

## Approve a Grant Proposal

### Purpose:

This job aid will help you approve a Grant Proposal in Core-CT.

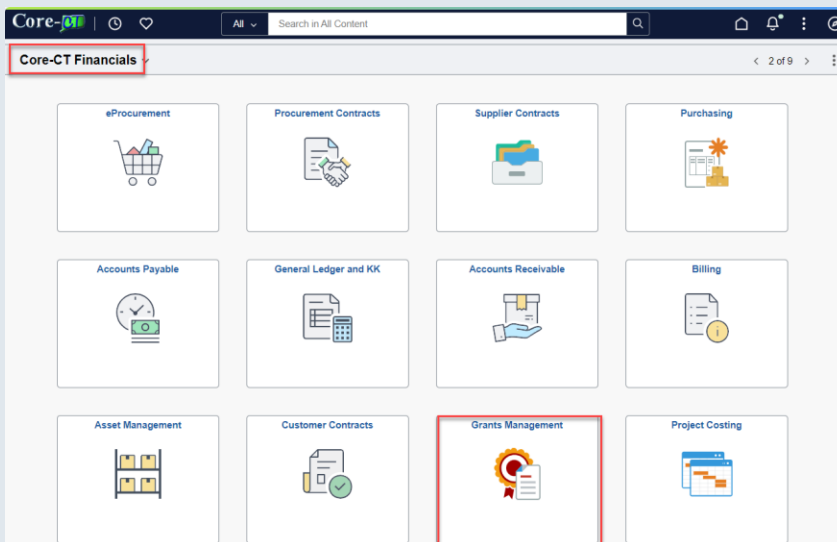
### Steps

1. Navigate to the **Proposal Component Approval** page:

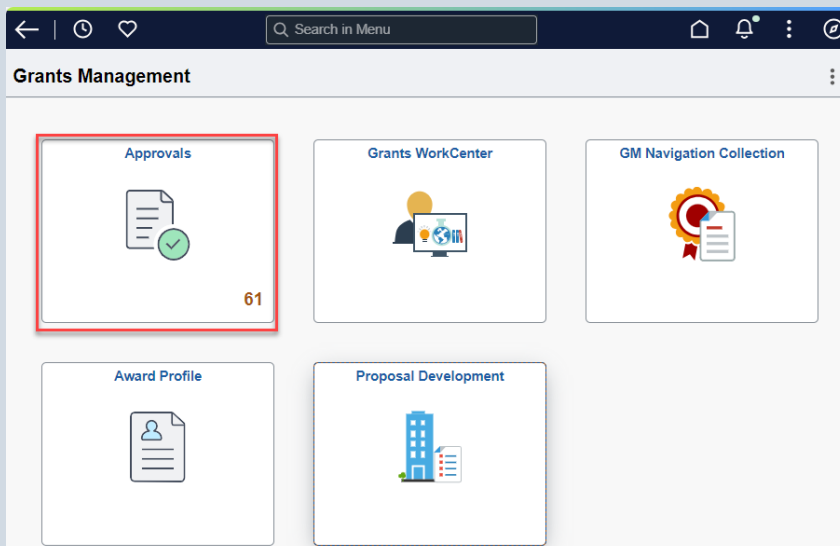
**Nav Bar > Menu > Core-CT Financials > Grants > Proposals > Proposal Component Approval**  
OR

**Core-CT Financials > Grants Management > Approvals >**

2. Select **Core-CT Financials** then select the **Grants Management Tile**.



3. Select the **Approvals Tile**.



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### Steps

4. Select the **Grants Approvals** category.
5. Select a pending **Grants Proposal** from the list.

The screenshot shows the 'Pending Approvals' interface. On the left, there is a sidebar with a 'View By' dropdown set to 'Type'. Below it, a list of categories is shown: 'All' (61), 'Grants Proposal' (6), 'Purchase Order' (9), and 'Requisition' (46). The 'Grants Proposal' category is highlighted with a red box. The main area displays a table of 'Grants Proposal' items. The first row is highlighted with a red dashed box and contains the following information: 'Grants Proposal PROPAPPROVAL', 'Proposal: CON0000152 / Project: DPH0000000000286 /', and 'Routed 08/01/2024' with a right-pointing arrow. Below it are two more rows with similar information for proposals DPH00000999 and DPH00000998.

Grants Proposal	Proposal: CON0000152 / Project: DPH0000000000286 /	Routed 08/01/2024
Grants Proposal PROPAPPROVAL	Proposal: DPH00000999 / Project: 000000000000276 /	Routed 09/13/2024
Grants Proposal PROPAPPROVAL	Proposal: DPH00000998 / Project: 000000000000277 /	Routed 09/17/2024

6. Review the **Grant Proposal** information.
7. Click the **Approve** button to approve the proposal.

The screenshot shows the 'Grants Proposal' detail page. At the top, it says 'In Process' with a gear icon. On the right, there are two buttons: 'Approve' (highlighted with a red box) and 'Deny'. Below this is a 'Proposal Component' section with a grid of information: Proposal: CON0000179, Version: V101, Project: 000000000000364, Component: PROPAPPROVAL, Proposal Status: Pending Approval, Title: Primary Care Services Resources, Project Description: Primary Care Services Resources, and Component Status: In Progress. At the bottom, there is an 'Approver Comments' text area and an 'Approval Chain' link with a right-pointing arrow.

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### Steps

8. Add in any Approver Comments, if applicable.

9. Click the **Submit** button.

The screenshot shows a modal dialog box titled "Approve" with a "Cancel" button on the left and a "Submit" button on the right. The main text inside the dialog reads "You are about to approve this request." Below this is a text input field labeled "Approver Comments". The background of the application is dimmed, showing a "Component" dropdown set to "PROPAPPROVAL" and a "Component Status" dropdown set to "In Progress".

10. You will be returned to the **Pending Approvals** page with an approved confirmation message.

The screenshot shows the "Pending Approvals" page. At the top, there is a navigation bar with a back arrow, a clock icon, a heart icon, and a profile icon. Below the navigation bar, the page title "Pending Approvals" is displayed. A green confirmation message "You have approved the request." is shown with a close button (X). Below the message is a table with two columns: "Category" and "Count". The "All" category has a count of 60, and the "Grants Proposal" category has a count of 5. The "Grants Proposal" row is highlighted in green. The table also indicates "5 rows" are displayed.

Category	Count
All	60
Grants Proposal	5

## Approve a Grant Proposal : Deny

### Steps

11. To **Deny a Grant Proposal**, when reviewing the information click the **Deny** button.

12. Add in **Approver Comments** (*Comments are **required** for denials*).

13. Click the **Submit** button.

14. You will be returned to the **Pending Approvals** page with a denied confirmation message.

### Note:

- Once the Proposal has been submitted to Workflow, each Approver will receive an email notification that they need to approve a proposal.
- The notification can also be viewed via the Approver's **Worklist: Notification Bell > Actions**