



Division for Social Impact

HOD approval of a Social Impact initiative registration

Dear Head of Department,

You will receive an email for the approval of a Social Impact Initiative similar to the one below:

Thu 2017/09/14 08:44
Staff <sharepoint@stb.sun.ac.za>
Action required: Social impact initiative currently awaiting recommendation - Documenting the history and community of Fisantekraal - 2017

To Williams, Joanne <jhenry@sun.ac.za>

Dear HoD,

The following new social impact initiative registration is currently awaiting recommendation:

INITIATIVE NAME: Documenting the history and community of Fisantekraal - 2017

DESCRIPTION:

This project focuses on the writing of the histories of individuals and organisations in the Fisantekraal community.

INITIATIVE OWNER: Williams, Joanne

Please login [HERE](#), and then click [HERE](#) to action this request.

Step 1 Step 2

Approval requires a 2 step process:

1. Please click on the first hyperlink to ***login to the system.***
2. Go back to the email and click the second link to ***action the request.***

The following window will appear:

HoD Administrator Approval

The following new social impact initiative registration is currently awaiting recommendation

Full Title of Initiative:	Documenting the history and community of Fisantekraal
Registration Year:	2017
Initiative Description:	This project focuses on the writing of the histories of individuals and organisations in the Fisantekraal community.
Review Full Initiative	

Approver:	Williams, Joanne <jhenry@sun.ac.za>
Approval Status:	Pending
Comment:	<input type="text"/>

[Approve](#) [Maybe](#) [Reject](#) [Close](#)

To Review:

If you wish to review the full detail of the initiative, click on “Review Full Initiative”

The following screen allows you to view all the information captured. The buttons on the right hand side allow you to jump between sections, or you can use the “Next” buttons at the bottom of the page.

To get back to the Approval screen:

Once you have completed your review, click on the highlighted arrow below (top right) to go back to the approval screen which will allow you to approve/reject or ask for further information.

Initiative Request Form

Filename: Documenting the history and community of Fisantekraal - 2017
Form Status: HoD Approval Pending

1. Initiative Information

Full Title of Initiative:	<input type="text" value="Documenting the history and community of Fisantekraal"/> <small>* This is a required field</small>
Registration Year:	2017
Initiative Description:	<input type="text" value="This project focuses on the writing of the histories of individuals and organisations in the Fisantekraal community."/> <small>* This is a required field</small>
Initiative Website/s:	<input type="text"/> <small>This field is not in the correct format for a URL</small> <input type="checkbox"/> Add another Website
Start Date:	2014
(Anticipated) End Date:	2014 <small>End Date must be after Start Date</small>
Ongoing Initiative:	<input type="checkbox"/>

HoD Approval

[Status: Pending](#)

1. Initiative Information [Progress: Ready](#)
2. Initiative Category [Progress: Ready](#)
3. Intended Impact [Progress: Ready](#)
4. Geographic Area [Progress: Ready](#)
5. Stellenbosch University Involvement [Progress: Ready](#)
6. Partner Involvement [Progress: Ready](#)
7. Collaboration [Progress: Ready](#)
8. Additional Information [Progress: Ready](#)

To Approve, Reject or ask for more information:

Once back at the Approval screen, you can either click on:

1. "Approve"
2. "Reject"
3. Or ask for clarification in the comments field and select "Request Additional Information"

HoD Administrator Approval

The following new social impact initiative registration is currently awaiting recommendation

Full Title of Initiative:	Documenting the history and community of Fisantekraal
Registration Year:	2017
Initiative Description:	This project focuses on the writing of the histories of individuals and organisations in the Fisantekraal community.

[Review Full Initiative](#)

Approver:	Williams, Joanne <jhenry@sun.ac.za>
Approval Status:	Pending
Comment:	<input type="text"/>

Approve Maybe Reject Close

Once approved, the Initiative will be sent to the Dean for final approval before it appears on the Social Impact platform.