



## Approval Team - Approve/Reject IRB Application

### Approval Team Role (Department Head, Faculty Advisor, Co-PI, Research Assistant, Other) (Department Head --- mgavin\_DH)

**NM STATE** New Mexico State University

**Login Menu**  
MAESTRO Welcome to the Maestro Development Server

Welcome to the Maestro submission system. **\*This is the development site\*** Here you can add and maintain any certificates you have pertaining to compliance training or fill out applications for NMSU

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[My Applications](#)
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Maestro Dev Server 1.0 - Developed by NMSU Research IT
 
 Logged in as *Michelle\_DH Gavin* | [Logout](#)  
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Login then on the main login menu, click “My Reviews” or from another window click “Contributor Home” then click “My Reviews”.

**Team Approver Menu**  
Team approvals for Michelle\_DH Gavin.

Finalized forms needing approval from you:

Click on the form title to view a copy, click approve or reject to submit your verdict.

Title	Submitter	Last Edit	Status	Your Role	
<a href="#">(49-F) app 49 - has all approval team roles</a>	Michelle_PI Gavin	2012-10-12	Finalized	Department Head	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Forms you have no current action on:

These applications have you listed as an approval team member, but you need to take no action at this time.

Title	Submitter	Last Edit	Status	Your Role
<a href="#">(57-F) legacy form</a>	Michelle_PI Gavin	2012-10-24	finalized	Department Head
<a href="#">(62-F) Test expiring_email for M. Gavin</a>	Michelle_PI Gavin	2012-10-30	finalized	Department Head

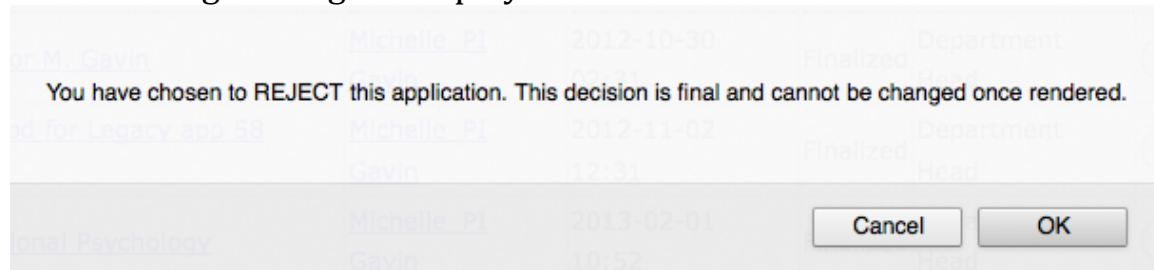
Finalized forms reviewed and your verdict:

Click on the form title to view a copy.

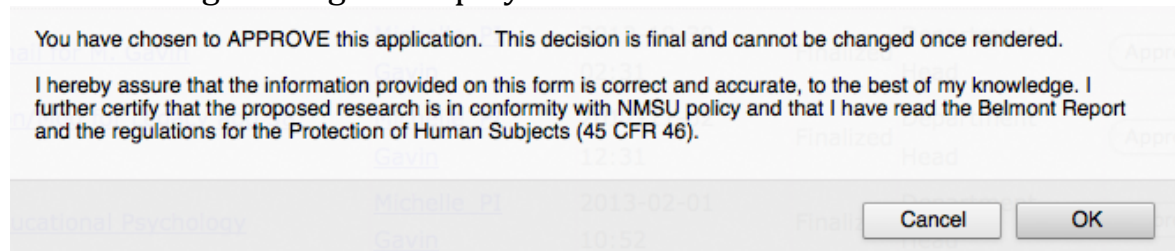
Title (Click to preview or get PDF copy)	Submitter	Expiration	Status	Your Role	Your Verdict
<a href="#">(55-S) 55 - test emails</a>	Michelle_PI Gavin	N/A	Submitted	Department Head	Approved
<a href="#">(48-S) app 48 - keep in finalized state with all a...</a>	Michelle_PI Gavin	N/A	Submitted	Department Head	Approved
<a href="#">(33-X) 33 rejected.app</a>	Michelle_PI Gavin	N/A	Rejected	Department Head	Approved
<a href="#">(58-S) 7548: legacy form2</a>	Michelle_PI Gavin	N/A	Submitted	Department Head	Approved
<a href="#">(61-S) Reviewing Applications 3</a>	Michelle_PI Gavin	N/A	Submitted	Department Head	Approved
<a href="#">(56-F) 7264: Legacy App</a>	Michelle_PI Gavin	N/A	Finalized	Department Head	Approved
<a href="#">(59-S) Reviewing Applications</a>	Michelle_PI Gavin	N/A	Submitted	Department Head	Approved
<a href="#">(57-F) legacy form</a>	Michelle_PI Gavin	N/A	Finalized	Department Head	Rejected
<a href="#">(60-S) Reviewing Applications 2</a>	Michelle_PI Gavin	N/A	Submitted	Department Head	Approved
<a href="#">(53-A) app 53 - continuation/mod for app 52</a>	Michelle_PI Gavin	2013-10-12	Approved	Department Head	Approved
<a href="#">(51-CP) app 51 - classroom project</a>	Michelle_PI Gavin	2013-10-12	Completed	Department Head	Approved
<a href="#">(54-FR) 54 - Project (Final Rpt for 51)</a>	Michelle_PI Gavin	2013-10-12	Finalreport	Department Head	Approved
<a href="#">(52-C) app 52 - orig app for future cont/mod</a>	Michelle_PI Gavin	2013-10-12	Continued	Department Head	Approved
<a href="#">(41-WD) 41 - withdrawn app</a>	Michelle_PI Gavin	2013-10-22	Withdrawn	Department Head	Approved
<a href="#">(25-ST) classroom - stipulation app</a>	Michelle_PI Gavin	2013-10-22	Stipulation	Department Head	Approved
<a href="#">(34-DM) 34 dismissed app</a>	Michelle_PI Gavin	2013-10-22	Dismissed	Department Head	Approved
<a href="#">(44-SU) 44 suspended app</a>	Michelle_PI Gavin	2013-10-22	Suspended	Department Head	Approved
<a href="#">(32-A) 32 adverse event (44)</a>	Michelle_PI Gavin	2013-10-22	Approved	Department Head	Approved
<a href="#">(40-T) 40 terminated app</a>	Michelle_PI Gavin	2013-10-22	Terminated	Department Head	Approved

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



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



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