

Office of Research Services ROMEО Research Portal Guides

Reviewing an Application as an Other Signing Authority

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 Other Signing Authority role block.

Role: Other Signing Authority
<u>Applications: New*</u>
<u>Applications: Post-Review</u>

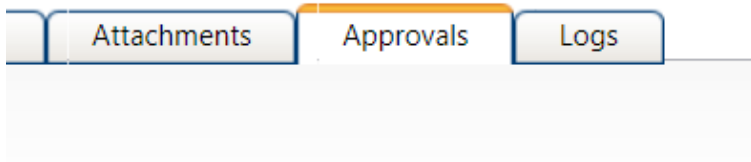
Click View.

View	Latest Workflow	Ref No : 16986
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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.)

Project Info	Project Team Info	Project Sponsor Info	Investigator Checklist	Attachments	Approvals	Logs
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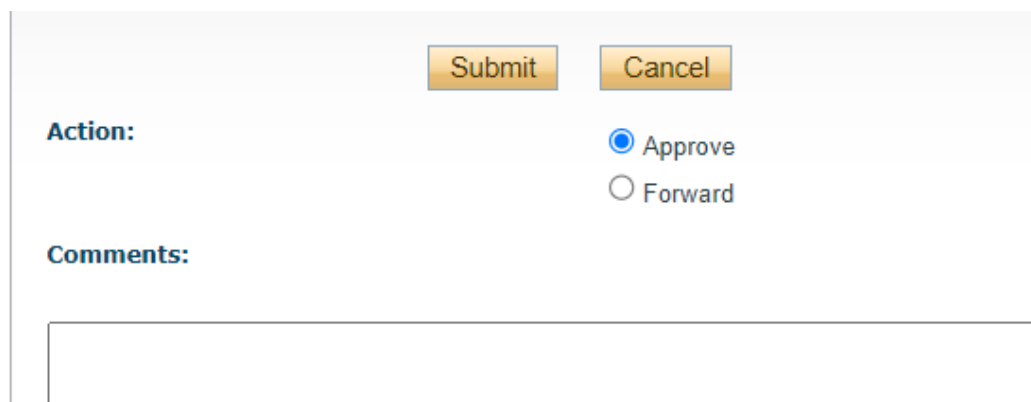
After the review, click the Approvals tab and scroll to the bottom of the page.



Click the Approval Process button next to your name.



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



Approve = move the application onward **with** your approval.

Forward = move the application onward **without** your approval (leave your comments for the department or faculty signatory to address with the PI).

After selecting your option, click the Submit button.