

When do I need an EPR?

Anytime your RSO travels, uses SOFS funds for an event/activity, or needs a room reservation, submit an EPR.

How far in advance should I submit an EPR?

The sooner the better! As soon as you know the basics, submit! Keep in mind, all approvals must be completed at least 3 business days for indoor events, and 10 business days for outdoor events. Check out our Business Day cheat sheet on NvolveU.

How do I respond to reviewer questions?

Click the Review Submission button in the email notification or navigate to your submissions and select the EPR to reply.

I didn't get a notification? How do I fix that?

Check your NvolveU Account Settings. Make sure to update your Preferred Email address, and check your spam & junk folders.

Who is reviewing my EPR and why?

Once you submit an EPR, the Student Leadership, Involvement & Community Engagement staff will review the details. We will then add specific reviewers. We will leave you a comment detailing which reviewers will be looking over your EPR and why.

How will I know my deadline?

Don't stress - we'll share your deadline when we review the EPR.

Does my advisor need to approve the EPR?

Your advisor is automatically added by the system to the EPR. They are welcome to add comments or approve the EPR, but are not required. However, if your advisor denies the EPR, we will deny it as well.

My event was denied? Why?

We don't like denying events, and only deny for two major reasons. 1. We have passed the three/ten business day window for approvals; or 2. The RSO has not responded to multiple reviewer questions. Students can always resubmit a denied submission to continue the approval process.

I goofed up! I need to edit my event request. How do I do that?

Simply leave a comment on the EPR telling us you need to edit the event request. We'll temporarily deny the request so you can edit the details. We'll leave you detailed instructions to resubmit.

We had the same event last year - can I resubmit that EPR?

No. Since policies, reviewers, and processes change slightly year to year, we ask that you complete a fresh EPR.

If you have further questions, please reach out to us!

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STUDENT LEADERSHIP, INVOLVEMENT
& COMMUNITY ENGAGEMENT

Student Affairs