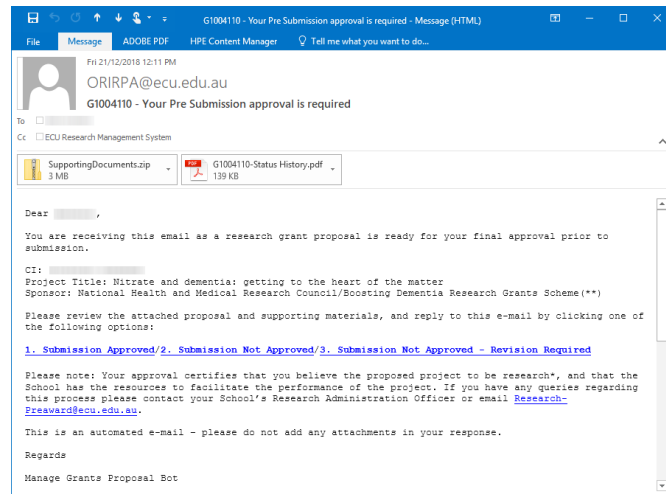


## PRE-SUBMISSION APPROVAL EMAIL

Once the proposal's Lead Chief Investigator has finalised development of their application, and uploaded all relevant documentation to ECURMS, you will receive an email from the Manage Grants Proposal bot that contains:

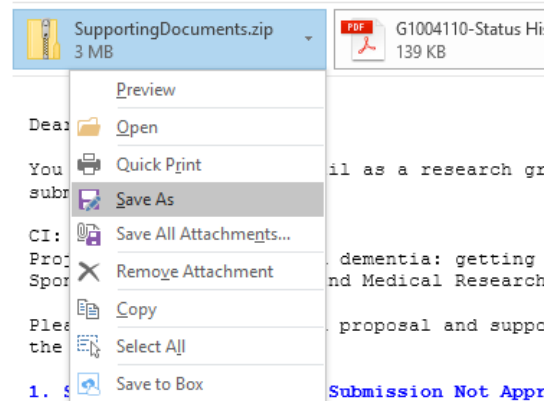
- A .zip archive containing the final application and all relevant documentation;
- A PDF output of this proposal's status history - this may contain relevant comments for your review;
- Details about the project, sponsor and scheme and the lead Chief Investigator; and
- What you need to do.



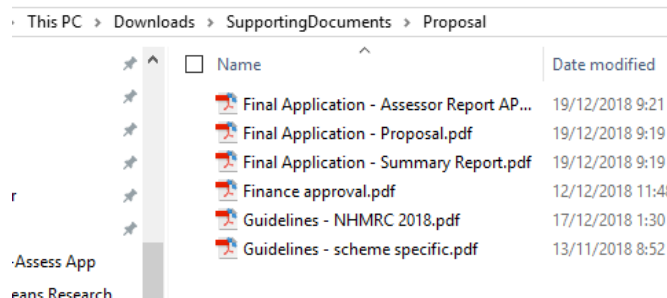
## REVIEW THE SUBMISSION DOCUMENTS

Approving the submission documents confirms that you believe the project to be consistent with the HERDC definition of research and that the School has appropriate resources to support the project, including any associated costs not borne by the requested budget. You should review the submission documents prior to setting your decision.

1. Save the file SupportingDocuments.zip to your computer.



2. Right-click the archive and **Extract** files.
3. Review files within the **Proposal** folder.

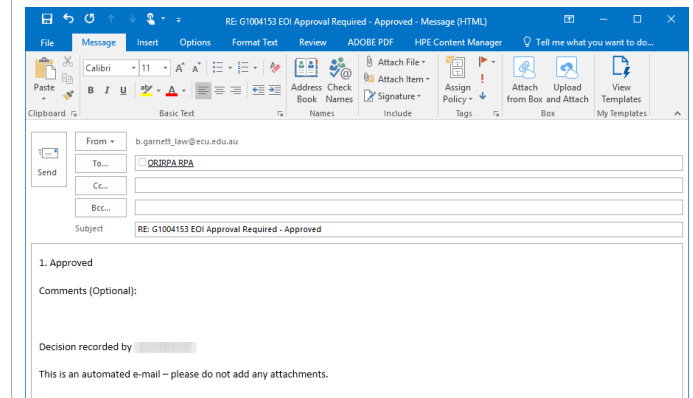


## RECORD YOUR DECISION

Return to the Pre-Submission Approval email and select from one of the three approval options located midway:

- **Submission Approved:** Indicates that you support the submission
- **Submission Not Approved:** Indicates that you do not support the submission of the proposal to the funding body
- **Submission Not Approved - Revision Required:** Indicates that you would like revisions to be made prior to approving the submission

Upon selecting your decision, a pre-filled email will be displayed allowing you to add any comments along with your decision.



Once you are complete, click Send to submit your response.

**Please note:** If you select revision required, it is recommended that you either provide feedback in the comments section of the email or contacted the listed ECU CI to discuss your reasoning.