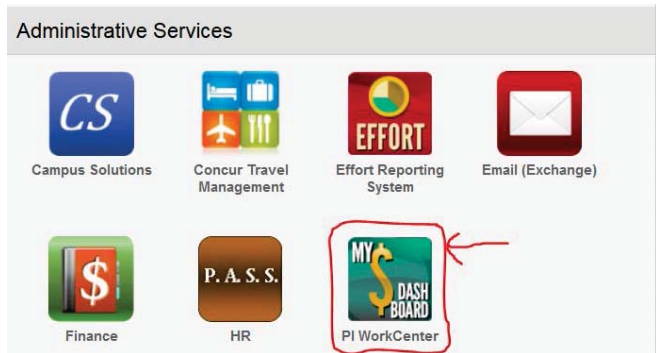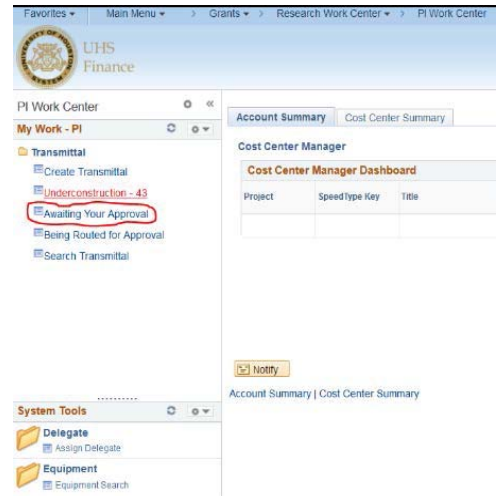# PeopleSoft Grants Transmittal Approval – PI Guide

1) PI will access the Transmittal by logging into AccessUH (https://accessuh.uh.edu/login.php) and clicking on the PI WorkCenter icon.

2) On the PI WorkCenter screen, the link for "Awaiting your Approval" will be in **red**. Click the link to see all transmittals awaiting your approval.

3) You will see a list of transmittals. Click the green checkmark in the "Approve" column next to the transmittal you want to approve.

	PDF	ID	Title	Sponsor	PI Name	Credited Dept	OCG Assignee	Begin Date	End Date	Due Date	Total Budget Amount	Doc Upload	Approve	Reject/Withdraw
1	PDF	000175048		U.S. Environmental Protection Agency		ENGINEERING TECHNOLOGY	Scott,Sarah	06/01/2017	05/30/2019	02/10/2017				
2	PDF	000175045		Gate, Inc		ENGINEERING TECHNOLOGY	Scott,Sarah							
3	PDF	000175089		University of Michigan		CHEMICAL ENGINEERING	Chee,Winsome S	08/15/2017	08/14/2019	04/05/2017	403,999.00			

4) The Transmittal Approval page will appear with some legal verbiage. Click the "Approve" button.