Synto – Leadership Approvals

Quick Reference Guide

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

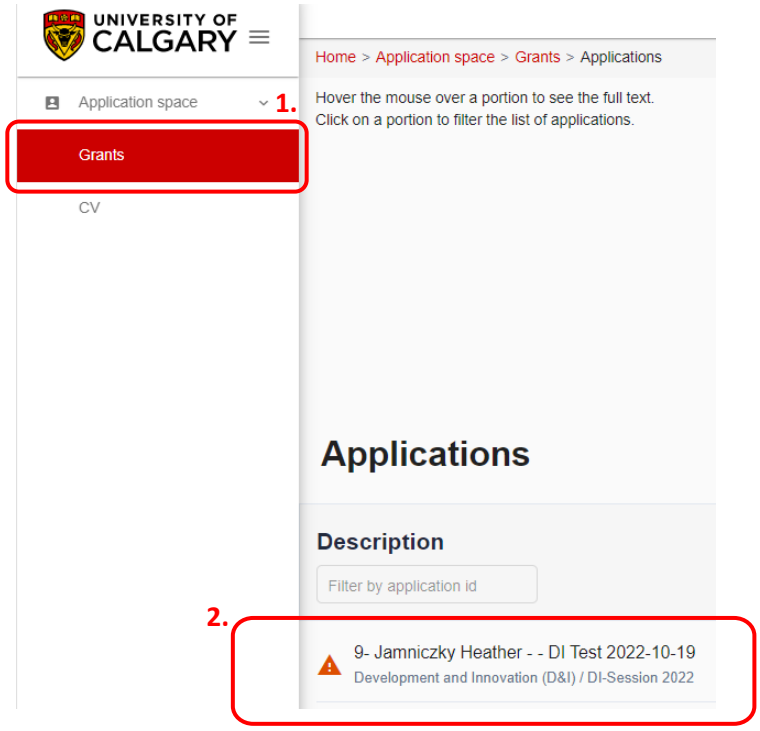
Purpose: This quick reference guide shows you how to access, review and approve TL grant or scholars' applications on the Synto platform.

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

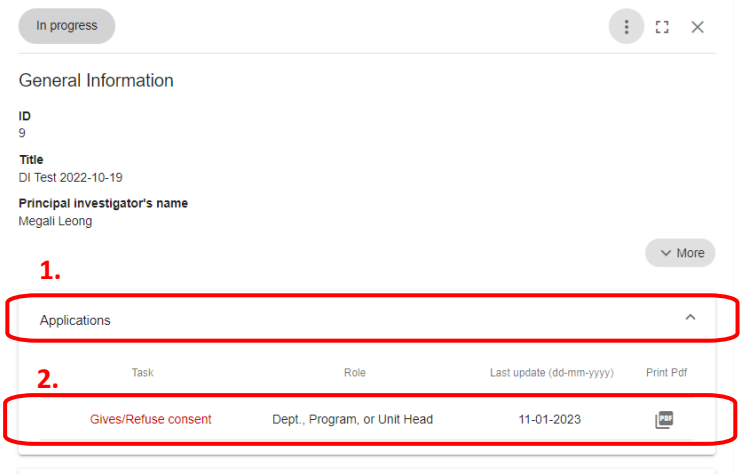
1. Under **Application space**, **Grants**
2. Click on relevant application



Step 2: Access the application

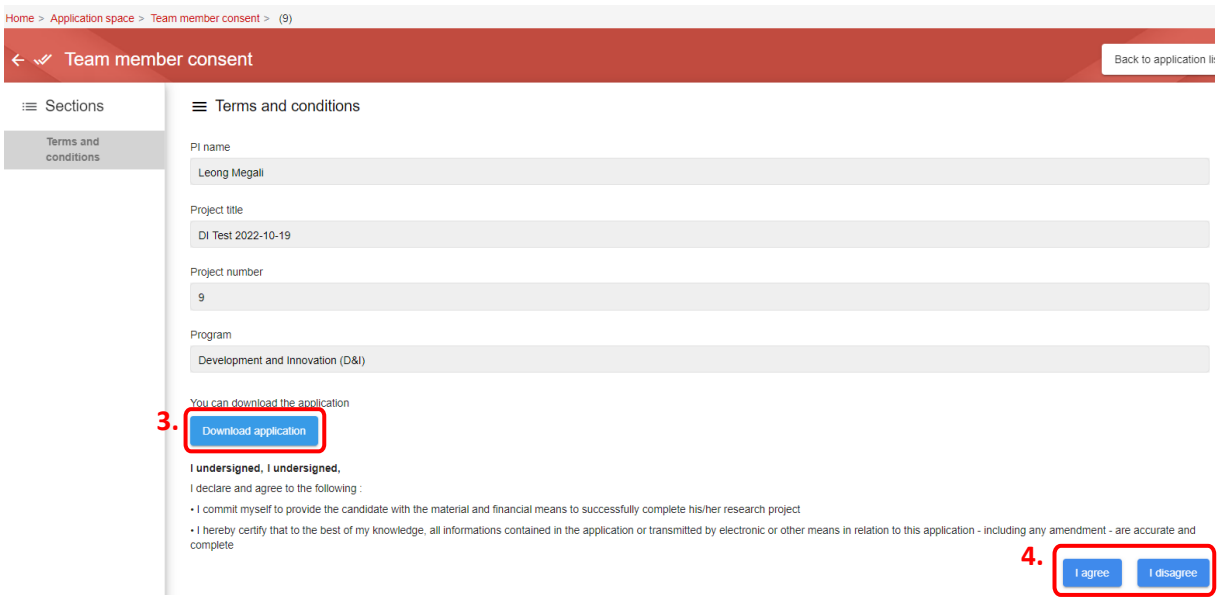
1. In the **General Information** panel on the right side of the screen click on, **Applications**

2. Click, **Give/Refuse consent**



3. click on **Download application** to view the pdf application

4. Select **I agree** or **I disagree**



Next Steps

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

Need help? TLgrants@ucalgary.ca