


# 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 awaits 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.
4. Click on the  icon to view the record that requires approval.

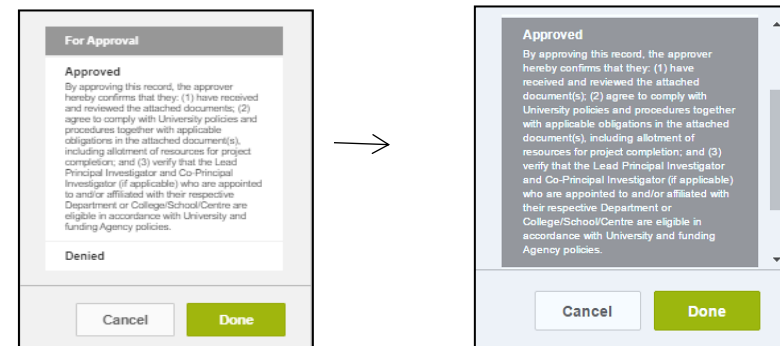


5. Click on the tabs in the pop-up window to view the details of the record. The application, award letter or agreement can be found under the Documents tab for project applications and projects, and under **Documents** for amendments.
6. Once you are finished viewing the record, click the **Cancel**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

7. Information that the Research 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 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.



- 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 Research Support or Contracts Specialists to resolve any issues and upload revised documents.

11. Click the **Done** button.