



Signing Authority Manual

Reviewing Applications for Department and Faculty
St. John's Campus, Grenfell Campus, and Marine Institute

PLEASE NOTE

Prior to leveraging the material in this manual, please make sure you have completed and understand the Basic User Manual. The manual can be found here <https://rpresources.mun.ca/wp-content/uploads/2016/10/17.10.2016-Navigation-Manual.pdf>

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Receiving an Application

When an application arrives for your electronic approval, you will receive an email notification that there is a new application form for you to review on the Memorial Researcher Portal.

To view the application, follow the Login instructions in the Basic User Manual to login to the Memorial Researcher Portal. The Basic User Manual can be found on <https://rpresources.mun.ca/wp-content/uploads/2016/10/17.10.2016-Navigation-Manual.pdf>

How Signing Authorities Work

There are typically **two levels of Signing Authorities** in the Researcher Portal: **Department** and **Faculty**. (For the Marine Institute, Department-level is Centre-level. Faculty/School-level is not currently used at MI.) When a researcher submits an application in the Researcher Portal, the application is routed to the appropriate Signing Authorities based upon the affiliation of the Principal Investigator on the application.

If an application requires other approvals (e.g., from a co-investigator's faculty, from another individual at the institution), those signatures should be uploaded as an attachment in the application.

Signing Authorities review applications before they are received by the Research Initiatives & Services (RIS) or the Marine Institute (MI) Finance and Contracts Office.

Signing Authorities can **approve** the application, **forward** it to the next Signing Authority, or **push the application back** to the researcher for modification.

NOTE: If you are a PI or a Project Team Member on a file, you will NOT be able to approve the file in the Researcher Portal. Another Signing Authority at your level will need to approve the file.

Signing Authority Role Block



When you log into the Memorial Researcher Portal, you will see the Home Page. Depending upon your role, you will see the **Department Signing Authority or Faculty Signing Authority Role Block** on the Home Page. Under each role block are links that will direct you to applications that require your review. You can review for applications by selecting one of the links. Both Signing Authority Role Blocks have the same links:


| Role: Department Signing Authority | |
|---|-----|
| <u>Applications: New</u> | (0) |
| <u>Applications: Pending Requested Info</u> | (0) |
| <u>Applications: Under Review</u> | (0) |

Applications: New: This link will contain new applications for your review. When a new application is available, this link will be red and boldfaced.

Applications: Pending Requested Info: This link takes you to a list of applications you have sent back to the researcher for revisions or more information.

Applications: Under Review: This link takes you to applications that you have reviewed that are still being reviewed by other Signing Authorities or at RIS or the MI Finance and Contracts Office. The number of these files will be reduced as applications are processed by RIS and the MI Finance and Contracts Office.

