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 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.

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