OFFICE OF
RESEARCH & GRADUATE STUDIES
CENTRAL MICHIGAN UNIVERSITY

FRCE Application Portal – Notification to Chairs and Deans

The Office of Sponsored Programs is excited to announce that, starting with fall 2022, all FRCE applications and completion reports will be submitted via the FRCE Application Portal located at https://orgs.cmich.edu/FRCEapp.

Chairs and Deans will no longer need to physically sign FRCE Research Applications prior to submission from faculty members or staff. Approvals will now be received electronically via email or TEAMS (please see below).

In order for a proposal to be considered and reviewed by the FRCE committee, **approvals from the chair and dean for pending FRCE Research proposals (Type A, Type B, Type C) will need to be received electronically no later than the day before the committee meeting at which the proposal is being reviewed (the chair will approve first and then the dean will approve second).**

- *For example, if a research proposal is received by 11:59pm on January 25, 2023 to be reviewed at the February 15th FRCE committee meeting, the approval from the Chair and Dean will need to be received by February 14th.*

The last page of this document includes a sample email of what the approval request will look like.

TEAMS Functionality:

Because the portal has been created using Office 365 Power Apps, the request for approval will also come to you via TEAMS (in addition to emails).

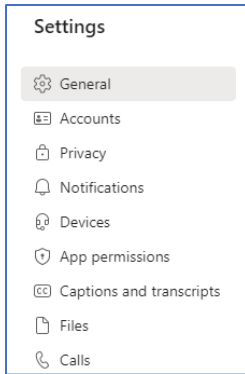If you choose, you can approve using the TEAMS app and then can delete the email you received.

Another option is to turn off the notifications for this in TEAMS, so you only receive emails and approve within your email.

To turn off notifications of the approvals in TEAMS, follow these instructions:

- In TEAMS, navigate to the three dots by your initials in the upper right corner and left click
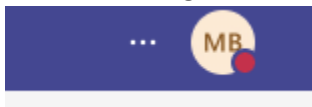
- Next, click on settings
- Once in settings, left click on the "Notifications" section on the left side

Settings

- General
- Accounts
- Privacy
- Notifications
- Devices
- App permissions
- Captions and transcripts
- Files
- Calls

- Scroll down until you see "Approvals" and then click the "Edit" button to the right of this section. From there you should be able to set your notification settings.

Approvals

Send, receive, manage, and share approvals in Microsoft Teams

Edit
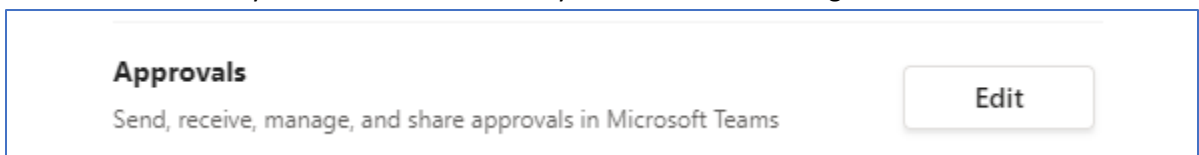
If you have any questions throughout this process, please reach out to either Mel Brakenberry (ext. 7719); email: meyer1mm@cmich.edu or Anne Kea (ext. 1226) kea1am@cmich.edu.

As this is a new system, we would love to hear your suggestions - there may be some that we can move forward now and some that we can review for possible future improvements down the road.

BEN

Requested by Bellmore, Eric N. <bellm1en@cmich.edu>

Your approval is required for a FRCE Research Grant Application

Brakenberry, Melinda Marie requires your approval for the following FRCE Research Grant Application. Kea, Anne M has approved this proposal in step one of the process.

Title: Mel Test Research Morning
Project Initiation Date: 08-31-2022
Project Completion Date: 03-31-2023
Total Budget Requested of FRCE: $1,300.00
No Departmental Match Requested

You can view the entire submission here

Brakenberry, Melinda Marie will be sent an email of all responses. Kea, Anne M has approved this proposal in step one of the process.

Date Created: Friday, August 19, 2022 12:10 PM GMT

| Approve | Reject |