Electronic Rebudgeting/CAS Forms are routed to PIs for approval. You are required to approve the form. The process is very similar to how you approve travel and reimbursement forms. The approvals are all done through your Universal Worklist on Duke@Work. There are two ways to access your Universal Worklist to approve the form: 1. From a link provided in the email notifying you that a form is available for your approval; 2. By clicking on the Universal Worklist located in Duke@Work.

**Reminder:** Duke@Work is most compatible with Internet Explorer 9 or below and Firefox. Your forms may not open correctly in Safari, Chrome, or another web browser.

**Reminder:** The Rebudgeting/CAS Forms will open in a new window. Please disable your pop-up blockers. If your pop-up blocker is not disabled, the form may not open.

**Accessing the Universal Worklist from email:**

1. You will receive an email notifying you that your action is required on an eRA Rebudgeting/CAS form. The email will contain a link to approve the form. Click on the link.
2. The Universal Worklist is found on Duke@Work which is accessed here: https://work.duke.edu. We recommend using Internet Explorer 9 or below or Firefox. After authenticating, click on the Universal Worklist tab at the top of the screen.

3. The Universal Worklist functions like an inbox. It will display all forms in queue for you to approve. To select a form to approve, click on the link for the form you wish to approve. You can also click on the "show form" button. This will open a new window/tab to display the form. Remember to disable your pop up blocker, or the form may not open.
The Rebudgeting/CAS Form:

4. The “approve” button is located at the bottom of the form. Scroll down to the bottom of the form and click “approve.” In addition to approving the form, you can return the form to the submitter, add an approver, add an email notification, or close the form.

5. If you have questions, contact your grant manager.

Notifications upon Completion of the Rebudgeting/CAS Form:

6. The Rebudget Form has been approved and processed impacting the WBS£E's listed below. Please click on the following link to access the Portal:
https://<PortalURL>
6. Once the form is approved, and the budget has been modified in SAP, you will receive the above email. No action is required; the email is for notification only.