



Coláiste na Tríonóide, Baile Átha Cliath
Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin



User Guide – Research Nomination Form

Head of School (or delegate)

Step 2: Head of School Approval

The Head of School (HOS) or delegate will receive a notification by email when a new research nomination form has been submitted by a Principal Investigator (PI) or delegate.

A link directly to the nomination form is included in the email.

Click on the link and you will be brought directly to Step 2 on the form below:

The screenshot shows a navigation bar with five steps: Step 1 (PI or Nominee), Step 2 (HOS or delegate approval), Step 3 (Finance Approval), Step 4 (HR Onboarding - Review), and Step 6 (HR Onboarding - Generate...). Below the navigation bar is a blue instruction box: "Please review the details in Step 1. If you approve - press Submit. If you do not approve, please provide details below, press submit and the PI will be notified." The form contains a text input field for "The PI has indicated that a new work group is required. Create name for new Work Group." with an information icon. Below it is a dropdown menu for "Do you approve this Research Nomination" with a red asterisk. The "Completed By" field shows "Joanne O'Hanlon" and the "Completed On" field shows "24/04/2024 11:05:03" with a calendar icon. A "Comments" text area is at the bottom. At the very bottom are four buttons: "Submit", "Save", "Delegate", and "Close".

Head of School or delegate can click on Step 1 to review all details of the nomination.

If the option to include a workgroup appears here, the PI did not include one when submitting the form. The School Manager must include a new workgroup title following the local naming convention for workgroups for your school or select an existing workgroup.

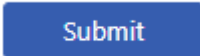
You will then be asked to approve or not approve the nomination.

Do you approve this Research Nomination

Comments

Yes
No

Submit Save Delegate Close

If you approve, select YES from the dropdown and then press 

If you do not approve, select NO from the dropdown list and the box below will appear

Do you approve this Research Nomination No

Reason for not approving this Research Nomination

Comments

Submit Save Delegate Close


You must include the reason for non-approval and then press 

The PI or delegate will receive a notification by email stating non approval and will see the reason provided.

The PI can update and resubmit.

The form can flow back and forth from PI to HOS as many times as required.

The form will only flow forward to Faculty Finance approval when the form is approved and submitted by the Head of School or delegate.

The Head of School can delegate the form by clicking  and the box below will appear, they can select the person whom they want to delegate the form too. Once you delegate, you are giving control for them to approve and submit on your behalf.

Delegate form

Delegate current step to *

Delegate comment

* required

Comments:

There is a comments section at the bottom of the form; this is a free text field and can include any relevant comments pertaining to the nomination. Please note any comments added here will be visible to anyone who has access to the form.

Comments

Format

B *I* U

Once a comment has been entered it will appear in a dark circle with an exclamation mark, so users know there is a comment there to view.

* Required

Comments
