

LAUNCHING PROPOSALS

There is some confusion about the difference between **launching** a proposal and **approving** a proposal. These have two different functions in Curriculog.

A proposal must be launched **BEFORE** edits to the catalog information are made.

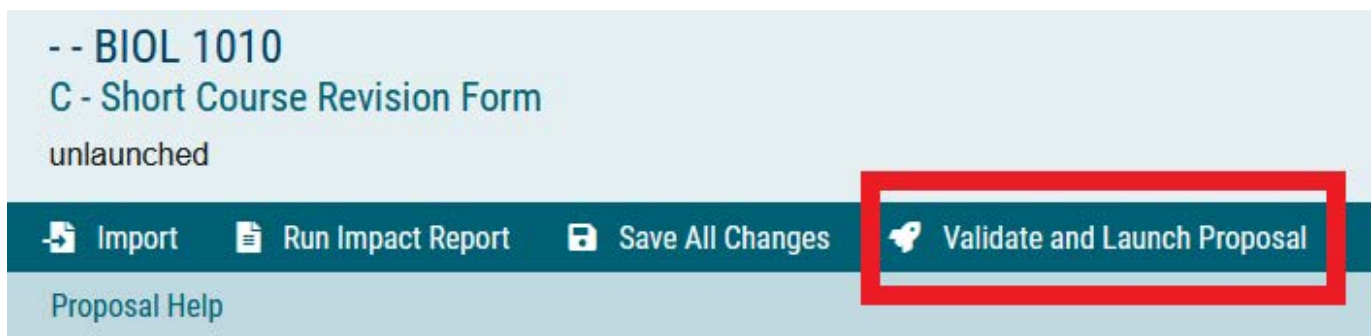
A proposal must be approved **AFTER** the edits are made.

When you **launch** your proposal in Curriculog, you are doing a few things:

1. Creating a snapshot of your proposal, from which changes will then be recorded (like enabling “Track Changes” on a Word document)
2. Making it viewable by others (it will appear in the list of all proposals, and anyone with an ECU login can view the proposal).
3. Freezing your approval workflow (no changes to the approval workflow can take place once a form is launched—if there are errors in the workflow, you will need to complete a new form).

To launch your proposal:

Make sure all required fields are complete (but do NOT make any edits yet). Scroll up to the top of your proposal and on the left side of the form, you will see the Validate and Launch Proposal button.



Click the button, and if you have completed all the required fields, you will see the following box pop up. Click **Launch Proposal**.

Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

Launch Proposal

Cancel

If you still need to complete some required fields, you will see this instead:

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok

Show Me

If you click **Show Me**, you will be taken to the spot closest to the top of the form where there is an incomplete field. All incomplete fields will be highlighted in red. Note: All incomplete fields will need to be completed before you are allowed to launch your proposal.

Section II - Course Information



Course Prefix*

Select an option

Course Prefix is required.

Course Number*

Course Number is required

Course Title*

Course Title is required

Once you have launched, you may go back and edit your catalog information. Once all your edits are complete for **every form that you intend to submit as part of your package**, you may approve all your forms at once so they move together through the approval workflow.