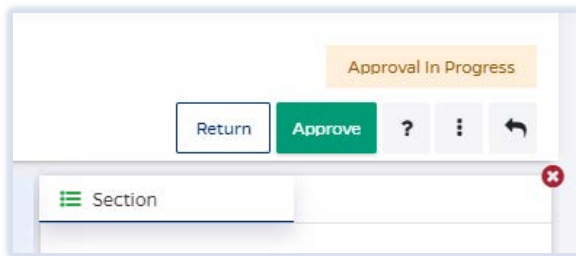




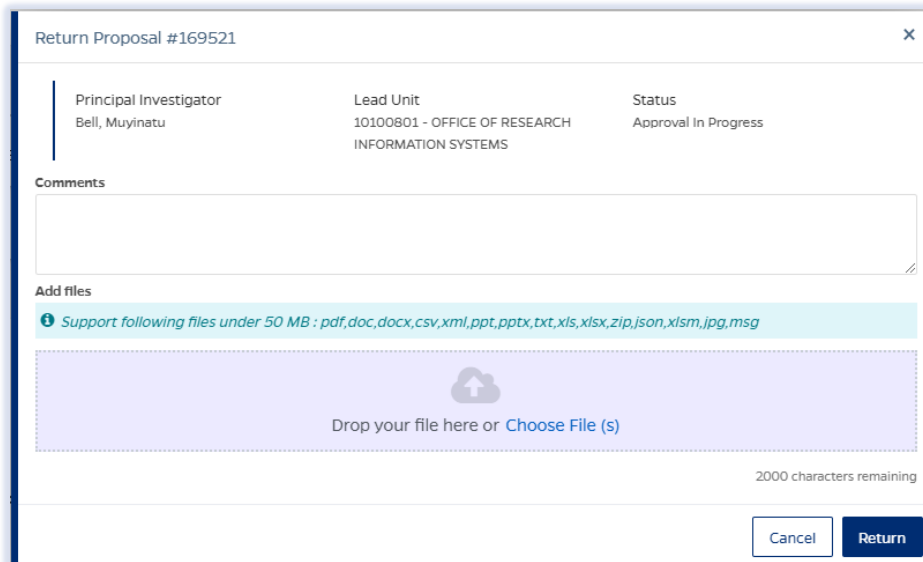
Approval and Bypass Approval for Research Administrators only

How do I approve a PD and bypass an approval step?

- ❑ Open a proposal with a status = Approval in Progress.
- ❑ Review all tabs and [print a PD Summary](#) (*see instructions on the next page).
 Note: The Proposal tab is a summary of all information contained within the record.
- ❑ Either **Return** or **Approve** the record as desired.



- ❑ Include **Comments** as needed and confirm **Return** or **Approve**.

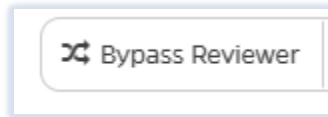


To Bypass an approver:

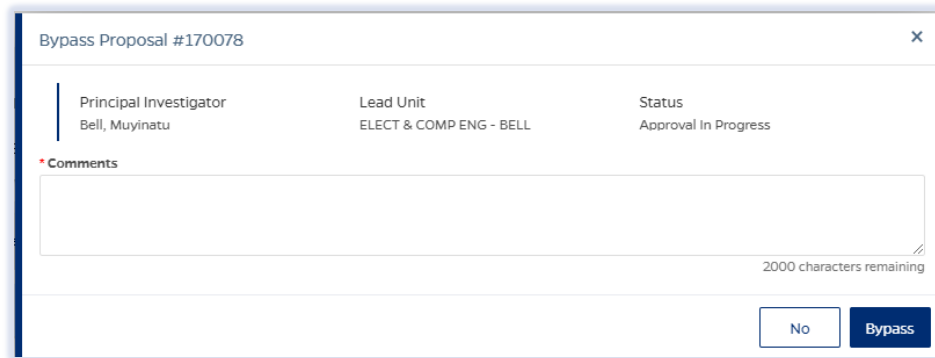
- ❑ Click on **Route Log** tab.



- ❑ Click on **Bypass Reviewer**.

