

# Online Proposal Routing and Approval

## Reviewing a Proposal: For Approvers


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

After the proposal is submitted, all approvers may view the proposal and the documents. After the department chair has approved the proposal, the other approvers may approve it, and then the Provost. Throughout the process, all the approvers may access the submitted proposals and related materials and make comments on each proposal.

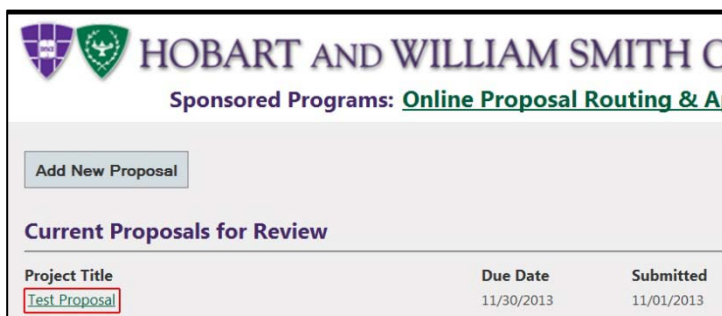
### To review a new proposal:

The reviewers group will receive an e-mail when a proposal is submitted for review (as well as when other actions, such as document upload, are made related to a proposal). The department chair 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://campus.hws.edu/OPRA>
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**



On the proposal page, the title, due date, 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.



| Project Title | Due Date   | Submitted  |
|---------------|------------|------------|
| Test Proposal | 11/30/2013 | 11/01/2013 |



| Project Title | Due Date   | Submitted  |
|---------------|------------|------------|
| Test Proposal | 11/30/2013 | 11/01/2013 |

**Proposal Information**

Project Title: Test Proposal  
Due Date: 11/30/2013  
Principal Investigator: Mihaela Petrescu

**Associated Documents**

[grant\\_paf.pdf](#) 11/01/2013 02:11

**Comments**

Mihaela Petrescu  
11/01/2013 02:13  
Action: Submitted Proposal

**Approvers**

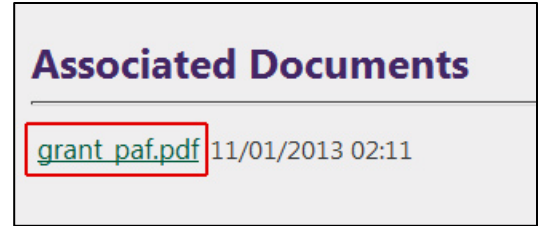
Sponsored Programs has yet to review this proposal.

Approve

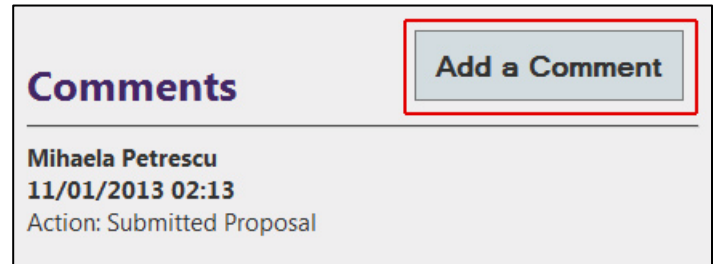
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- Under Associated Documents, click on the document name to open the document

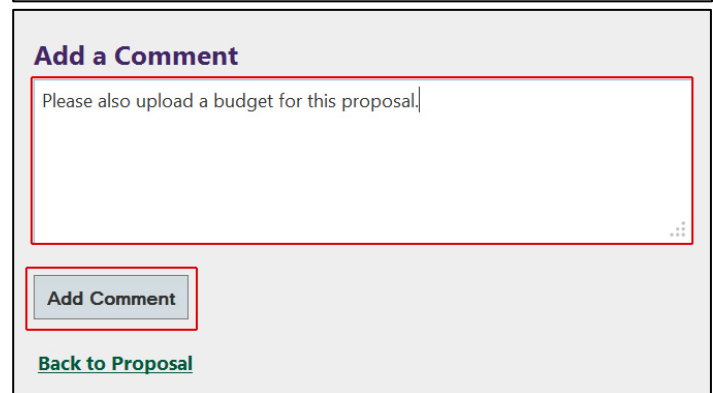


- On the Proposal Information page, make comments (if you wish) on the proposal by clicking **Add a Comment**



- 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.

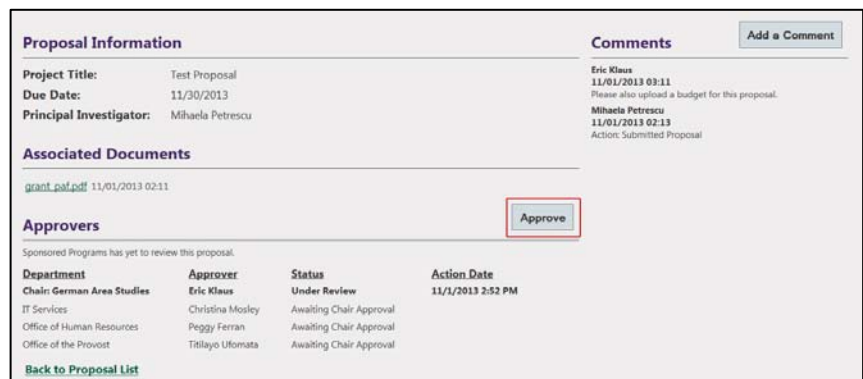


- When ready, approve the proposal: at the bottom of the Proposal Information page, in the Approvers area, click **Approve**

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.