

FORMS8: New Sub-Project Request - Approval

The purpose of this manual is to explain how to approve a New Sub-Project using Agresso Forms. This New Sub-Project Request Form will then follow an Approval workflow dependent on the Cost Class selected on the Form until it then a new Sub-Project is created, or the request is rejected and closed off.

Once the New Sub-Project Request Form has been submitted an email will be sent to the Approver to complete the task.

New Sub-Project Request Form

Date: 20220817

You have New Sub-Project request Form to review/authorise. Please check all the details before processing this task. Also check if there are any additional documents associated to the task.

Form ID	Requested By	Cost Class	Sub Project Title	Tax System	Process Step	Cost Centre
SP1000008	Ian Brown	700 (General Funds)	test 8	13 (POT 2)	System Team Check And Re-Activate Form	30101000 (Chemistry)

Please use the following link to access Agresso: [Agresso Web Link](#)

User Details

You will log into Agresso using your GUID details. Your GUID are the details that you use to access University of Glasgow IT systems. e.g. CORE, MyGlasgow, etc...

GUID: Enter your GUID

Client: P1

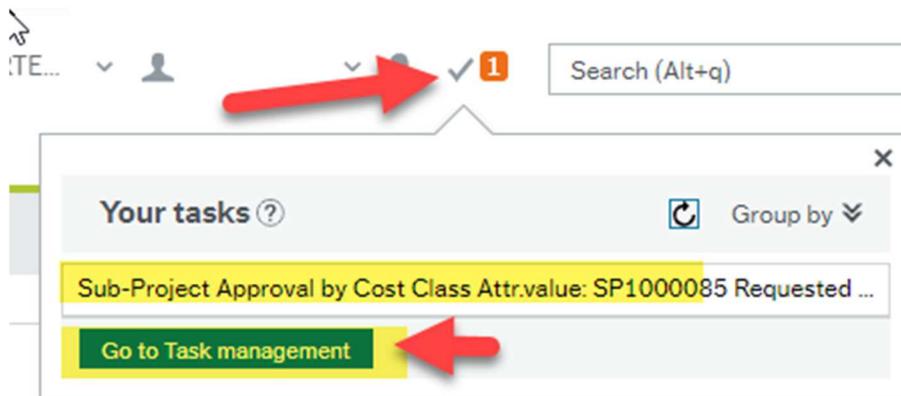
Once the New Sub-Project Request Form has created a new Sub-Project an email will automatically be sent to the Form Requestor and Sub-Project Budget Holder making them aware the Sub-Project is available to use.

There is also an enquiry that can be used to check the status of the Request as it goes through the workflow process.

FORMS8.1: New Sub-Project Approval

1. Log into Agresso: <https://agrweb.mis.gla.ac.uk/Agresso/>

2. To access the New Sub-Project Request Form task click on tasks: 



Either select the actual Task you want to see or select the Go to Task Management option to see all your tasks.

The following screen will appear:

Form approval

New Sub-Project Request. Please check details before progressing. Check for any attached documents.

New Sub-Project Request Form

Form*	Form ID*
NEWSUBPROJ ZSBP	SP1000085 SP1000085

Workflow log (row 1)

13/10/2022 19:56 Ian Brown (IAN) - Distributed

See Workflow History of Form

(Enter a comment) 

Any approval comments can be entered here

New Sub-Project Numbering

NEW - New Sub-Project/Parent Project Required- ADDITIONAL New Sub-Project Only Required - Enter Parent Project this will be related to.

