Title: How to cut a draft permit

Summary: Summarizes the RPRS procedures cutting a draft Scientific Research and Collecting Permit

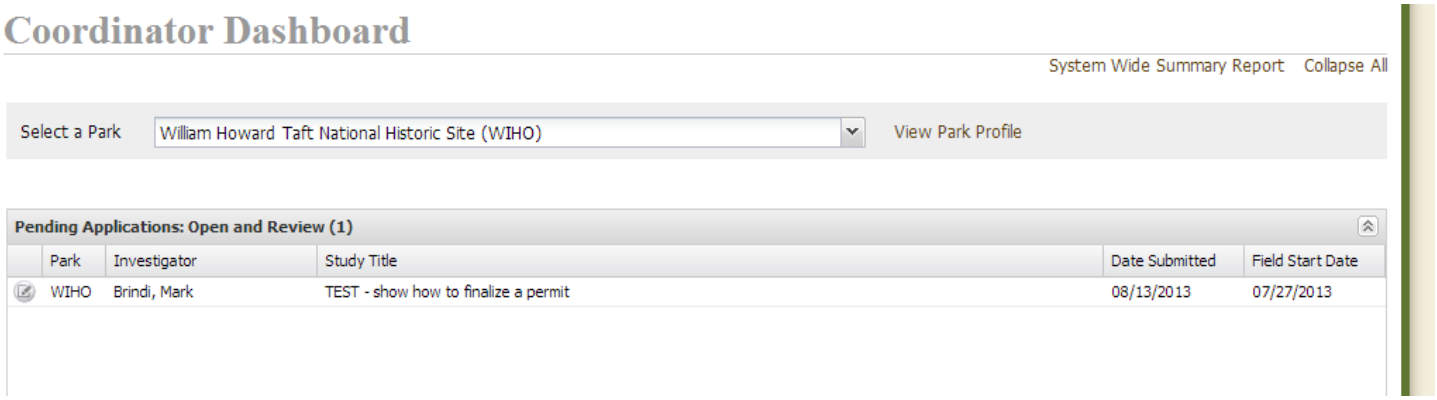
Prerequisite: You must have been assigned the role of Park Research Coordinator

Step 1. Locate and open the application from which you wish cut a permit

You may locate the application through your Coordinator Dashboard.

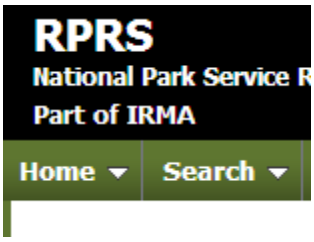


- Applications which await a park decisions will be found in through the "Pending Applications: Open and Review" panel or the "Applications Under Review: Complete Review" panel
- Click on the panel to reveal the content.

