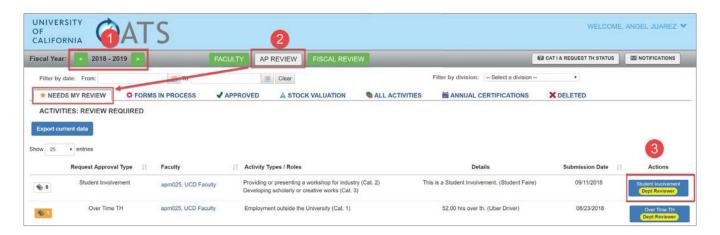
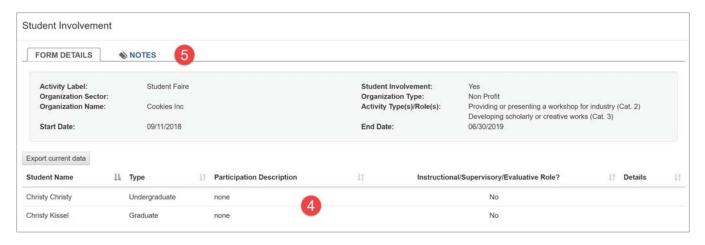
## 3.2 How to Review Student Involvement Forms

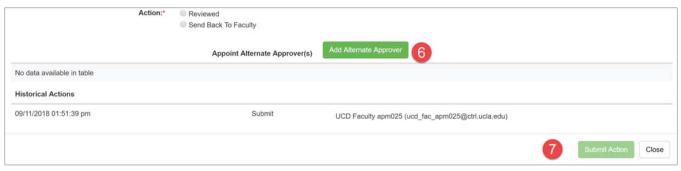


To review a Student Involvement form, do the following:

- (1) Verify you are viewing the correct fiscal year.
- (2) Click the AP Review button and then click the Needs My Review tab.
- (3) Locate the faculty member you would like to review and then click the **Student Involvement** form.



- (4) When reviewing the Student Involvement form you may consider,
  - o What year is the student?
  - o How many hours will they be participating?
  - o If they are going to work in a lab, is the lab OSHA approved?
  - o Has the student completed all necessary safety training?
  - o Is the faculty going to have a supervisory role? If yes, is there a possible conflict of interest?
  - Check for spelling errors.
- (5) Check the **Notes** tab for messages and attachments related to the request.



- (6) Select an action.
  - **Reviewed:** Select this option if the form is ready for the approver's approval.
  - Send Back To Faculty: Select this option if the faculty member did not provide all required
    information. In the space provided describe what you need from the faculty member. The form
    will be returned to them.
  - Add Alternate Approver: You may select an alternate approver if there is a conflict of interest between the faculty member and approver. For example, the faculty member is related or married to the approver or the faculty member is also the Department Chair.
- (7) Click **Submit Action** to complete the review process.

## **How to Add an Alternate Approver**

1. Click the Add Alternate Approver button.



2. Enter the alternate approver's name. Select the name once it appears.



3. Click the Add button.

