



How to approve Teaching and Learning Grants and Scholars applications as a Faculty or Unit leader

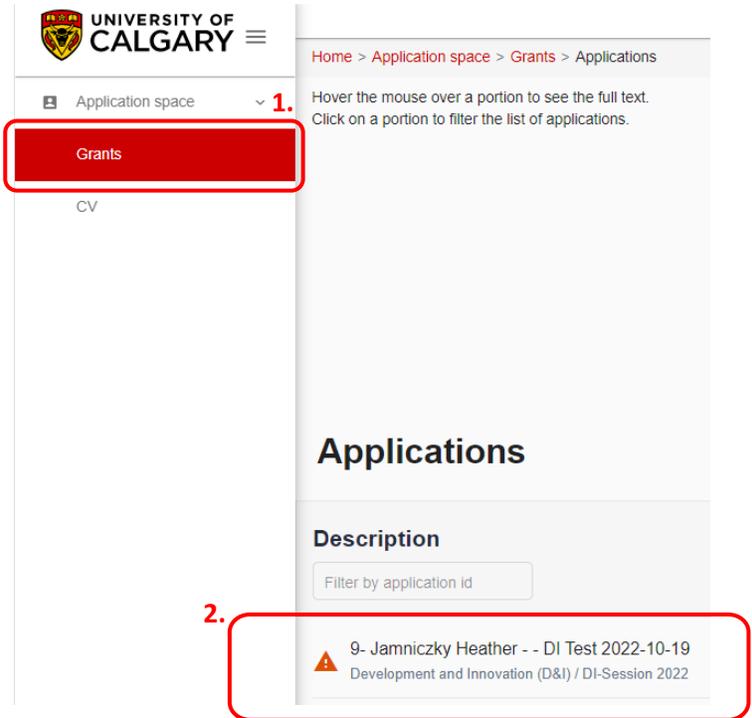
Purpose: This quick reference guide shows you how to access, review and approve TL grant or scholars' applications on the Synto platform.

Audience: All University of Calgary senior leaders (Dean, Associate Dean and Department Head)

Please note this is a new platform and new process and we welcome any feedback you have to help us continue to improve our program. You can send your feedback to TLgrants@ucalgary.ca

Step 1: Go to your application

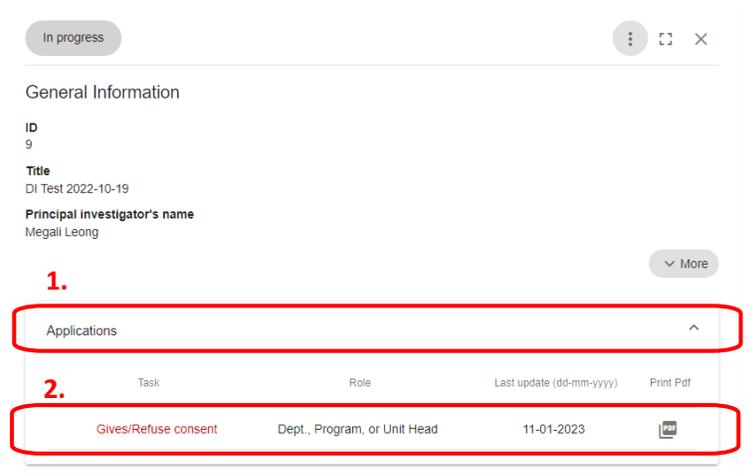
1. Under **Application space**, **Grants**
2. Click on relevant application



The screenshot shows the Synto interface. At the top left is the University of Calgary logo. Below it, a navigation menu shows 'Application space' with a dropdown arrow and a red '1.' next to it. A red box highlights the 'Grants' option in the dropdown. To the right, a breadcrumb trail reads 'Home > Application space > Grants > Applications'. Below this, a tooltip says 'Hover the mouse over a portion to see the full text. Click on a portion to filter the list of applications.' The main content area is titled 'Applications' and has a 'Description' section with a search filter 'Filter by application id'. A red '2.' points to a specific application entry: '9- Jamniczky Heather - - DI Test 2022-10-19 Development and Innovation (D&I) / DI-Session 2022'.

Step 2: Access the application

1. In the **General Information** panel on the right side of the screen click on, **Applications**
2. Click, **Give/Refuse consent**



The screenshot shows the 'In progress' application details page. The 'General Information' panel on the right contains the following data: ID: 9, Title: DI Test 2022-10-19, Principal Investigator's name: Megali Leong. A red '1.' points to the 'Applications' tab in the right-hand navigation pane. Below this, a table shows the application's status and actions. A red '2.' points to the 'Give/Refuse consent' button in the table.

Task	Role	Last update (dd-mm-yyyy)	Print Pdf
Give/Refuse consent	Dept., Program, or Unit Head	11-01-2023	

- click on **Download application** to view the pdf application
- Select **I agree** or **I disagree**

Home > Application space > Team member consent > (9)

< Team member consent Back to application list

Sections

Terms and conditions

Terms and conditions

PI name
Leong Megali

Project title
DI Test 2022-10-19

Project number
9

Program
Development and Innovation (D&I)

You can download the application

3. [Download application](#)

I undersigned, I undersigned.
I declare and agree to the following :
• I commit myself to provide the candidate with the material and financial means to successfully complete his/her research project
• I hereby certify that to the best of my knowledge, all informations contained in the application or transmitted by electronic or other means in relation to this application - including any amendment - are accurate and complete

4. [I agree](#) [I disagree](#)

Next Steps

- The applicant will receive an email notifying them of your approval

Need help? TLgrants@ucalgary.ca