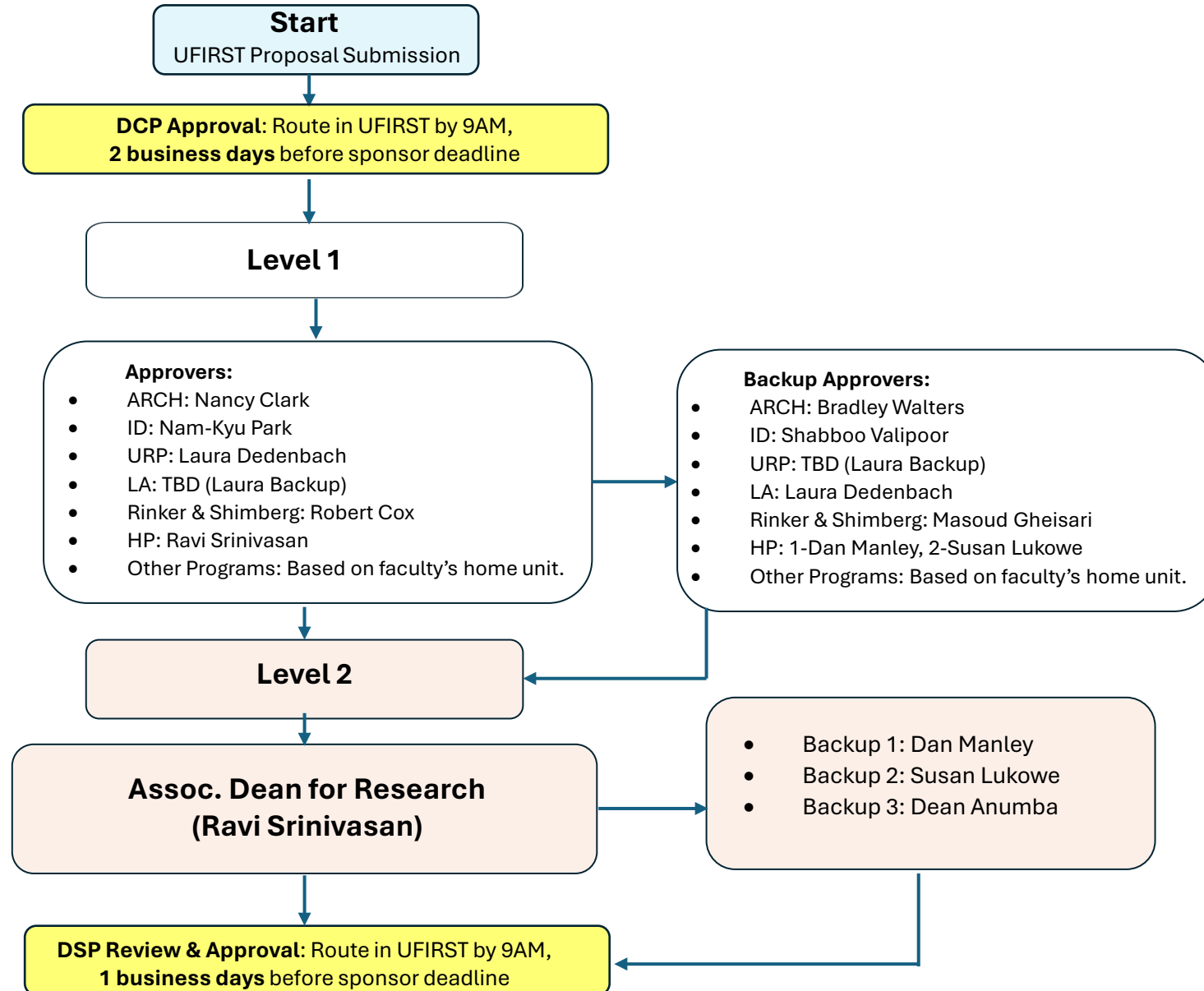


Approver Workflow for Level 1 & 2 (UFIRST Proposal Submission)



Best Practices

- Contact your Level 1 Approver at least 1-2 business days before submission to ensure timely approval.
- Be proactive! If your assigned approver is unavailable, immediately reach out to their designated backup.
- As deadline approach, walkover approvals may be necessary; plan accordingly.

Note

- The Dean's Office will only act as First-Level Approver in extenuating circumstances.