

## HOW TO APPROVE A PROPOSAL

➤ For Video Instructions click [HERE](#)

1) After logging in to Maestro, click on “Proposal Approval” under the Action Needed tab:

The screenshot shows the Maestro Researcher Dashboard. The top navigation bar includes a search field and icons for Dashboard, Account, Proposal, Project, Disclosure, Worklist, and Maestro. The 'Action Needed' section is highlighted, showing a list of tasks: 2 Proposal Approval (circled in red), 2 Proposal Compliance, 2 Reporting Code, 2 Project Deliverable, 2 Project Compliance, and 2 Proposal Personnel. Other sections include Proposal Alerts (1 Proposal due), Projects Alerts (4 FCOI disclosure needed), Account Alerts (0 No Alerts), Researcher Links (Monthly Statement, Favorite Accounts, Payroll Allocations, Opportunity Search, Inventory Search, Researcher Performance), and Announcements (The new Maestro Researcher Dashboard has been released).

2) Then on the document SRS you want to approve:

The screenshot shows the 'Current Work List (Tye Rougas)' section. The top navigation bar includes a search field and icons for Dashboard, Account, Proposal, Project, Disclosure, and Worklist. The 'Worklist' icon is highlighted. The 'Current Work List (Tye Rougas)' section shows a filtered list of proposals. The filter is set to 'Proposal Approval'. The list contains two entries:

Proposal Id:	Type:	Received Date:	Due Date:	Sponsor:
1705714	Proposal Approval	5/30/2017	6/2/2017	3M Company
Description: PI: Tye Rougas, Title: Proposal demonstration.				
1705717	Proposal Approval	5/30/2017	6/9/2017	3M Company
Description: PI: Tye Rougas, Title: Proposal demonstration 3.				

3) Scroll all the way down to review, then click Approve or provide reason for rejection before clicking Reject:



If you have any questions or comments, please use the contact information provided on the lower left portion of the Portal screen.

**Action Needed**

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- 1 Proposal Approval
- 2 Proposal Compliance
- 4 Reporting Code
- 1 Project Deliverable
- 1 Closeout Decision

**Proposal Alerts**

2

Proposal Due  
Proposal (1709514) is Due in  
-3 days  
Title: testing initial notification  
Sponsor: 2m Research  
Services, LLC

< Previous (1/2) Next >

**Researcher Links**

- Monthly Statement
- Favorite Accounts
- Payroll Allocations
- Researcher Performance
- Inventory Search
- Opportunity Search

**Contacts**

**Proposal Development:**  
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**Project Administration:**  
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**Projects Alerts**

0 No Alerts

**Account Alerts**

0 No Alerts

**Announcements**

[Maestro Training Videos: Click Here](#)  
[Scheduled Classes : Click Here](#)