This job aid walks through the steps for a PI or Approver to sign off on a proposal in InfoEd.

To facilitate an easy signoff, the administrator working on the proposal can initiate an approval route. The approval route sends a system generated email to the PI or Approver with a link to take them directly to a review and approval page called the Reviewer Dashboard.

**Precondition:** A research administrator creates the proposal in InfoEd Proposal Development and enters personnel, effort, budget and the Proposal Routing Form. Once ready for Pre-Route submission, the research administrator submits the proposal to Pre-Route, specifically the Approval Route from the Internal Documents page and the email notification is sent to the PI or Approver.

The PI/Approver for the proposal will receive an email notification that a proposal has been submitted into Pre-Route and their review and electronic signoff is requested.

Click **Reviewer Dashboard** to access requested approvals.

**Note:** If you are connecting to the system from outside NU, you must first login to the Northwestern Virtual Private Network (VPN). Directions to the one-time configuration of this software are available on the Northwestern IT website: [Northwestern VPN](http://www.it.northwestern.edu/it/vpncaps/index.html).

Sign in to InfoED from Northwestern Online Passport using your NetID and password.

Learn more: osr.northwestern.edu/jobaids
Click the hyperlink(s) to open the items for review.

If needed, click Help for instructions or Route to view the proposal route.

Click Approval or Rejection to approve or reject the proposal.

Note: It’s recommended that you reach out to the RA who put the proposal together with questions or updates before rejecting the proposal. A rejection will result in the route being restarted.

Optional: Add comments.
- To be shared with everyone
- Between you and the PI
- Between reviewers only
- Between you and the RA

If you select Approval (above), you will be asked to review and accept the Certification Language by clicking Accept (again).

If you select Rejection (above), you will remove all approvals and finish the current route.

Finally, review your decision and note that it’s been recorded.

If you are finished with all approvals, close the approval dashboard.