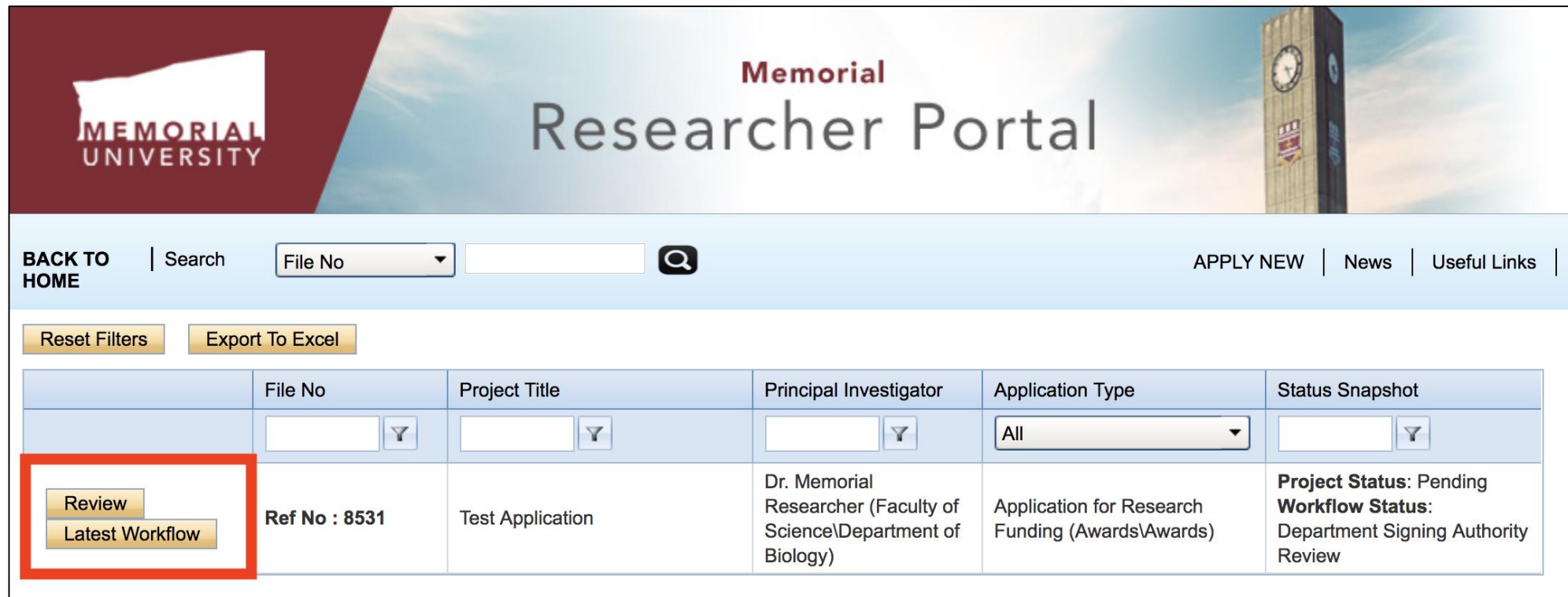
All of applications for your review will initially appear as a new application in the **Signing Authority Role Block**. Click on the **Applications: New** link to access all new applications requiring your review.



| Role: Department Signing Authority | |
|---|-----|
| <u>Applications: New*</u> | (1) |
| <u>Applications: Pending Requested Info</u> | (0) |
| <u>Applications: Under Review</u> | (0) |

Opening an Application

To select the appropriate application, click the **Review** Button. The application will open. (Clicking **Latest Workflow** will specifically open the application to its Logs tab.)



The screenshot shows the Memorial Researcher Portal interface. At the top, there is a header with the Memorial University logo and the text "Memorial Researcher Portal". Below the header, there is a navigation bar with "BACK TO HOME", a search bar, and links for "APPLY NEW", "News", and "Useful Links".

Below the navigation bar, there are two buttons: "Reset Filters" and "Export To Excel".

The main content area displays a table of applications. The table has the following columns: File No, Project Title, Principal Investigator, Application Type, and Status Snapshot. The first row of data is highlighted with a red box, indicating the application to be reviewed. The application details are as follows:

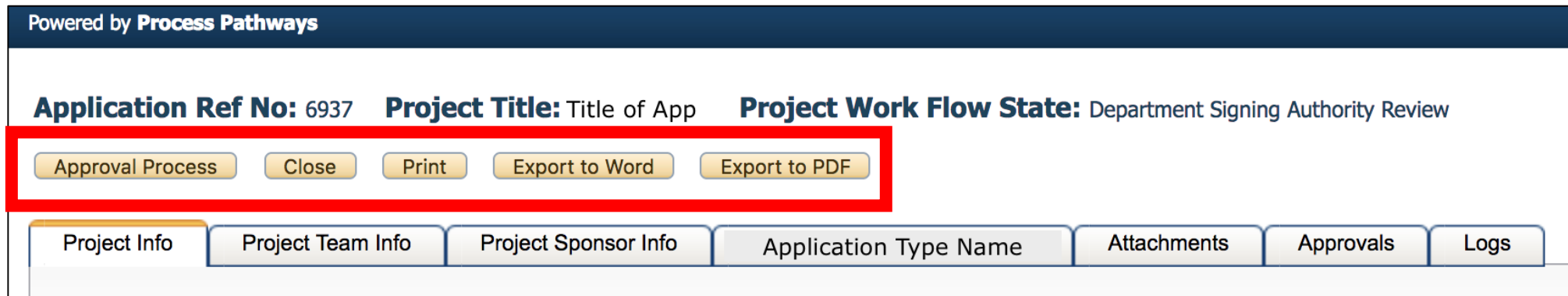
| File No | Project Title | Principal Investigator | Application Type | Status Snapshot |
|---------------|------------------|--|--|---|
| Ref No : 8531 | Test Application | Dr. Memorial Researcher (Faculty of Science\Department of Biology) | Application for Research Funding (Awards\Awards) | Project Status: Pending Workflow Status: Department Signing Authority Review |

Below the table, there are two buttons: "Review" and "Latest Workflow". A red box highlights these two buttons, and a black arrow points to the "Review" button.