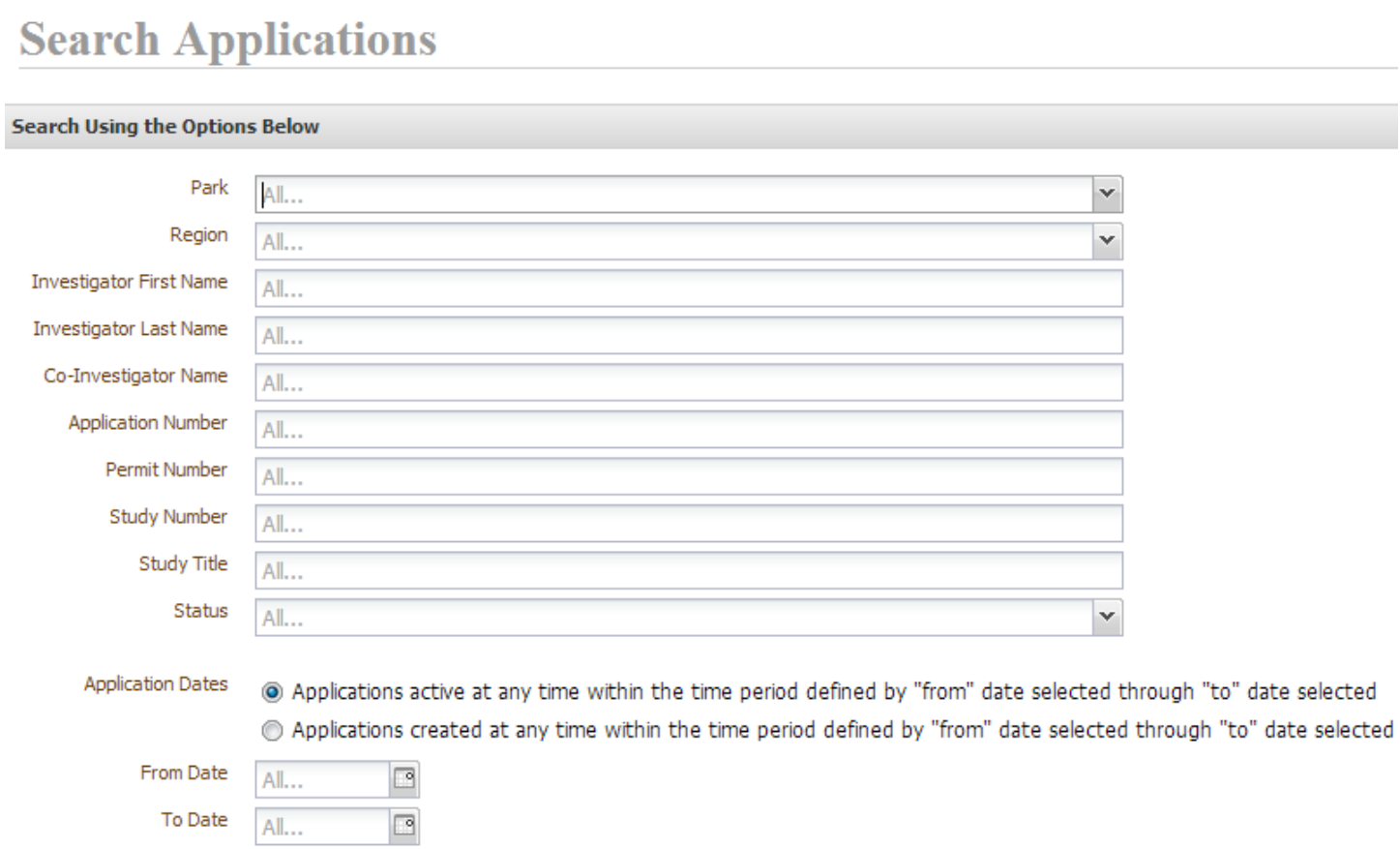


- Once you locate the application, open it by clicking on the icon to the left of the park acronym.

An alternate option for locating the application is to use the search service which is available from the RPRS home page.



