



How can I temporarily delegate my approval authority for review of *Proposals*?

- Click on your name in the upper right corner of the screen.
 Dashboard of Gasior, Angel

 Click on the Delegation Tab.

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 Gasior, Angel
 Personal Details
 ORCID
 Delegation
 Timesheet
 Training
 Degree
- □ Complete the **Delegated To:** and **Effective Date** fields as desired. To enter a name in Fibi be sure to use the format -> LAST NAME, FIRST NAME.

You	ur approval responsi	bilities are delegated to					
*De	elegated To		* Effective On		Effective Till		
M	forthole, Ellen P	×	06/17/2024	m	06/17/2024		
	Name Morthole, Ellen P	Designation Business Services Analyst	Home Unit OFFICE OF RESEARCH INFORMATION SYSTEMS	Email Address emortho1@johnshopkins.edu		Phone Number	
Cor	mment						

Click on the **Delegate** button.

A system notification will be sent to the person whom the approval authority has been delegated to for acceptance.

□ If needed, the delegation can be edited and/or removed after it has been added or it will simply expire based on the **Effective Till:** date.