Application Action Buttons

The buttons that appear at the top of an application are the **Application Action** buttons. Select these buttons to:

- **Approval Process:** Allows you to provide your approval decision.
- **Close:** Closes the application and returns you to the Researcher Portal Home Page.
- **Print:** Prints the application in the pre-set layout. Attachments on the “Attachments tab” are not included and must be printed individually.
- **Export to Word:** Opens the application as a Word Document. Attachments on the “Attachments tab” are not included and must be downloaded individually.
- **Export to PDF:** Opens the application as a PDF. Attachments on the “Attachments tab” are not included and must be downloaded individually.



Powered by **Process Pathways**

Application Ref No: 6937 **Project Title:** Title of App **Project Work Flow State:** Department Signing Authority Review

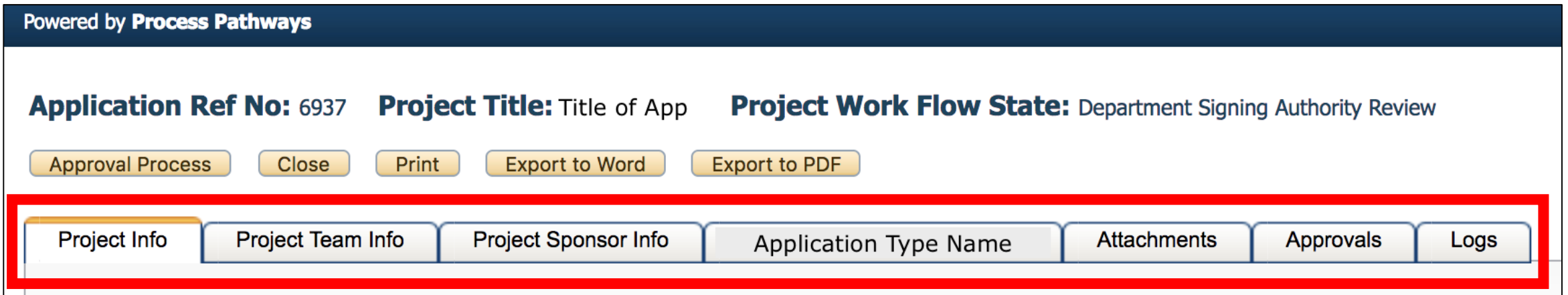
Approval Process Close Print Export to Word Export to PDF

Project Info Project Team Info Project Sponsor Info Application Type Name Attachments Approvals Logs

Approving in the Researcher Portal

You can review the application by navigating through the various tabs highlighted below.

The tabs include Project Info, Project Team Info, Project Sponsor Info, Application Custom Questions, Attachments, Approvals and Logs.



Powered by **Process Pathways**

Application Ref No: 6937 **Project Title:** Title of App **Project Work Flow State:** Department Signing Authority Review

Approval Process Close Print Export to Word Export to PDF

Project Info Project Team Info Project Sponsor Info Application Type Name Attachments Approvals Logs

The navigation tabs are highlighted with a red border.

- **Project Info Tab:** Includes basic information about the application (e.g., Project Title & Dates).
- **Project Team Tab:** Includes information about the project team (Project Team Members and their roles in the project). *See Project Team Tab for more information.*
- **Project Sponsor Info Tab:** This tab indicates the Agency/Sponsor and Program related to the application.
- **Application Custom Questions Tab:** This tab will be named after the application you are reviewing. It contains questions that are specific to the type of application. **There are various sub-tabs beneath this tab.** Be careful while navigating the sub-tabs so you do not miss any information.
- **Attachments Tab:** This tab allows you to view attachments added to the application by the researcher or project team. *See Attachments Tab for more information.*
- **Approvals Tab:** This tab indicates the electronic workflow of the application.
- **Logs Tab:** This tab allows you to view the history of the application. This includes the workflow and the edit history.

The Project Team Tab lists all members of the project team.

On applications needing Signing Authority review, there are **additional** required Project Team Members.