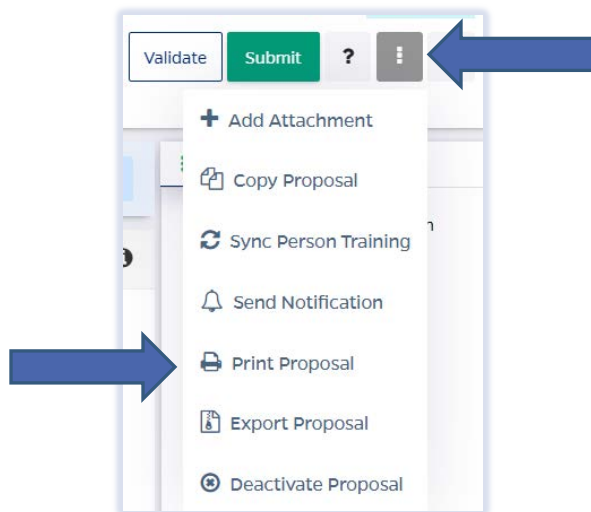


- ❑ Input **Comments** and click on **Bypass** button.

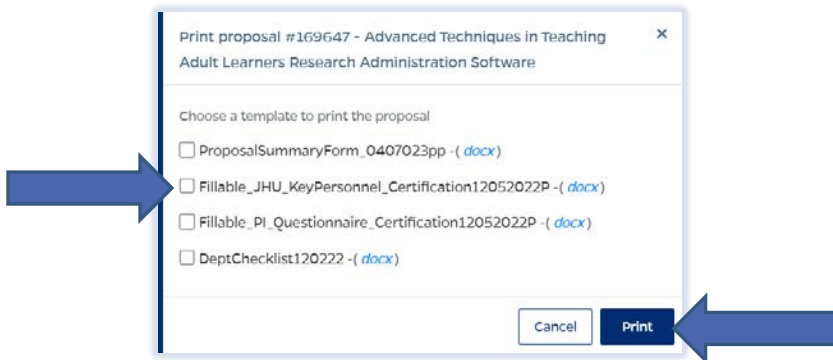
A screenshot of a web form titled 'Bypass Proposal #170078'. The form contains three fields: 'Principal Investigator' with the value 'Bell, Muyinatu', 'Lead Unit' with the value 'ELECT & COMP ENG - BELL', and 'Status' with the value 'Approval In Progress'. Below these fields is a large text area for 'Comments' with a '2000 characters remaining' indicator. At the bottom right, there are two buttons: 'No' and 'Bypass'.

*To Print or View the PD Summary:

- ❑ Click on the **More Actions** icon and then click on **Print Proposal** in the dropdown menu.



- ❑ Click on the box next to **Proposal Summary Form** and then click the **Print** button.



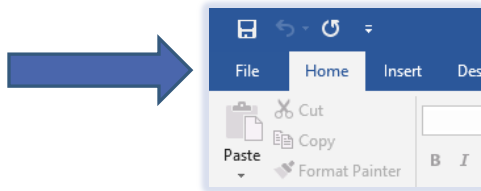
NOTE: If the PD Summary will not open, turn off the Pop-up Blocker for the browser in use.

Name		Dept.	Role	% Effort	COI Training	Effort Training	Certification
Bell, Muyinatu		12015000 - ELECTRICAL AND COMPUTER ENGINEERING	Principal Investigator	56.00	05/04/2020	07/05/2017	Complete
Black-Winstead, Myra A		000001 - JOHNS HOPKINS ENTERPRISE	Co-Investigator			01/09/2009	Complete
Judy, Thomas		12015000 - ELECTRICAL AND COMPUTER ENGINEERING	Co-Investigator			03/20/2009	Complete

Sponsor (Application to):		Sponsor Deadline:
300023 - ADVANCED BIONICS CORPORATION (ABC)		
Sponsor Type: Private Profit		

The PD Summary is a Microsoft Word document and can be saved or printed as any other Microsoft Word document.

- ❑ Click on **File** and choose the desired action from the menu.



- ❑ Click on **Save, Save As** or **Print** as needed.