



NOTE: Only Principle Investigators are authorized to Finalize an Application.

The following features are only available to users who are the Principle Investigator on a research team. And although users such as COPI's who have been identified with the role as COPI are also given proxy edit capability, no other member is authorized to finalize or submit an application.




How to Finalize an Application

If you are the Primary Investigator of an application and you wish to finalize that application, simply check the checkbox indicating you have reviewed the document and then click the "Finalize" button at the bottom of the Application Editing page.

•Errors on finalize

After an application has been filled out and is ready for team signoff, the PI must click the Finalize button to begin the routing process. If any questions have not been addressed or if there are any problems with the contents of the answer text, a list of errors will appear and must be addressed before the application can be finalized.

•How to check the status of my team's sign-off

After an application has been successfully finalized, the PI can monitor the sign-off status of each team member in the Submission Team Assignment section of the View Submission page for that application. This page can be accessed by first going to the Forms and Submissions page via the "My Apps" link at the top of any Maestro webpage; then expanding the "Finalized Applications" category in the "Your Submissions" panel, and clicking the "View" next to the desired application. To the left of each team member you will see an hour glass  for pending sign-off and green check mark  indicating the person has signed off. If a team member is still pending sign-off, the PI can click the envelope icon  to have an email notification reminder sent to the team member that review and sign-off is requested.