UNIVERSITY OF ILLINOIS SYSTEM

Approving/Certifying/Disapproving Proposals

Approving/Certifying/Disapproving from the Notification Email

Step	Task
1.	Locate the **Notification Email** in your Inbox.
2.	Click the link to approve/certify the proposal.
3.	Enter your **NetID** and password.
4.	Click the **Log In** button.
5.	Review the proposal details.
6.	Click on the **Approve/Certify** or **Disapprove** button.
7.	When approving/certifying, please review the Approve/Certify screen policies, and click the **Approve** button for Deans/Department Heads OR **Certify** for Researchers/PI/Faculty. **OR** When disproving, please review the **Disapprove Proposal** screen policies, type in a comment (**required**), and click the **Disapprove** button.
	NOTE: If you navigate away from this proposal, click **Pending Actions** to return to your Inbox.

Approving/Certifying/Disapproving from *myResearch Portal*

Step	Task
1.	Navigate to *myResearch Portal.*
2.	Enter your **NetID** and password.
3.	Click the **Log In** button.
4.	Click on the title of the proposal to approve/disapprove from the Inbox. **NOTE:** If the Inbox does not appear, you do not have anything to approve/disapprove.
5.	Review the proposal details.
6.	Click on the **Approve/Certify** or **Disapprove** button.
7.	When approving/certifying, please review the Approve/Certify screen policies, and click the **Approve** button for Deans/Department Heads OR **Certify** for Researchers/PI/Faculty. **OR** When disproving, please review the **Disapprove Proposal** screen policies, type in a comment (**required**), and click the **Disapprove** button.
	NOTE: If you navigate away from this proposal, click **Pending Actions** to return to your Inbox.