

## **Accessing the InfoEd System to Approve a Proposal as a Delegate Signatory Authority Quick Reference Guide**

**These instructions are intended for individuals who review and approve research proposals on behalf of a Department Head or Dean when he or she is absent.**

1. Log onto the InfoEd system at <https://www.infoed.uconn.edu> (call 486-3622 or 4175 for login info)
2. Click the “Messages” button on the blue navigation panel on the left side of the screen.
3. On the blue navigation panel, you will see the name of the person who ordinarily approves proposals on behalf of your department or school. Click this person’s name.
4. You have accessed the InfoEd internal messaging inbox for your department’s/school’s primary signatory. There will be an unopened message with the words “Proposal for your Review” in the subject line. Open the message.
5. Please refer to the **Reviewing and Approving Proposals Using the InfoEd eRA System** instructions (available from the Office for Sponsored Programs) for information on how to review and approve the proposal.