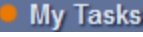
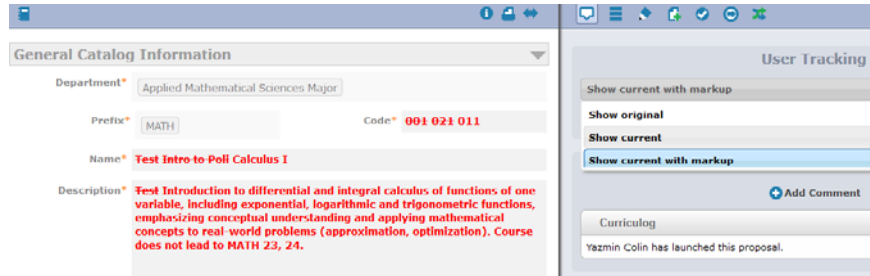


Making a Decision on a Proposal



1. Click  located top left corner of the Proposal tab.
2. To view the proposal, click “Edit Proposal” or “View Proposal” icon when hovering over the proposal you need to make a decision on.
3. To review changes entered by other

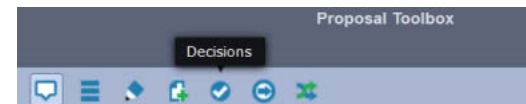


- i. Change the User Tracking drop down menu from ‘Show Current’ to ‘Show current with Markup’.
 - ii. This will display the



changes that have occurred; hovering over the changes will indicate the time, date and the user’s name who made the change.

4. To view any attachments navigate to the Proposal Toolbox. Click  to view a list of all attachments the proposal has. To open the attachment you must click on the attachment.
5. Select  from the Proposal Toolbox to make a decision.
6. Click on a decision. Further explanations on the different types of the decision can be found at the end of this section.
Note: Not all decisions types are available for you to choose from.
7. After selecting your decision click “Make My Decision” button at the bottom.



Explanations of the different types of decisions.


- **Approve**- the proposal will advance to the next step. Entering a comment is optional when selecting Approve
- **Reject**- the proposal will return to the previous step. A comment will be required when choosing this decision.
- **Hold** – Submits a request to a system administrator for the proposal to not advance in the approval process. A comment will be required when choosing this decision. If approved, the proposal will remain on the current step until the hold is released by an administrator; the participant(s) on the step can continue to edit the proposal. If the Administrator rejects the request, the proposal will remain on the current step awaiting a decision.
- **Suspend** – Submits a request to a system administrator for the proposal to not advance in the approval process. A comment will be required when choosing this decision. If approved, the proposal will remain on the current step until the suspension is released by an administrator;

the participant(s) on the step cannot work on the proposal. If the Administrator rejects the request, the proposal will remain on the current step awaiting a decision.

- **Cancel** – Submits a request to a system administrator to cancel the proposal and delete it from Curriculog. If the administrator approves the cancel request, the proposal will be referred back to the originator. The originator may then re-launch the proposal or cancel it, which will delete the proposal from Curriculog. If the Administrator rejects the cancel request, the proposal will remain on the current step awaiting a decision.

Making a Decision on a Committee Step when you are a committee member


1. Committee members will receive notification when a proposal reaches a committee step. They may submit their vote on each individual proposal.

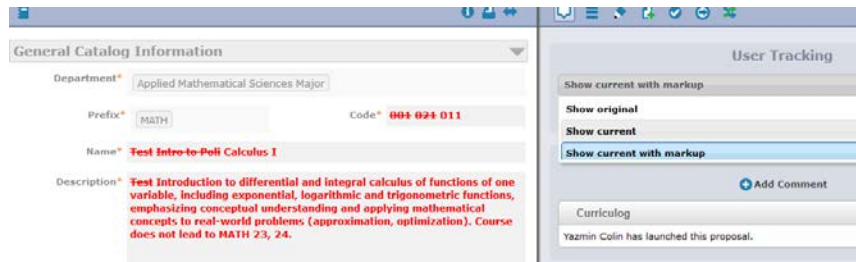
2. Click  **My Tasks** located top left corner of the Proposal tab.



- To locate proposals via an agenda, click the “Agenda” tab located in the top of the page.
- Click on “All Agendas” and navigate to find your agenda
- Hover over the agenda and click “View Agenda” to see all proposals in the agenda.

3. To view the proposal, click “View Proposal” icon when hovering over the proposal you need to make a decision on.

4. To review changes entered by other users, click .



- Change the User Tracking drop down menu from ‘Show Current’ to ‘Show current with Markup’.
- This will display the changes that have occurred; hovering over the changes will indicate the time, date and the user’s name who made the change.

5. Select  from the Proposal Toolbox to make an opinion.



6. You will be prompted to provide your vote.

- Note:** Providing your opinion is casting your decision on the proposal. The Agenda Administrator will make the final decision based on the committee’s overall decision on the proposal(s), which will move the proposal(s) onto the next step.