KSU SmartGrant

Guide for Approvers
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Introduction

Department Chairs and Deans will approve proposals within the SmartGrant system, located at https://smartgrant.kennesaw.edu. This routing process replaces paper routing.

When a proposal is ready for your approval, you will receive an email to your KSU email account. The email contains a direct link to approve the proposal.

Learning Objectives

1. Recognizing the SmartGrant routing email
2. Viewing attachments to proposals
3. Approving a proposal from the routing email
SmartGrant Routing Email

The SmartGrant Routing email will have the following characteristics:

- **Sender:** tech@erasoftware.com (GAMS Notification)
- **Title:** similar to “Action Required – GAMS Routing GPID 14123 – College: College of XYZ”
- **See Figure 1 for sample email**

![Figure 1 - SmartGrant routing email (sample)](image)

Approving a Proposal from the Routing Email

1. Open the email titled *Action Required – GAMS Routing GPID 14123 – College: College of XYZ* or similar.
2. Click the hyperlink near the bottom of this email (see Figure 1).
3. The link will open in your default web browser.
4. At the prompt (see Figure 2), enter your **KSU NetID** and **password**, and click the **Submit** button.

![Figure 2 - Log in to approve](image_url)

5. The routing screen for this proposal will appear (see Figure 3).

![Figure 3 - Proposal routing screen](image_url)

6. To view details about this proposal, click the **Attachments** button.
7. The *Attachments* window will appear (see Figure 4).

![Attachments](image)

*Figure 4 - Proposal Attachments*

8. Click *Proposal Forms* or *Proposal Routing Form* to view the attached PDFs.
9. Choose whether to *Accept Proposal* or *Hold Proposal* by filling the appropriate bubble.
10. Enter *Comments* if needed (required if holding the proposal).
11. Click the *Update* button.
12. You have completed your approval.
13. Click the *Exit* button to exit the SmartGrant program.

**Logging into KSU SmartGrant**

To log into SmartGrant without using the routing email, follow the steps below.

1. Navigate your web browser to [https://smartgrant.kennesaw.edu/](https://smartgrant.kennesaw.edu/)
2. Click *Continue* on the Manage Grants page (see Figure 5).

![Manage Grants page](image)

*Figure 5 - Manage Grants page*
3. On the User Login screen, type your KSU NetID and your Password (see Figure 6).

![User Login](image)

*Figure 6 - User Login*

4. Click the Submit button.

5. When prompted to select an institution, choose Kennesaw State University Research and Service Foundation (see Figure 7).

![Select Institution](image)

*Figure 7 - Selecting an institution*

You are now logged into KSU Smart Grants. From the main page on the left side of the page, you can navigate to the functions related to proposals (see Figure 8).
Accessing Proposals Awaiting Approval

1. From the main menu of SmartGrant, click the To Do List button (see Figure 9).

2. Click the Proposal Waiting for Approval button in the left-side (see Figure 10).

3. The proposals awaiting your approval will appear (see Figure 11).

4. Select a proposal by clicking the linked GPID number, e.g. 14123.
5. Click the **Submittal Processes** button in the left-side menu (see Figure 12).

![Submittal Processes](image)

*Figure 12 - Submittal Processes button*

6. Click the **Online Routing** button in the left-side menu (see Figure 13).

![Online Routing](image)

*Figure 13 - Online Routing button*

7. The routing screen for this proposal will appear (see Figure 14).

![Routing screen for a proposal](image)

*Figure 14 - Routing screen for a proposal*

8. To view details about this proposal, click the **Attachments** button.

9. The **Attachments** window will appear (see Figure 15).

![Proposal Attachments](image)

*Figure 15 - Proposal Attachments*
10. Click Proposal Forms or Proposal Routing Form to view the attached PDFs.
11. Choose whether to Accept Proposal or Hold Proposal by filling the appropriate bubble.
12. Enter Comments if needed (required if holding the proposal).
13. Click the Update button.
14. You have completed your approval.
15. Click the Back to Create / Update Proposal button in the left-side menu (see Figure 16).

![Back to Create / Update Proposal]

Figure 16 - Back to Create/Update Proposal button

16. Click the Back to To Do List button in the left-side menu (see Figure 17).

![Back to Do List]

Figure 17 - Back to To Do List button

17. Continue approving proposals as needed.