

INSTRUCTIONS FOR PINS ON-LINE APPROVAL

PINS, in effect since June 2004, is an electronic system used to track proposal data and to collect approvals from all principal investigators, co-principal investigators, departments, and college-level administrators involved in a proposed project. When it is time to approve a proposal on-line, the appropriate party will get a notice via e-mail. When notice to approve has been received, the following steps should be followed:

Go to the following URL to access PINS: <https://acspins.acsad.ncsu.edu/pins/PINSMain.jsp>

Login: Your Unity (EOS) id

Password: Your Unity password

If you receive an error message, double check your Unity ID and password. If you still receive an error message, call 515-4268 or 515-2444.

Then follow these steps:

1. Select “**Approve Proposals**” from the main menu
2. **Select the appropriate proposal** from the list presented
3. **Review** the proposal information
4. Click the “**Online Routing**” button
5. **Enter** any **comments** in the text box
6. If approving, click the “**Approve Proposal**” button

OR

To return a proposal to a previous reviewer for revisions, enter your reasons for returning the proposal and the requested revisions in the text box and click the “Return Proposal for Revisions” button.