Overview
Units, departments, colleges, divisions and individuals have ideas about improving Ohio University. The project intake and approval process helps campus leadership prioritize improvements and manage the entire campus comprehensively. Each project has a sponsor and is usually the dean/vice president or CFAO responsible for the college or department associated with the project submitter. Support from the project sponsor will be required for the project to be reviewed by campus executive leadership. This Quick Reference Guide is intended for the project sponsor who will approve the PIF.

Request a Comment (External)
To request a comment from an external (outside e-Builder) user:
1. Click on the Comments tab.
2. Click the Request Comment button.
3. Enter the external users’ e-mail address.
4. Select the check box to allow the external user to attach files.
5. Enter the subject of the comment.
6. Select the calendar icon to designate a specific date you would like to have a response from the external user by.
7. Enter a message for the external user.
8. Click the Request Comment button to request the comment.

Request a Comment (Internal)
To add a comment for an internal (within e-Builder) user:
1. Click on the Comments tab.
2. Click the Comment button to add a comment.
3. Enter the comment.
4. Attach files as needed.
5. Click the Add Comment button to add your comment.
Approving or Voiding a PIF

To approve or void a PIF, use the following steps:

1. From the home screen, click the link to the PIF you would like to approve or void. This will take you to the Process tab for the PIF.

2. Click the link relating to the PIF you would like to review. A new window will open.

3. Select Approve or Void from the drop down at the top of the window. Click the PIF PDF to view the PIF before Approving or Voiding.

4. Click the Take Action button to complete the process.

5. **PLEASE NOTE:** The approval of a PIF that is under $100,000 authorizes a funding transaction to occur from the funding source identified on the document.