

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 7. Test and validate Department Disapproval with ability to add notes |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 7: Department Review, Process Disapproval with Notes**

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| Step | Test Steps | Test Data | Expected Results | Notes |
| 1 | Open browser and navigate to <https://pacsstg3.rfsuny.org/SponsoredPrograms/login> |  | * The SUNY PACS website login page is presented. |  |
| 2 | Log in as grants specialist  (Test accounts have been provided) |  | * Log in is successful * **Inbox** displays |  |
| 3 | **Execute test script 5 – copying a proposal,**  **Then on the far left click the submit for department review**  **Log out** | Prereq to test 7 | * Create a proposal that has a status of department review |  |
| 4 | **Log in as the department review sign on provided** |  |  |  |
| 5 | **Find a proposal that you just created from above.**  Click on Grants (tab on the Top), In the users Grants In Box user will see the Proposal with the state of **DEPARTMENT REVIEW**. Click on the proposal name to Open the proposal up. |  | * The proposal page will display | **NOTE: Save and Continue along the way as you proceed thru the below steps** |
| 6 | On the left hand side click on View Funding Proposal to review the proposal. Scroll thru the pages and select Exit on the top of the menu bar when review is complete |  | * The proposal page will display |  |
| 7 | **Complete Review and Approve**  Click on Review Proposal on left of screen.  Review Proposal Page Displays  Add a comment.  Upload attachments. (Optional) Click Add  **OK** | Select **Disapproved**  Add a Comment.  Leave Blank | * The proposal page will display * Proposal is now in Department Review: Response Pending from PI(indicated on process flow as well as the top left of screen) |  |
| 8 | Return to the main proposal screen and go to the credit distribution routing tab on the far right and verify you see your comments and results |  |  |  |
|  | **End of Test** |  |  |  |

