Instructions

In order for a document to be “super approved,” there must be exposure to significant repercussions for the university. Examples might be legal, reputational, or personal implications for the recipient of the funds. FMS understands that unusual circumstances arise so special requests will be considered. If the previously noted alternatives to requesting super approval are not available, you may submit your request for super approval using the following procedures:

1. Type the request in an email, and include the following:
   - Explanation as to why the approval is needed, and
   - What the ramifications are if the document is not approved in the timeframe the unit is requesting

2. Send the email request to the appropriate representative:
   - Bloomington Campus: Rozzie Gerstman at gerstma@indiana.edu.
   - Indianapolis Campus: Charlie Miller at chmiller@iupui.edu.
   - All other campuses: Mary Byrde at mbyrde@indiana.edu.

NOTE: Submission of a request does not guarantee super approval will occur. The unit making the requests will be notified of the decision.