Approve Sponsored Projects Services (SPS) Reports

If the expenses on a report are being charged to a sponsored Research Foundation (RF) grant, a Sponsored Projects Services (SPS) approver will review and approve it.

1. Receive Email Notification
   - SPS approvers will receive email notifications when expense reports are submitted for their approval.
   - Click the link in the email to log in to Concur to review and approve the report.

2. Go to Required Approvals
   - There are several ways to go to your required approvals from the home page:
     o Click Required Approvals in the Quick Task bar
     o Click Required Approvals in My Tasks.
     o Click Approvals in the top menu bar.

3. Review Reports Pending Approval
   - Select a report pending approval. Click on the Report Name to open it.
   - Review exceptions for errors on the report:
     o If an issue needs to be corrected by the user, at the top click Send Back to User.
     o Yellow exceptions appear as informational warnings on the report, and may have no action that is required. These will not prevent you from approving the report (Figure 1).

   ![Please enter Funding Source, Entity & Account in the allocation.](image)

   Figure 1

   - Verify all expenses are fully allocated:
     o At the top of the report, click Details, then click Allocations. Click the Summary button.
     o On the Allocation Summary, verify that the account information is complete.
   - Review the report header and mark that you reviewed the report:
     o Click Details, then click Report Header.
     o In the SPS Reviewed field, select Yes to indicate that you reviewed the report (Figure 2).
     o In the Federally Funded Account field, select Yes or No to indicate if the account is federally funded (Figure 2).
     o When finished, click Save.
4. Approve or Return Report
   - When you are finished reviewing the report, at the top choose one of the following options:
     - Send Back to User — send the report back to the user if it requires correction. In the comment field, provide a clear explanation of the problem.
     - Approve — approve the report if the expenses are allowable and fully allocated. Read the Final Confirmation statement and click to Accept or Decline.