Reviewing an Application as an Other Signing Authority

The portal will send an email notification of a new application. Login to the portal through the appropriate link.

1. Internal User (Dalhousie NetID)
2. External User

Click **Applications: New** under the Other Signing Authority role block.

Click View.

Different tabs can be clicked to view responses entered by the PI. The Attachments tab should include relevant documentation (e.g. application, notice of award, budget, etc.)
After the review, click the Approvals tab and scroll to the bottom of the page.

Click the Approval Process button next to your name.

This will bring up a box, with radio button options.

**Action:**
- **Approve** = move the application onward with your approval.
- **Forward** = move the application onward without your approval (leave your comments for the department or faculty signatory to address with the PI).

After selecting your option, click the Submit button.