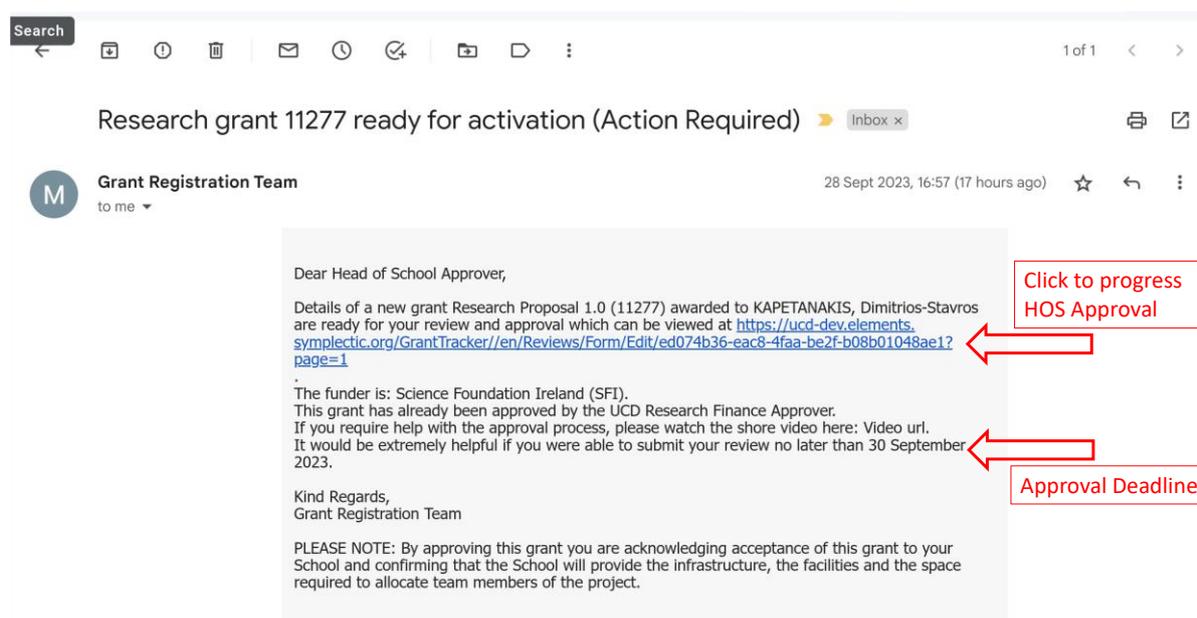
From the **Grant Registration – Head of School Approval** form (below) you can review details of the award to be approved including General Project Information and the Approved Budget. Additionally, you can your name on the Reviewer field if required (if not already there) and if there are any comments from the Grant Registration team in UCD Research, you will be able to see these under the **Individual Guidance** section at the top of the page.
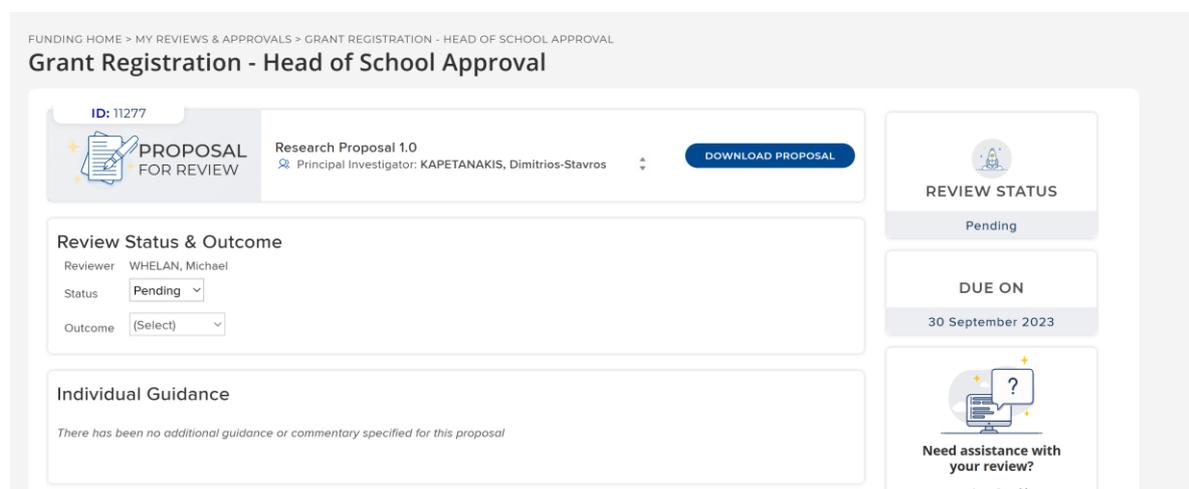
Head of School Approval Steps

After you finish the review, you can Scroll down to the **Head of School Approval section** near the bottom of the page (see below). Here you can select between the **Approved** or **Declined** options from the drop-down menu.

You will then need to click on the **Save and Validate** button at the bottom of the section.

Note: This will validate the HOS approval but the decline/approval decision has not yet been submitted to the Grant Registration Team.

When the review form has been validated it the **Grant Registration – Head of School Approval** form will be refreshed automatically.

Once the review form is refreshed, you will need to scroll to the end of the form at the **Head of School Approval section** and click on the **Submit** button that appears beside the Save and Validate button.

Once submitted you will have successfully provided the HOS approval to the Grant Registration Team and the review submitted screen should now appear (see below).

Further Support

Should you require further support on RMS please contact rmssupport@ucd.ie.