



Three Ways to Get Proposal Revised

Reject Proposal Back to Originator (If the revisions needed are significant):

1. Click the “Decisions” icon  at the top right of screen, and then select “Reject”.
2. In the comments section give reason for rejection and click “Make My Decision”.



Please communicate with the Originator the changes that are needed for approval. The Originator will make the changes to the proposal and approve, beginning the workflow steps over again.

Custom Route Proposal Back to Originator (If the revisions needed do not significantly change the substance of the original proposal):

1. Click the “Decisions” icon  at the top right of screen, then select “Custom Route”, and then click “Make My Decision”.
2. Rename Custom Route to *Originator*. Click outside the name box and it will save the name.
3. Select “Participants”, then select “Add Participant”. Click the plus sign (+) next to “Role Types”, scroll through and click on “Originator” and then “Add Role(s)”. You may select more than one participant. You have the option to select by role or by hierarchy (either way you will need to know the Curriculog role title for the participant).
4. Select “Rules”, then check the boxes for “Edit Proposal” and “Make Comments”. Change “Who can view the comments during this step?” to “Every user involved in the proposal at any step”.
5. Select “Decisions”, then change “Where will the proposal go after the custom route?” to “Proposal should come back to this step.”
6. Enter a comment. Example: *This proposal is being routed back to the Originator to make the following revisions requested by the Graduate Council on 5/3/2016....*
7. Then select “Preview Custom Route” to see if the participants are correct. When ready select “Request Custom Route”.

Please communicate with the Originator the changes that are needed for approval. The Originator will make the changes to the proposal and approve, sending the proposal back to you.

Make Revisions Yourself (If the revisions needed are minor):

1. Please communicate with the Originator the changes that are needed for approval. If the Originator finds the minor revisions acceptable, then you may make the revisions yourself.
2. Click the “Save” box for each proposal field that you revise.
3. Add a comment. Example: *I have fixed the typo in the course description with permission of the Originator...* Click the Tracking & Comments icon  at the top right of screen, then select  Add Comment, make your comment, and click “Add Comment”.