New or Additional Request
NEW

Sub-Project Code Details

New-Sub Project Details

Sub-Project Cost Class 700 General Funds	Cost Centre 90206000 US - Systems	Tax System 13 POT 2
Sub-Project Budget Holder 155239 Ian Brown	Sub-Project Approver 155239 Ian Brown	

Sub-Project Title
Training Example

Reason for Sub-Project
Training Example

3. Check the relevant tabs for more details:

New Sub-Project Request **General Funds** 

New Sub-Project Request Form

General Fund Details

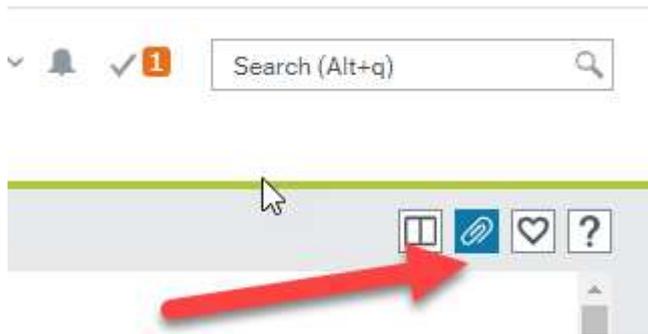
General Fund Details

YTD / LTD YEAR TO DATE YTD	HESA Not Applicable NA	Recoup Indicator Yes Y
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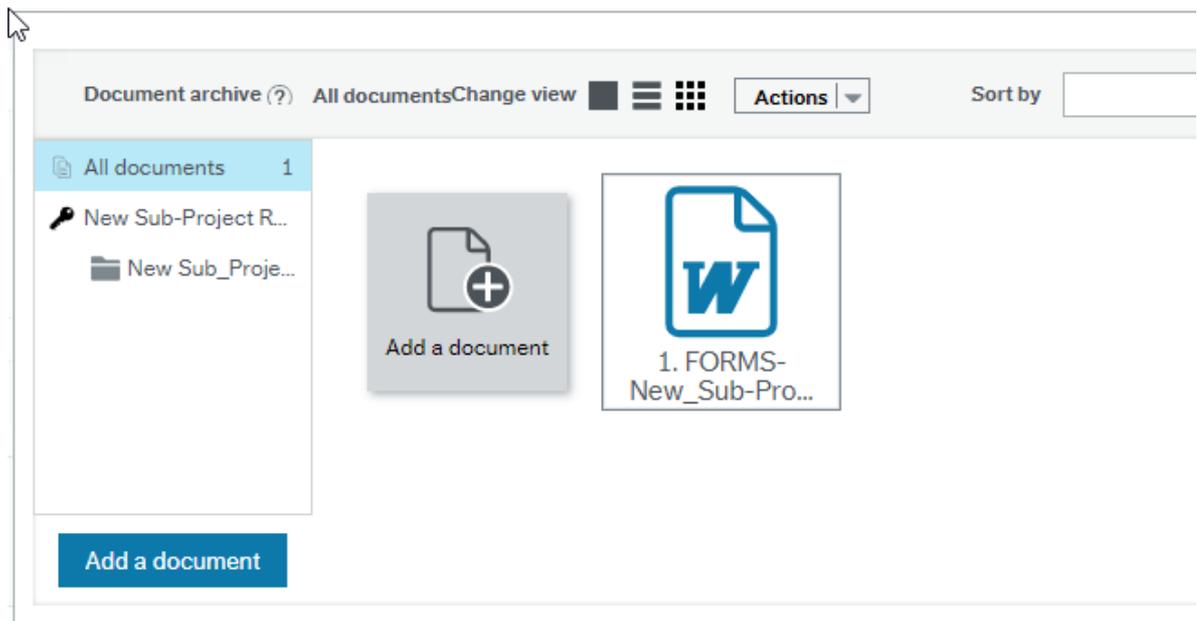
Further Information

Source and use of Funds

4. If any documents are attached to the form these can be viewed by clicking the following icon  - If highlighted in blue there are documents attached.



See any documents attached or if required the user can add documents:



FORMS8.1.2: New Sub-Project Request Approval

1. The user has 3 options:



2. Approve: Approving the details will confirm the New Sub-Project Request and move into the next stage of the process.
3. Park: The Form will remain with the Approver until it is either Approved or Rejected
4. Reject: A screen will appear to enter the reason for the rejections and the New Sub-Project Request will go back to the Requestor.

