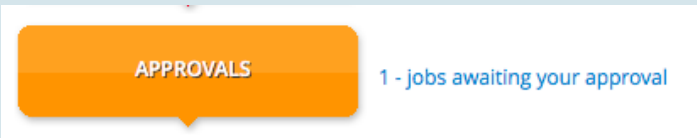
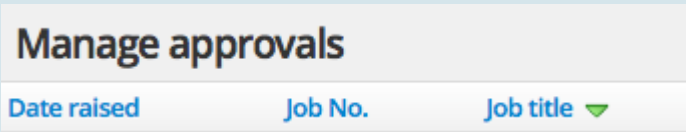
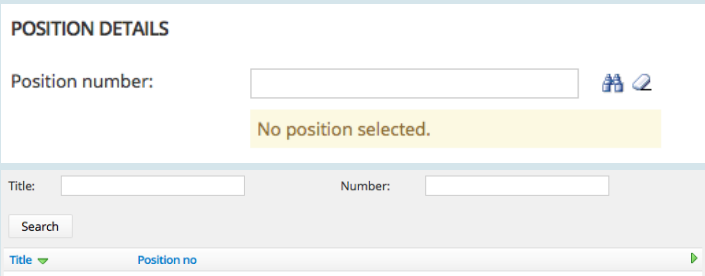
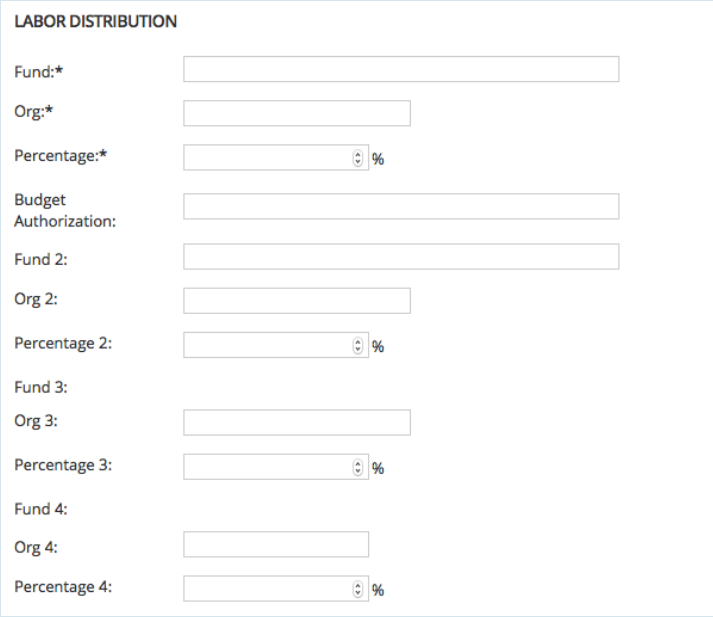
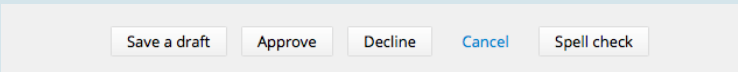




Quick Reference Guide – Approving a PD (Budget/Grants)

What you need to do	What you will see
Step 1: On your home page, under the Approvals bubble, select Jobs Awaiting your approval .	
Step 2: On the Manage approvals tab, click View for the position you are reviewing for approval.	
Step 3: Assign a Position number for the position. Click on the binoculars to search for position numbers.	
Step 4: Fill in or verify all the appropriate funding sources and the appropriate percentage for each. Budget Authorization should also be assigned here.	
Step 5: Select Approve or Decline for the position.	



Step 6:

If you select Decline, you will need to select a reason to decline the job and add additional comments.

Please select a reason as to why the job has been declined:*

Select

Additional comments:

Save

Cancel

- ✓ Select
- Funding changes
- Not approved
- No longer required
- More information required
- Reorganization
- Request no longer valid
- Other