Quick Reference Guide
Approving Grant Proposals from Outlook Email

Instructions:
Grant proposals can be approved using OnBase Unity, Outlook Email or an iPad. The instructions below demonstrate how to approve grants using Outlook Email.

1. Open the email message that asking you to review and approve the grant proposal.

   VILAS PRABHU,

   Kelly Kuhns from Nursing, has electronically submitted a proposal for your review. The due date is 03/27/2015.

   Please review and approve. If you cannot approve, please note why. Once you decline approval, the proposal w

   Below is a link to the instructions on how to approve/decline a proposal using Millersville Document Management
   http://wiki.millersville.edu/display/onbase/Grant+Proposal+Approval

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2. Click “Workflow Task Pane”
3. You might need to log into OnBase. A Workflow Ad Hoc Task panel will open on the right side of the email message.

STEP 1: Review the supporting documents.

STEP 2: The primary document is the approval form. Open this form and approve/decline the proposal.

STEP 3: Send the Proposal to the next approver.
**Supplemental Information**

Please also note you can access OnBase from your Outlook tool bar.

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You have completed the steps of reviewing and approving proposals in Outlook Email.