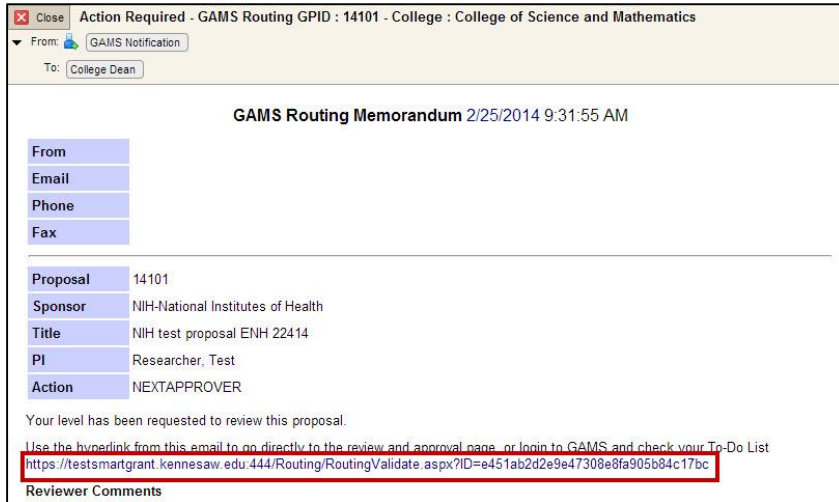


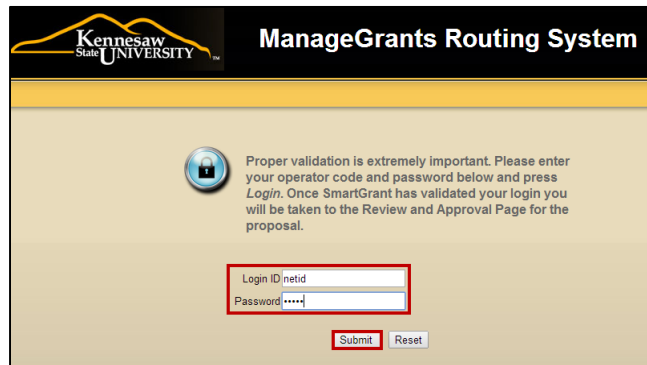
# Approving a SmartGrant Proposal from the Routing Email

Department Chairs and Deans will approve proposals within the SmartGrant system. When a proposal is ready for approval, you will receive an email to your KSU email account. The email contains a direct link to approve.

1. Open the email titled *Action Required – GAMS Routing GPID 14123 – College: College of XYZ or similar.*

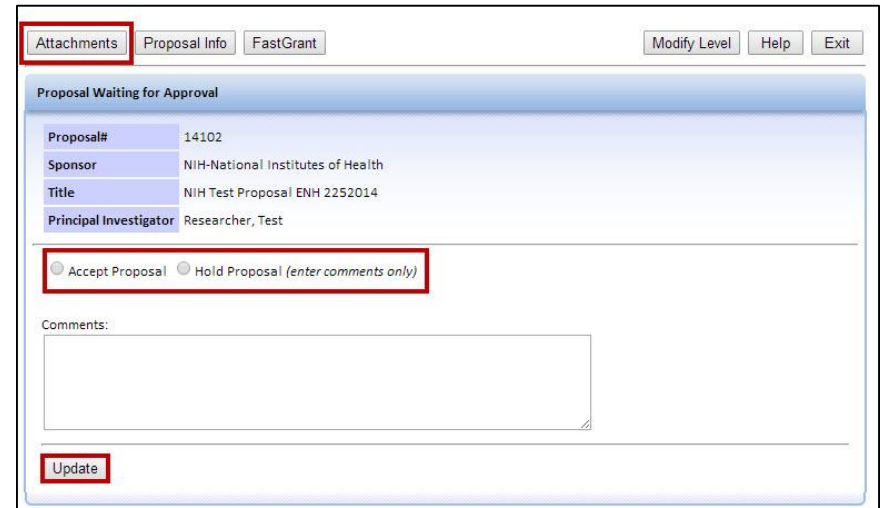


2. Click the hyperlink near the bottom of this email.
3. The link will open in your default web browser.

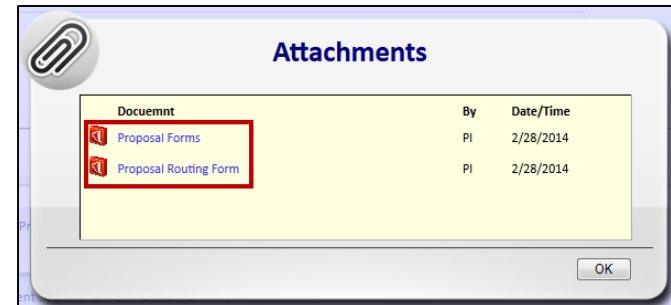


4. At the prompt, enter your **KSU NetID** and **password**

5. Click the **Submit** button.
6. The routing screen for this proposal will appear.



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



8. Click **Proposal Forms** or **Proposal Routing Form** to view the attached PDF documents.
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.