When reviewing an application, ensure that **at least one of the following individuals** is listed under Project Team Member Info:

- The unit's Grant Facilitator (if the unit has one)
- A Research Contract Officer
- A Grants Coordinator

These individuals help to ensure applications are compliant and processed properly.

If an application has NONE of these individuals listed on the Project Team, take the Request Information action on the application to push it back to the researcher.

The Attachments Tab includes all the attachments needed to support the application.

If the application requires approvals from other faculties or departments, those approvals should be included on the Attachments Tab.

Make sure to review the files on this tab to ensure the application is complete.

Taking an Approval Action

When you are ready to take action on the application, click the Approval Process button. The Work Flow Action window will appear, which contains the actions you may take on an application.

To take an approval action:

1. **Select the appropriate action.** See the following slides for more information on each action.
2. **Enter a comment.** You must enter a comment in the Comments field. **NOTE:** *The comments are visible to the researcher in the application log.* (See the next page for examples.)
3. **Click Submit.**

If you approve or forward the application, it will appear under **Applications: Under Review** until a sponsor decision has been made on the application and RIS or the MI Finance and Contracts Office has logged the decision administratively.



The screenshot shows a window titled "Work Flow Action". At the top right are "Submit" and "Cancel" buttons. Below is the "Action:" section with four radio button options: "Approve" (selected), "Request Information", "Forward to Next Signing Authority", and "Incorrect Department". Below that is the "Comments:" section with a large empty text area. At the bottom are another "Submit" and "Cancel" buttons.

Below are examples of comments you could add to the Comments field:


- **When approving the application:** “Approved”
- **When pushing the application back to the researcher*:** “Refer to external email with the subject line ‘...’.”
- **When forwarding the application:** A brief explanation for forwarding
- **When pushing the application back due to an incorrect department:** “Please verify that you have selected the correct affiliation for the Principal Investigator on this application.”

* - Revision or rejection details should be sent in a separate email to the researcher. *The researcher’s email can be located on the Project Team Info tab.*

Taking an Approval Action - Approve

The **Approve** action approves the application and moves it on to the next Signing Authority or RIS or the Marine Institute Finance and Contracts Office, depending upon where it is in the workflow.

If you approve the application, it will appear under **Applications: Under Review** until a sponsor decision has been made on the application and RIS or the MI Finance and Contracts Office has logged the decision administratively.




| Role: Department Signing Authority | |
|---|-----|
| <u>Applications: New</u> | (0) |
| <u>Applications: Pending Requested Info</u> | (1) |
| <u>Applications: Under Review</u> | (1) |

Taking an Approval Action – Request Information

The **Request Information** action pushes the application back to the researcher for modifications.

If you push the application back to the researcher for modifications, it will appear under **Applications: Pending Requested Info** until the researcher resubmits the application. When resubmitted, it will appear again under **Applications: New**.



| Role: Department Signing Authority | |
|---|-----|
| <u>Applications: New</u> | (0) |
| <u>Applications: Pending Requested Info</u> | (1) |
| <u>Applications: Under Review</u> | (1) |

Taking an Approval Action – Forward to Next SA

The **Forward to Next Signing Authority** action moves the application on to the next Signing Authority, or to RIS or the Marine Institute Finance and Contracts Office, depending upon where the application is in workflow. *The application is not approved in this case, but it is moved on to the next workflow stage.* A Signing Authority might forward an application when it falls outside of the realm of their approval authority and needs to be escalated.

If you forward the application, it will appear under **Applications: Under Review** until a sponsor decision has been made on the application and RIS or the MI Finance and Contracts Office has logged the decision administratively.



| Role: Department Signing Authority | |
|---|-----|
| <u>Applications: New</u> | (0) |
| <u>Applications: Pending Requested Info</u> | (1) |
| <u>Applications: Under Review</u> | (1) |

Taking an Approval Action – Incorrect Department

The **Incorrect Department** action pushes the application back to the researcher if the Principal Investigator's affiliation was not set up properly to route it to the appropriate Signing Authorities.

This can happen if a researcher has multiple affiliations or if they have changed affiliations but have not updated their Researcher Portal profile.

The researcher will be able to update their application accordingly and resubmit it to the appropriate Signing Authorities.

If you have any issues or questions about the Memorial Researcher Portal,
please submit a Help Desk Ticket at

<https://rpresources.mun.ca/help-2/help/>