

SSA Alternate Approvers - GRT2140

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This page is used to set up an alternate approver if the original approver is not available to perform the necessary approval duties for budget revisions and reimbursement requests.

View a record:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the Spacebar to view a list of grant types.

❑ Click **Retrieve**. If an approval workflow exists, the list of approvers is displayed and you can make changes as needed.

❑ Click **Save**.

Other functions and features:

🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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