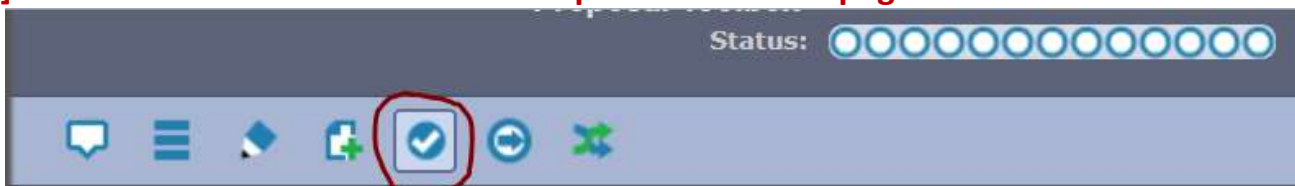


Proposer's Decisions

As the originator (proposer), you need to enter a decision when the proposal is complete. Follow these steps:

[1] Click on the **DECISION** icon  to open the decision page.



[2] Choose one of the 6 decisions.

Approve = Moves the proposal to the next step on the approval process workflow.

Reject = You must provide a comment when you reject your own proposal. The proposal will create a new step and resume the normal workflow for revision.

Hold = Send a request to UGS to hold the workflow. You will be able to continue to work on the proposal, however, it will not advance in the workflow until the hold is removed.

Suspend = Send a request for the proposal to be suspended from the workflow. No work may be done on the proposal and it will not advance in the workflow until the suspension is removed.

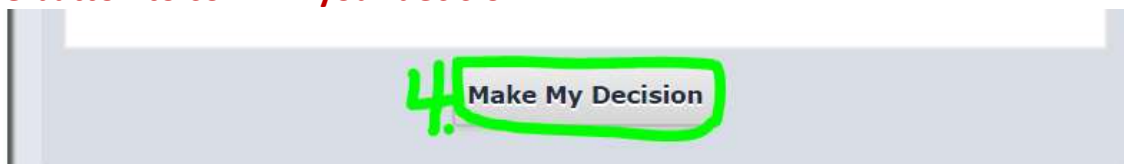
Cancel = Send a request to cancel the proposal and delete it from Curriculog.

Custom Route = Request an additional ad hoc step outside the steps in the approval process.

[3] check the decision circle. Enter your comment (optional) if you have any.

A screenshot of a form titled 'Your Decision'. The question is 'What would you like to do with this proposal?'. There are six radio button options: 'Approve' (selected), 'Reject', 'Hold', 'Suspend', 'Cancel', and 'Custom Route'. Below the options is a text box with the prompt 'Please comment on your decision below.' and the text 'This proposal is complete and is ready It is leaving my hands for approval process. I will not be able to make any more edits from this point on.'.

[4] Click the button to confirm your decision.



When the first status bubble is changed, the proposal has been moved to next step.

-  - Approved
-  - Held
-  - Canceled
-  - Rejected
-  - Suspended