Online Proposal Routing and Approval
Reviewing a Proposal: For Approvers

The Online Proposal Routing and Approval system allows a principal investigator to create a project proposal online, upload documents associated with that proposal, and submit the proposal to Sponsored Programs, the department chair, other approvers, and the Provost and Dean of Faculty.

After the proposal is submitted, all approvers may view the proposal and the documents. At this stage, Sponsored Programs conducts a preliminary review of the proposal documents and is the only approver who can add/delete files. Sponsored Programs can request that the principal investigator comment or update the record, and add other designated approvers to the routing sequence as needed. After this initial approval, the proposal is routed to the department chair(s).

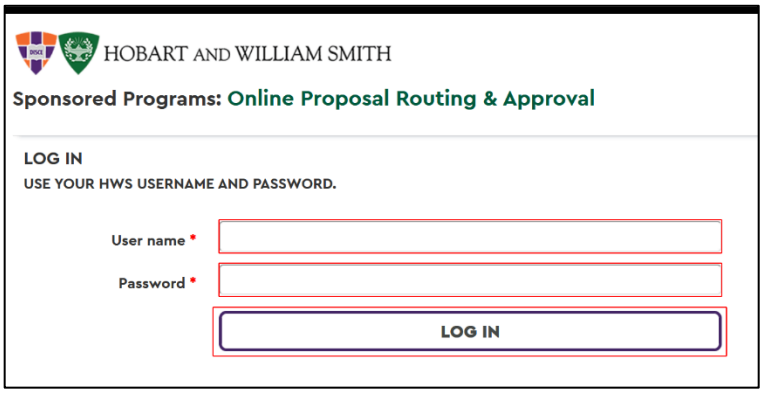
After the department chair has approved the proposal, the routing transitions from sequential to parallel routing, allowing all other approvers (except for the Provost) to approve. Once all of the approvers at this level have signed off, the proposal is routed again to Sponsored Programs for a penultimate approval before being released to the Provost for final approval.

Once the proposal has been routed to the Provost, only Sponsored Programs can update the proposal or make updates on behalf of the principal investigator or other approvers. Throughout the process, all the approvers may access the submitted proposals and related materials and make comments on each proposal.

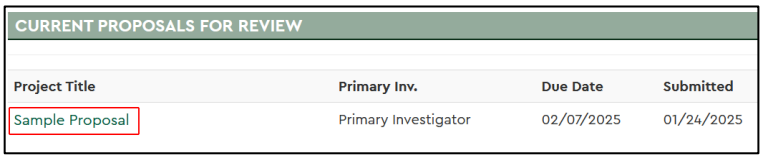
To review a new proposal:

The reviewers group will receive an e-mail when a proposal is ready for their review. Sponsored Programs must conduct a preliminary review before the department chair, who must approve the proposal before the other reviewers may approve it (although all reviewers can access the proposal to view the documents and other details).

1. Go to the Online Proposal Routing and Approval program at https://opra.hws.edu/
2. Log in with your **HWS username and password**
3. Click **Log In**



4. On the home page, click the **name of the proposal** to review



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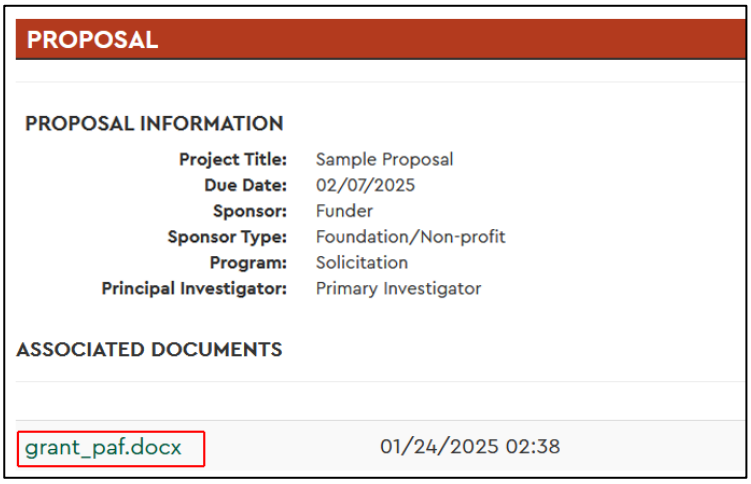
On the proposal page, the title, due date, sponsor, program, and investigator information is listed at the top. Under Associated Documents, any document uploaded by the PI is available for download.

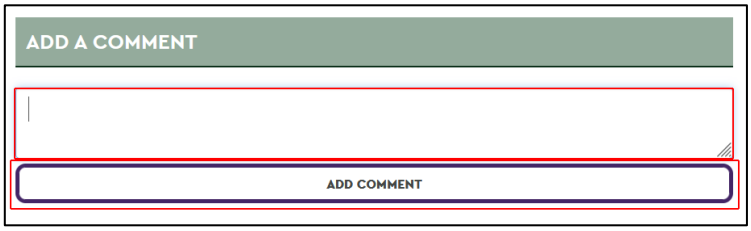
Document upload date and time is displayed.



5. Under Associated Documents, click on the **document name** to open the document

6. On the Proposal Information page, make comments (if you wish) on the proposal by clicking **Add a Comment**

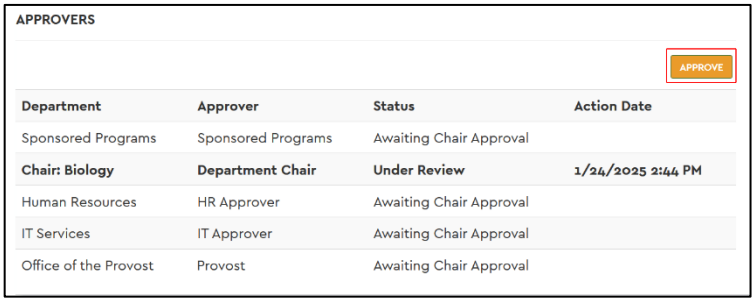
7. Write the comment, then click **Add Comment**



Comments are visible to all investigators, approvers, and Sponsored Programs.

Comments are also added automatically when an action, such as approval or document upload, is made.

8. When ready, approve the proposal: at the bottom of the Proposal Information page, in the Approvers area, click **Approve**



Department chairs may not withdraw their approval once it is given. Other approvers may withdraw their approval using the "Unapprove" button (visible in place of "Approve"). Sponsored Programs may also reset approvals, such that the department chairs and approvers must again review and approve the proposal.

If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.