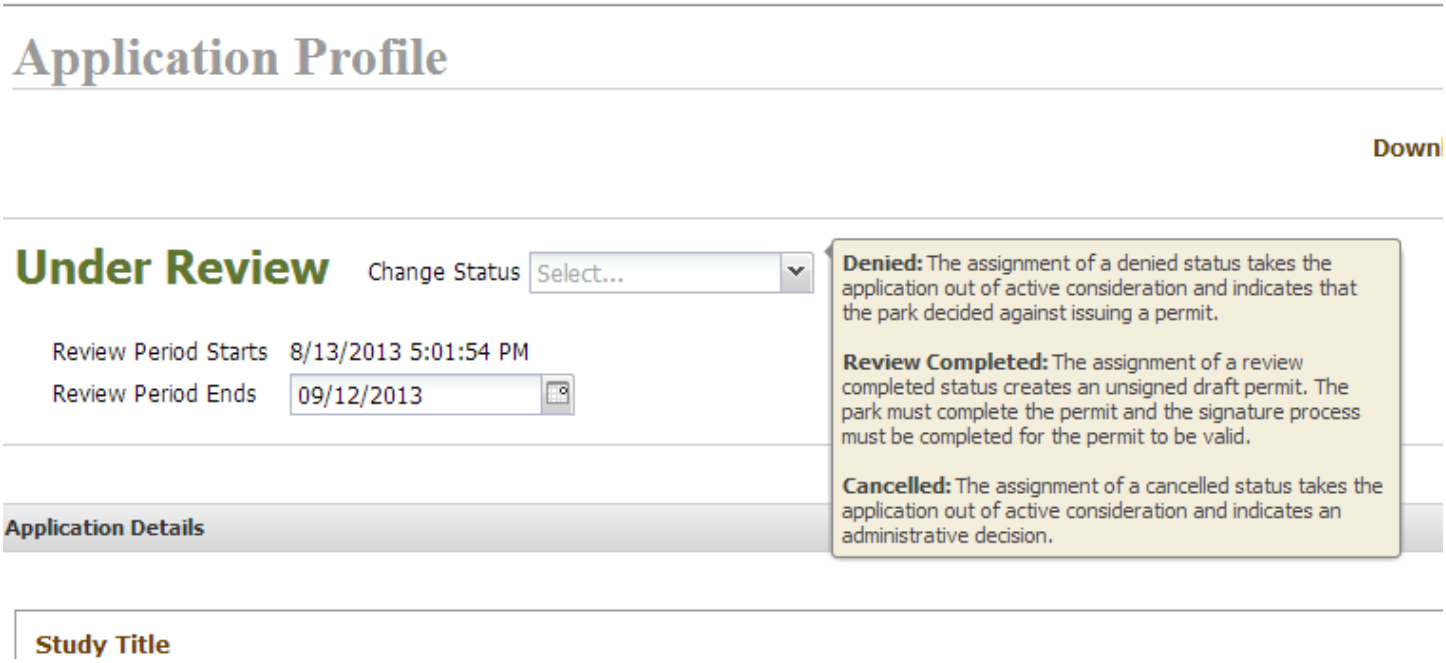
- Click on the "Search" menu option. Choose the "application" option.



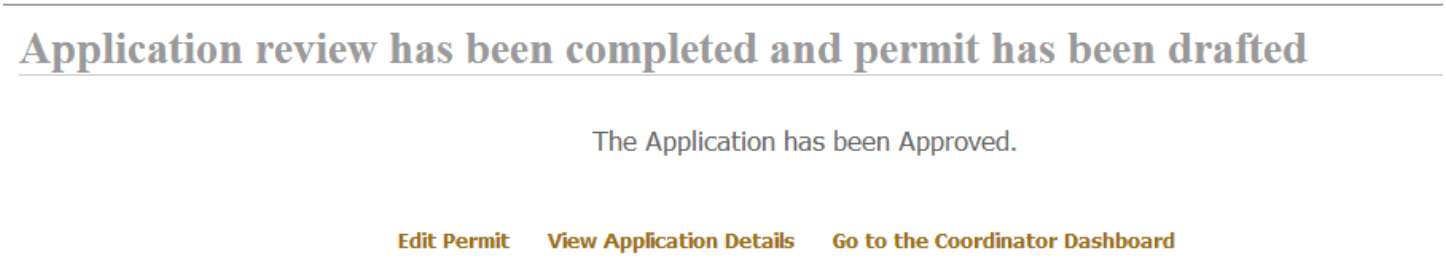
- Enter search terms to locate the application. The search operates on an "and" basis: if you enter multiple search options, the search results will be applications that meet all the criteria (rather than all permits that meet any one of the criteria).
- Once you locate the application, open it by clicking on the application title.
- If you have coordinator permissions for the park to which the application was submitted, you will have those permissions regardless of how you access the application.

Step 2. Change the application status to "Review Complete" to issue a draft permit

- Once you locate and open the application, the application will open in Application Profile view.



- Click on the "Change Status" combo box (pick list). You will see three status options: Denied, Cancelled, Review Completed.
- Choose the "Review Completed" status to issue a draft permit.



- You may immediately edit the draft permit, or come back to it later.
- Please see the "Finalize a Research Permit module to learn how to finalize a draft permit.

Recommended Modules to Read Next

Finalize a Research Permit
Confirm Signatures of Research Permits