

Academic Approvals for Department Heads and Deans




This is a condensed version of the UnivRS Information Guide - Academic Approvals for Head of Department and Dean Roles. It is intended to help approve a project application, project or amendment in UnivRS.

Once a project application, project or amendment is submitted for academic approval, a notification is sent to the approver role - **Head of Department** or **Dean** - indicating that approval is required.


1. Login at <https://univrsapp.usask.ca/converis/secure/client/login> and switch to your **Head of Department** or **Dean** role, if necessary. To switch roles, click on your role at the top right-hand side of the screen, click **Switch Role** and select the **Head of Department** or **Dean** role.
2. On the dashboard, click **A record has arrived for your approval** under **Things to do**. Click **View All** to see all academic approvals awaiting approval.

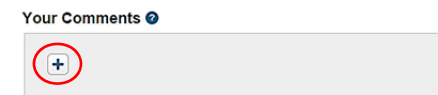


3. Click the title to open the academic approval. The title line indicates the type of record to be approved.
4. Click on the  icon to view the record that requires approval.

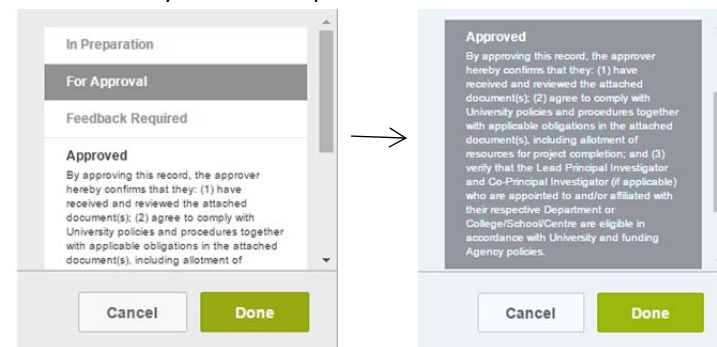


5. Click on the tabs in the pop-up window to view the details of the record. The application, award letter or agreement can be found under the **Documents** tab for project applications and projects, and under **Documents** for amendments.
6. Once you are finished viewing the record, click the **Cancel** button.

7. Information that the Research Services and Ethics Office (RSEO) would like to bring to your attention is in the **Research Services Comment(s)** area.
8. If you would like to add a comment to the academic approval, click the  button in the **Your Comments** section. Comments can be viewed by subsequent approvers.



9. Click the **Save and Close** button at the bottom right-hand side of the screen.
10. Scroll down and click on the **Approved** or **Denied** text in the pop-up window.
 - Selecting **Approved** signifies that you have read and agree with the statements listed in the pop-up window.
 - Selecting **Denied** triggers a notification to the Lead Principal Investigator. Requests for revisions or missing documents should be communicated outside UnivRS. The Lead Principal Investigator will work with the RSEO to resolve any issues and upload revised documents.



11. Click the **Done** button.

If the business card used by/for the Lead Principal Investigator is NOT their primary approval home, the project application, project or amendment is approved by the Lead Principal Investigator's administrating unit and their primary approval home.