Building an Approval Workflow

For the most up-to-date information, please visit this article in Service Now.

A properly configured approval workflow consists of an AOR role (A), DH role (B), RD role (C), and CD role (D) unit entries.

As an example, an IAF must have an AOR assigned to the unit (or college). The department must have an assigned DH. In most cases, this is enough for the workflow approval to be completed. If an investigator listed on the IAF is an assigned DH, then a RD or CD must be assigned for the unit since a user cannot approve in two different roles. This is called approval escalation and requires the approval of a RD or CD. Please work with the unit AOR to properly configure an approval workflow.