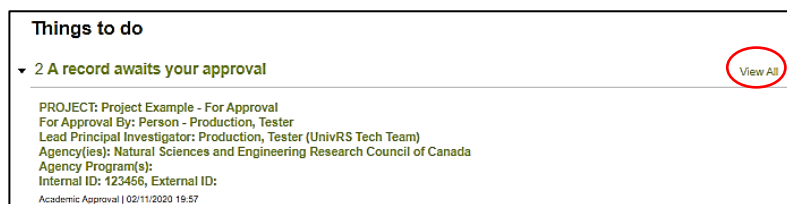


# Academic Approvals for Researchers

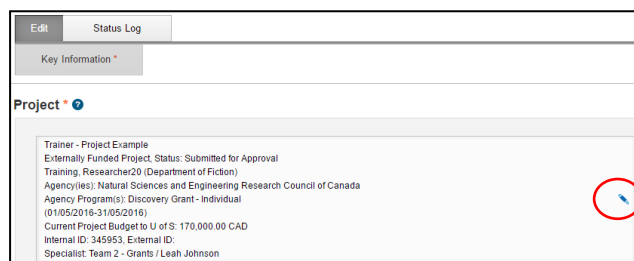
This is a condensed version of the Academic Approvals section in the UnivRS Information Guide - Navigating UnivRS. It is intended to help approve a project or amendment in UnivRS.

When a project or amendment is submitted for academic approval in UnivRS, a notification is sent to the Lead Principal Investigator indicating that approval is required.

1. Login at <https://univrsapp.usask.ca/converis/secure/client/login> and switch to your researcher role; if necessary. To switch your role, click on the role at the top right-hand side of the screen, click **Switch Role** and select the **Researcher** role.
2. On the dashboard, click **A record awaits your approval** under **Things to do**. Click **View All** to see all the 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.

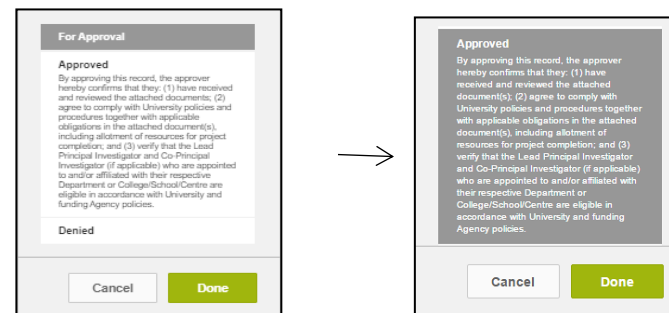


5. Click on the tabs in the pop-up window to view the details of the record. Documents related to the project or amendment can be found under the Documents tab for Projects and under **Documents** for Amendments.
6. Once you are finished viewing the record, click the **Cancel** button.

7. Information that the Research Support or Contracts Specialists would like to bring to your attention is in the **Comments by a Research Support or Contracts Specialist** 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 & Update Status** button at the bottom right-hand side of the screen.
10. Click **Approved** in the pop-up window. Selecting **Approved** signifies that you have read and agree with the statements listed in the pop-up window. The record then proceeds through the approval process.



- Selecting **Denied** stops the academic approval process. Please do NOT use this status before speaking to a Research Support or Contract Specialist. Requests for revisions and/or missing documents should be sent to the Research Support or Contract Specialist. Wait to approve the record until concerns are addressed.

11. Click the **Done** button.

If the business card used is NOT your primary approval home, then the project or amendment is approved by your administrating unit and your primary approval home.