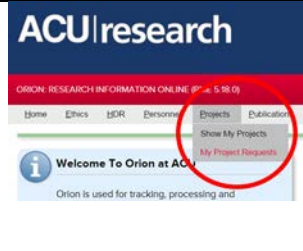



Reviewing a Research Approval Form – Head of School

As a Head of School a system generated email will be sent to you whenever someone in your School submits a Research Approval Form (RAF).

To open a RAF for review

Follow these steps:

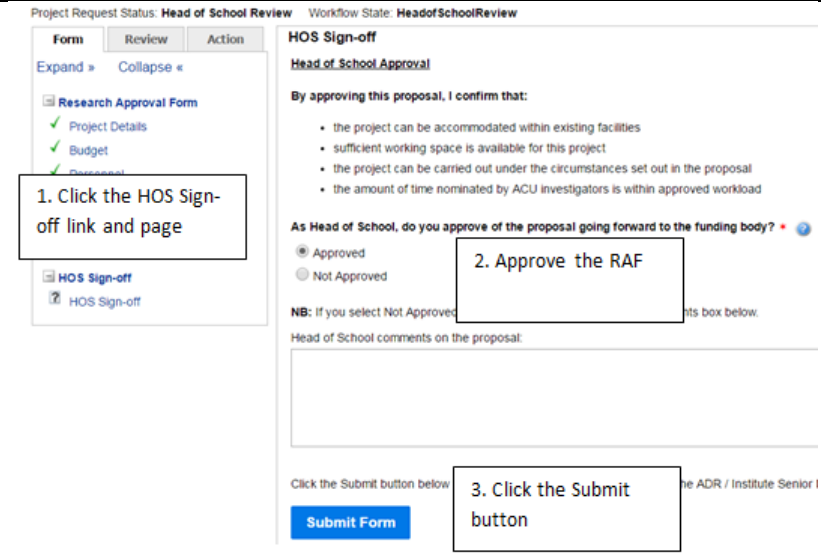
<p>1. Login to Orion https://orion.acu.edu.au/RMENet/ using your normal ACU network username & password.</p> <p>2. From the Projects menu, select My Project Requests.</p>	
<p>3. Then on the left hand side of screen, click on the option labelled 'RPRs for Review'.</p> <p>This will display a list of RAFs awaiting your review.</p>	

To Review a RAF

You need to review the contents of the RAF and look at the attachments on the Documents page. To view an attachment, go to the Documents page and simply click on the hyperlinked name of the file.

To enter your decision

You then need to enter your outcome, that is, to either Approve or Not Approve the application.

<p>Click on the 'HOS Sign Off' link to expand the menu.</p> <p>Then click HOS Sign-off to open the sign-off page.</p> <p>Select the outcome (Approved or Not Approved).</p> <p>Click the Submit button (or Revert to send the RAF back if not approved).</p>	
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If you Approve the proposal you can then click the Submit button to send the RAF forward to the Research Office.

If you select Not Approved, you can only revert the RAF back to the applicant. **You must enter a comment into the Comments box if you are going to revert the RAF back to the applicant.** The applicant will receive an automated email notification and will be able to see these comments. They can then re-submitted a revised RAF if required.