

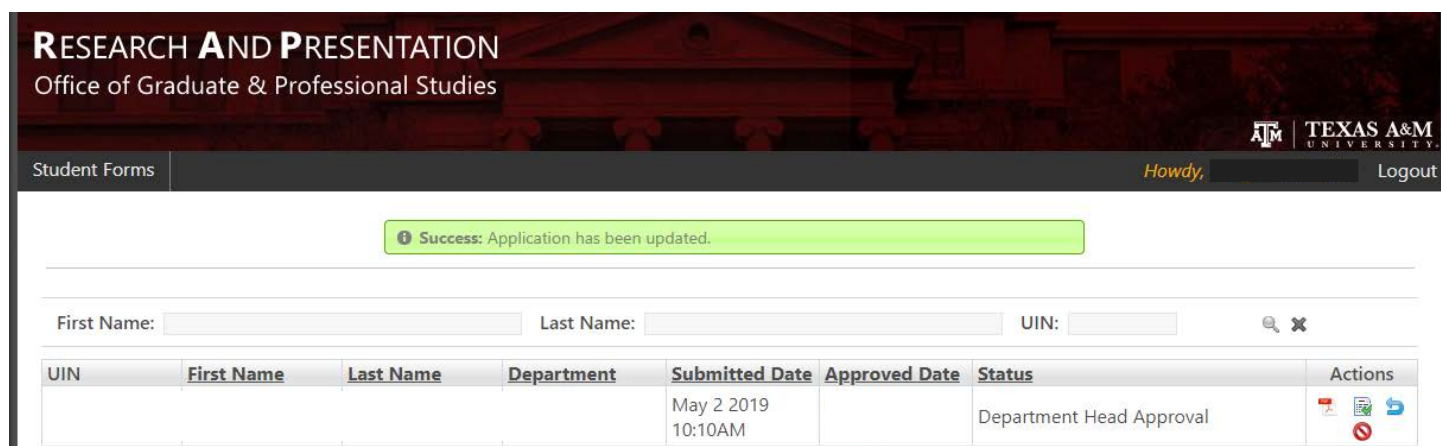
Research and Presentation Travel Award Committee Chair/Department Head Student Application Approval Instructions





If you have questions please email ogaps-travel-award@tamu.edu





Instructions:

- Click the link in the *Approval email* you received **OR** log into ogapsportal.tamu.edu with your netID & password.

Committee Chair/Department Head Approval Screen

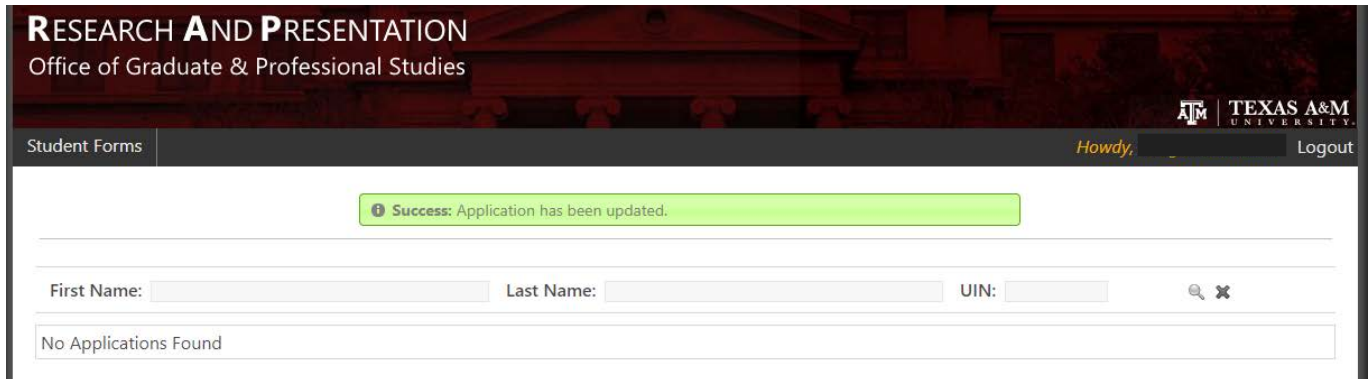


UIN	First Name	Last Name	Department	Submitted Date	Approved Date	Status	Actions
				May 2 2019 10:10AM		Department Head Approval	   

- All applications awaiting your approval will be listed on this screen.
- Status:** this indicates what stage the application is at. You will see either:
 - Committee Chair Approval** - awaiting the approval of the Chair
 - Department Head Approval** - awaiting the approval of the Department Head or their signatory
- You can perform the following actions using the *Action Icons* on the right side of the screen:
 - VIEW:**  Click to view the student application
 - APPROVE:**  Click to approve the student application. You can include a NOTE if there is any relevant information you would like the OGAPS Review Committee to be aware of (but it is not required).
 - RETURN:**  Click to return the student application to the student. You can include a NOTE as to why (e.g. need them to correct a component of the application).
 - REJECT:**  Click to reject the student application. Please include a NOTE as to why (has received the OGAPS Graduate Student Research and Presentation Travel Award before; has received a travel grant from the conference association, etc.).

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- Once you have either approved, returned, or rejected the application, you will see a confirmation message “**Success: Application has been updated.**” and the application will no longer show on your screen.



The screenshot shows the 'RESEARCH AND PRESENTATION' interface for the Office of Graduate & Professional Studies at Texas A&M University. The page includes a navigation menu with 'Student Forms' and a user greeting 'Howdy, [Name]' with a 'Logout' link. A green success message banner reads 'Success: Application has been updated.' Below this is a search form with fields for 'First Name', 'Last Name', and 'UIN', and a search button. The search results area displays 'No Applications Found'.

- **NOTE:** If you are **both the Committee Chair AND Department Head approver** for an application you will need to approve the application twice. After you approve as Committee Chair, you will see the Status update from Committee Chair Approval to Department Head Approval. You will then need to approve the application again.

Frequently Asked Questions:

- **QUESTION:** I clicked the link and received the error message:
“Inactive User: The page you are trying to access is for authorized users only!
If this is an error, please send an email to [Amanday Ray](mailto:Amanday.Ray@ogaps.tamu.edu) at the Office of Graduate and Professional Studies. [Click Here to Exit.](#)”

What do I do?

ANSWER: A required safety feature of the system is that any user who has not logged in within the past 6 months is deactivated the next time they attempt to log in and must be reactivated. Even if you have never logged in before, you were added into the system at least 6 months ago and therefore this security feature was activated. Please just email ogaps-travel-award@tamu.edu and we will reactivate your user account.