Approval Team Role
(Department Head, Faculty Advisor, Co-PI, Research Assistant, Other)
(Department Head --- mgavin_DH)

Login then on the main login menu, click “My Reviews” or from another window click “Contributor Home” then click “My Reviews”.
Review the application by clicking on the application title listed under “Finalized forms needing approval from you:”. Applications that you have been identified as part of the research & approval team but you don’t need to act at this time will appear in the “Forms you have no current action on”. Applications that you have already reviewed and either approved or rejected will appear in the “Finalized forms review and your verdict” section.

If any approval team member (e.g. the Department Head) **rejects** and submits verdict the following message is displayed

![rejected_message]

If any approval team member (e.g. the Department Head) **approves** and submits verdict the following message is displayed

![approved_message]

The application form moves from “Finalized forms needing approval from you” to “Finalized forms reviewed and your verdict.”