

Approve a Funding Application

This feature is only available to certain Pure Editors.

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- If you have approval rights on behalf of your department or faculty you will receive a notification (depending on your [user account settings](#)) when an application for research funding reaches your step in the approval workflow.
- Applicants use Pure to:
 - o Seek approval to apply for external research funding.
 - o Apply for internal research funding.
- Application visibility is set to *Confidential* in Pure until the application is submitted to the funder.

Workflow

There are five broad stages in the approvals workflow:



Who **can** approve?

- You will be either:
 - o Head of Department or another user authorised by the Head to approve on behalf of the department, or
 - o Dean, Associate Dean or another user authorised by the Dean or Associate Dean to approve on behalf of the faculty.

- Only the department named in the *managing organisational unit* field and its parent faculty will approve the application, even if there are applicants from other departments/faculties.
- By submitting an application to the workflow, the applicant confirms their EHU co-investigators have approval to participate from their respective heads of department.

Who **should** approve?

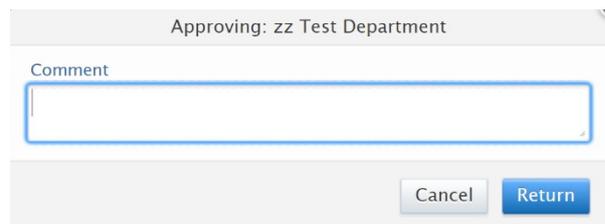
- The approval task in Pure is specifically one of approving an application **in the system**, but your organisational unit may have its own decision-making processes outside Pure.
- Everyone with approving rights for your organisational unit will receive the same notification so you will need to decide who in the unit enters the decision into Pure and who in the unit does it when that person is unavailable.

Action and comments

- Whether you return, reject or approve the application, you need to provide comments on behalf of your unit explaining the decision in the box provided.
- [These comments will be visible to the applicant and all other EHU Pure users able to view the application.](#)
- In each case, no further action is required of you unless the application makes its way back to your step in the workflow.

Return an application for revision & resubmission

- If you require changes to the application before you will approve it,  it to the applicant.
- Your comments should explain the reason for returning the application and any steps the applicant needs to take before they resubmit it to the workflow.
- When ready, they will resubmit it to the start of the workflow.



Approving: zz Test Department

Comment

Cancel Return

Reject an application

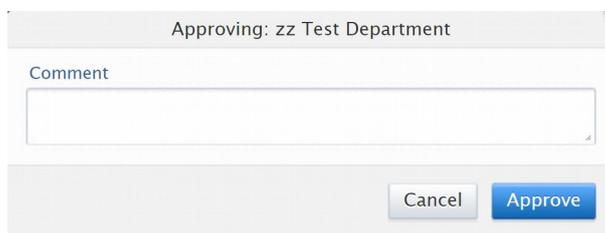
- If you cannot support the application even after revision,  it to the applicant, as above.
- Your comments should explain the reason why you cannot approve the application.
- Further discussions between the applicant and head of department may be necessary.
- The **applicant** should **abort** the application after its return, not delete it.

Approve an application

If you are satisfied with the application – metadata and documents – click

Approve...

to add your comments and send it to the next approval step.



Approving: zz Test Department

Comment

Cancel Approve

If approving the application on behalf of the department

Your comments should include confirmation that:

1. The application has academic merit (although you are not acting as a peer reviewer).
2. The proposed activity would help the Department work towards its goals in the departmental/faculty/institutional research strategy.
3. The applicant(s) will be freed from other duties as necessary to carry out the proposed research, if the application is successful.
4. The proposed activity would be beneficial to the applicant's personal/professional development.

If approving the application on behalf of the faculty

Your comments should include confirmation that:

1. The application has academic merit.
2. The proposed activity would help the Faculty work towards its goals in the faculty/institutional research strategy.
3. All direct costs are included or can be met from the faculty's budget.

What happens after you approve the application?

- The application moves to the next step in the workflow based on whether you approved or returned it.
- The Research Office will add the date of submission to the external funder when informed. For internal applications we will add the date of the panel meeting.
- When the applicant receives the outcome, they tell the Research Office, so we can update the application record. If successful, we will create an award record.

Guide updated 31/07/2019