

RCAP Approval Process – key points:

- The application must receive approval from Dept Chair and College Approver before it can be submitted to ORCA.
- The PI will be able to edit the application after approvals are received.
- The application is not submitted to ORCA until the PI selects the "Submit to ORCA" button. This button is not available until the two approvals are captured.
- Approvers will have 3 options to choose from, described below. After an option is selected, they will select the "Send" button on the page to move it to the next step based on their selection.

When the PI has completed the application and ready to send for approvals, they will select a "Send for Approvals" button.

1. Approval Level - Dept Chair

Approve

Approval is captured. Moves the proposal to the college-level approver (email sent to college level approver)

Approve with Comments

Dept Chair can enter any comments in a provided comment box. Approval is captured. Moves forward to College Approver. The PI will receive an email after the College Approver makes their selection. The email will state that the application is approved with comments, which they can review in SPIRIT.

Return with Revisions to the PI

*Email sent to PI stating the app was returned for revision and to review the comments left by the Dept Chair. PI can make edits and resubmit for review and approval (**start over**).*

2. Approval Level - College Approver

Approve

Approval is captured. Application is "returned" to PI. PI receives email that approvals are received. Edits are allowed. PI responsible for selecting "submit to ORCA" button before the deadline. (If PI edits application, it does NOT need to go thru approval process again because approvals have already been captured)

Approve with Comments

College Approver can enter any comments in a provided comment box. Approval is captured. Application is "returned" to PI. PI receives email that approvals are received but comments are available for their review. Edits are allowed. PI responsible for selecting "submit to ORCA" button before the deadline. (If PI edits application, it does NOT need to go thru approval process again because approvals have already been captured)

Return with Revisions to the PI

*College Approver can enter any comments in a provided comment box. Application is returned to PI. PI receives an email that application was returned for revision and to review comments. PI can make edits and must resubmit for approvals (**start over**).*

3. Submission to ORCA

- PI is responsible for selecting "submit to ORCA" button before the deadline.
- ORCA personnel will review all applications.
- If an issue is present (e.g. margins are incorrect on narrative document), the ORCA staff will communicate with the PI to submit a corrected version within 24 hours.