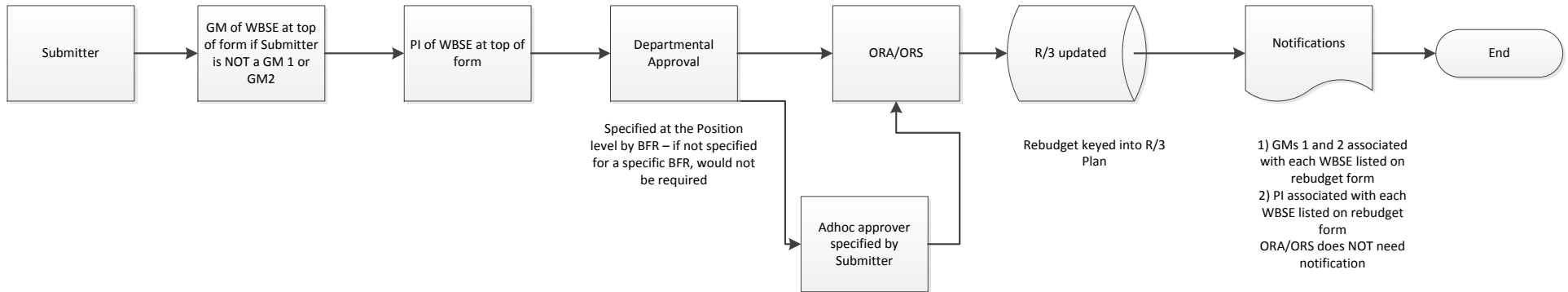# Workflow Rules for ReC Form

See below for workflow logic

Step 1: Submitter can be anyone with access to the form

Step 2: If the Submitter is not either the Grant Manager 1 or Grant Manager 2 the Project at top of form, then the form will route to both of those individuals (GM 1 and GM2). Both will get the workflow email and the first to pick it up on their worklist will become the approver (it will come out of the other's universal worklist), both are not required (normal workflow logic).

Step 3: After approval by Grant Manager (if required), the form will route to the PI associated with the Project at the top of the form.

Step 4: After PI approval, the form will route to a Departmental Approver (there can be multiple people for a BFR with the same role, to provide for backup) for approval. If after climbing the BFR chain a Departmental Approver is not found, the form should route to either ORA or ORS for approval (see Step 6 for logic).

Step 5: After PI approval the form will route to anyone identified as an Ad Hoc Approver