Once the Initiator submits the eRouting form, the PI is the first person required to approve. Unlike later steps, PI approval takes place in UIRIS instead of Workflow. If the PI is also the Initiator, they will need to approve the form (in addition to submitting it) before it can proceed to the next step. The eRouting system automatically emails individuals when an eRouting form enters their in-box. However, you might not see the email for a variety of reasons (security settings, etc.). If you expect an email notice but don't receive it, you can enter this site: https://uiris.uiowa.edu/to see a dashboard listing all eRouting forms awaiting your approval.

Step 1: Login to UIRIS Dashboard (https://uiris.uiowa.edu/) and select your form. Do not enter through the DSP Proposal Routing Form Link.
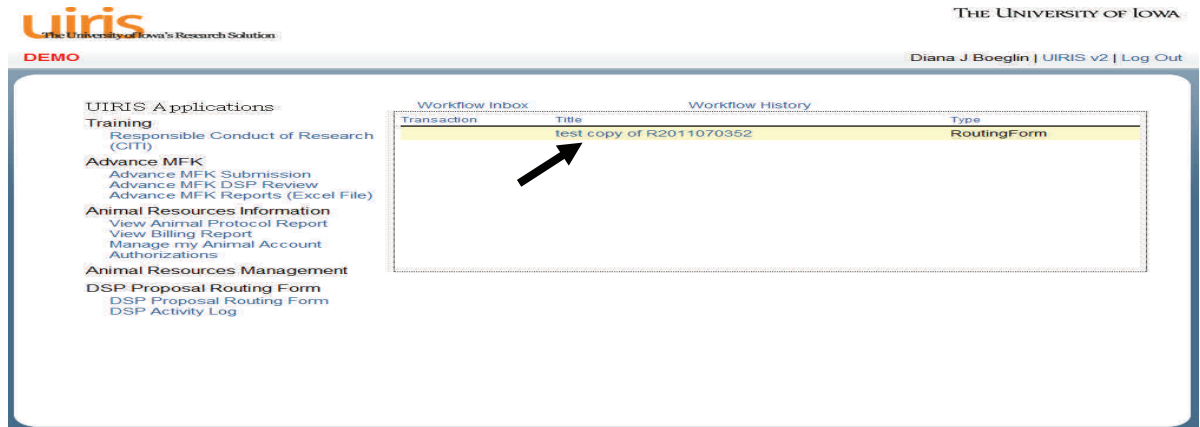
If you don't see the routing form listed, or if you don't see approval buttons upon opening the routing form, click the orange UIRIS logo on the upper left side of the UIRIS page. **Approval buttons do not exist on eRouting forms accessed via the DSP Proposal Routing Form Link—you must access the form via the dashboard as seen above to approve it.**

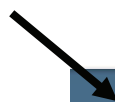**Step 2**: Review the form carefully then click "Approve" at the bottom of the page.

> **NOTE:** If there are errors on the form you should correct them. While you do have the option to click "Do Not Approve", this will kill the form rather than sending it back to previous levels for correction.

Step 3: The PI Assurances Statement opens. Review it carefully before accepting and approving.
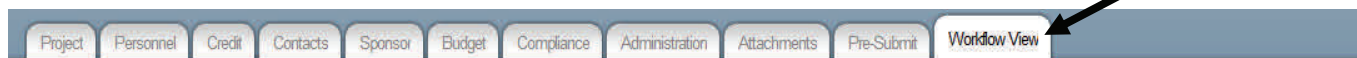Please note this requires 2 separate clicks.

Now the form will enter Workflow.   After approval by all required individuals on the Workflow path it will reach DSP for review and processing.

> **Note:** It is the PI's responsibility to ensure that all necessary approvals are received in a timely manner, particularly when faced with a deadline. Use the UIRIS dashboard to track progress of your routing forms. Click the "Workflow View" tab if you're working in tabbed format, or simply scroll to the bottom if you're working in full view mode. Clicking the arrow in front of your name will reveal current status. Initiators cannot see any names in this path until after the PIs approve the form.