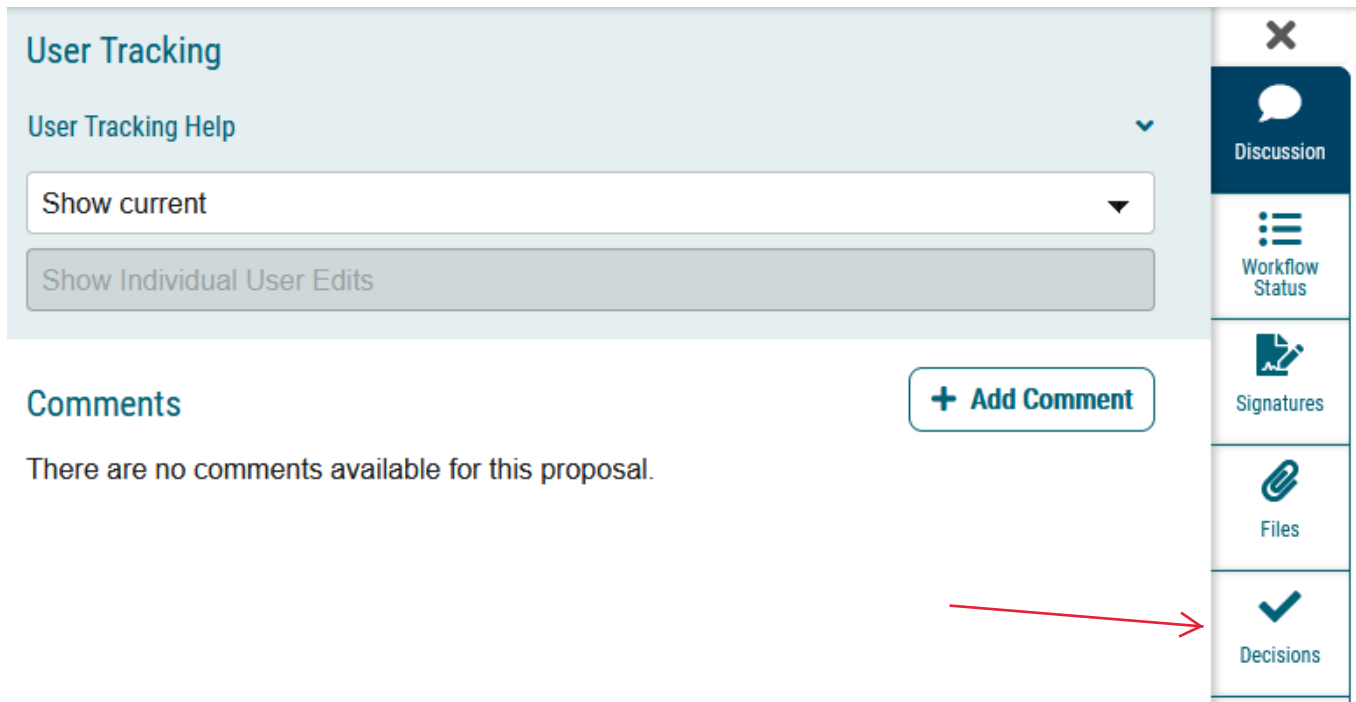


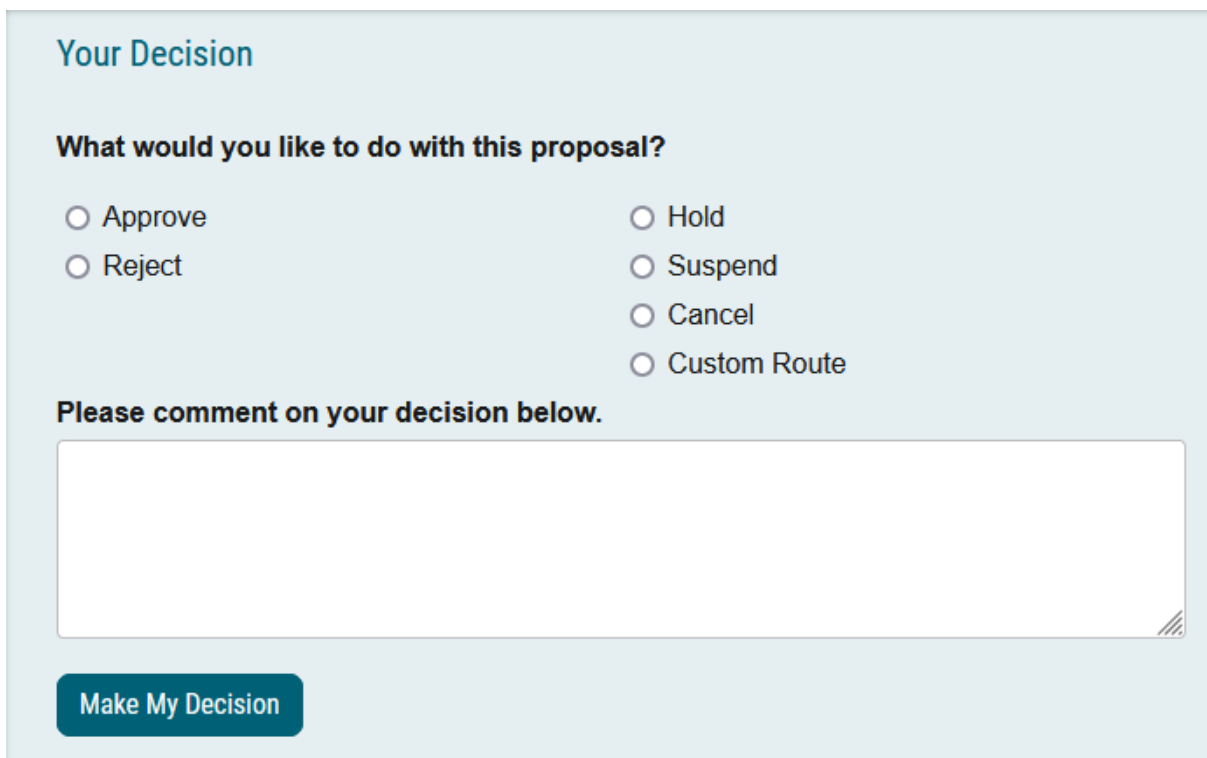
APPROVING YOUR PROPOSAL

First, make sure that you are not approving until you are ready to approval all of your proposals at the same time. Approving your proposals will move them to the next step in the approval workflow (others will begin reviewing your proposals). Scroll to the top of your proposal form, and look at the section in the right pane, under **User Tracking**. Locate the **Decisions** check-mark and click on it:



The screenshot shows the 'User Tracking' section of a proposal form. The 'User Tracking' panel is open, displaying a 'User Tracking Help' dropdown menu with 'Show current' selected and a 'Show Individual User Edits' button. Below this is a 'Comments' section with a '+ Add Comment' button and the text 'There are no comments available for this proposal.' On the right side, a vertical navigation menu is visible with icons for Discussion, Workflow Status, Signatures, Files, and Decisions. A red arrow points to the 'Decisions' icon, which features a checkmark.

The section will open to show the area where you make your decision about the proposal. Note: you may have more than just **Approve** and **Reject** as options. You can select your choice and leave a comment (if you wish) and then click on **Make My Decision**.



The screenshot shows the 'Your Decision' section of a proposal form. The section is titled 'Your Decision' and asks 'What would you like to do with this proposal?'. There are six radio button options: Approve, Reject, Hold, Suspend, Cancel, and Custom Route. Below the options is a text box for 'Please comment on your decision below.' and a 'Make My Decision' button.

If you need further help with this process, please send an email to the curriculumlog@ecu.edu address.