**EGMS FormsNirvana Approvals**

**To Access:**
- Open Web browser (Netscape 2.02 or higher).
- Go to http://egms.umn.edu and click <EGMS Forms>.

**At Internet Login:**
- Enter X.500 User ID (the portion of the e-mail address before the @ sign).
- Enter X.500 password. If unknown, call the ADCS at 612-626-4276 or e-mail accounts@umn.edu.
- Click <Log in>.

**For Approvals:**
- Click <OK/Deny Requests> on the main menu.
- Locate the document to be approved from the list.
- Click the blue <ok/deny> for the document to be approved.
- Review the document for correctness.
- Add comments in the Comments box at the bottom of the document.

- To route the document, select:
  - <OK Request> to approve the transaction and send to next approver. Use only if no changes are needed.
  - <Return Request> to return the request to the preparer for correction and resubmission. Note the reason for return in the Comments box.
  - <Deny Request> to return the request to the preparer with no option of correction nor resubmission. A denied document means this document cannot be processed for some reason. Note the reason for the denial in the Comments box.

**Primary Approver Requests for tuser003**

<table>
<thead>
<tr>
<th>OK/Deny</th>
<th>Request Number</th>
<th>Date</th>
<th>From</th>
<th>Type</th>
<th>Status</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>ok/deny</td>
<td>917</td>
<td>06-JUN-05</td>
<td>user002</td>
<td>PFF</td>
<td>Pending</td>
<td>The effect of science on history</td>
</tr>
<tr>
<td>ok/deny</td>
<td>913</td>
<td>06-JUN-05</td>
<td>user001</td>
<td>PFR</td>
<td>Pending</td>
<td>Pets in the workplace</td>
</tr>
<tr>
<td>ok/deny</td>
<td>912</td>
<td>06-JUN-05</td>
<td>aaronco</td>
<td>PFF</td>
<td>Pending</td>
<td>Fungal growth in cottage cheese</td>
</tr>
</tbody>
</table>

**OK/Deny Requests sample with OK/Return/Deny Request options**

**Process this Form**

Comments

OK Request | Return Request | Deny Request
EGMS FormsNirvana Approvals

Primary Approver
The primary approver is the approver indicated on the PRF by the preparer. A proposal may have more than one primary approver.

- An e-mail notification will be received when the approver has a document awaiting approval.
- A primary approver must approve in the order indicated on the PRF. The document will not route to the next approver until the first approver listed signs off.
- An approver may record notes in the Comments box about the document. These notes show in the document’s Request History and can be viewed by other approvers.
- The originator (preparer) of a document is the only person who can modify a document. The approver can only view a document.
- A primary approver must indicate an alternate approver in the User Preferences option. More than one alternate approver can be designated for each primary approver.
- A communication system must be developed in each unit for notifying an alternate approver of when he/she should approve a document for a primary approver.

Alternate Approver
The alternate approver is not listed on the PRF. The alternate is previously designated by the primary approver (in the User Preferences option) to fill in as a backup approver when needed.

- An alternate approver does not receive e-mail notification of documents waiting to be approved.
- The alternate approver should not approve any documents unless specifically requested by the primary approver.
- Documents to approve are listed under “Alternate Approver OK/Deny Requests.”

How Approver Is Selected for PRF
- All PI’s listed on the PRF must approve.
- Each department head/dean for each investigator listed must approve.
- When resources from multiple departments are involved (i.e. space, staff, etc.), each department head must approve.
- Any other department/collegiate approvers can be listed according to departmental/collegiate procedures.
- Sponsored Projects Administration (SPA) approvers are automatic and are not listed on the approver list.