

# Reviewing and Approving a Goal in SPIMS

**Step 1:** Sign on to SPIMS through this [link](#) or from SPIMS Home Page

**Step 2:** Click on “Pending Goals” on SPIMS Home Page

**Step 3:** Pending Goals page will display only those Goals in units and subunits assigned to you (see *screenshot #1*). Goals ready for review will have Status “Pending Review”. Goals still in draft will have Status “In Progress” and should not be reviewed until completed and submitted by Contributor. Goals that have been reviewed and returned to Contributor(s) for revision have Status “Changes Needed”.

Click on “[Edit](#)” to review desired Goal. Goals are identified by Goal Title and a unique Number. This Number will not change for the duration of the Strategic Plan and is unique across all Goals in SPIMS.

	Number	Goal Title	School/Area	Department	Status
<a href="#">Edit</a>	4	Test Goal for Locking 3/25	Administration & Finance	All Units	In Progress
<a href="#">Edit</a>	15	Producing Interdisciplinary Collaborative Research	School of Social Work	All Units	In Progress
<a href="#">Edit</a>	7	Philanthropy perceived as effective, inclusive, an	Philanthropy	All Units	Pending Review
<a href="#">Edit</a>	10	Philanthropy extends shared services to merged Med	Philanthropy	All Units	Pending Review
<a href="#">Edit</a>	8	Philanthropy better represents the diverse communi	Philanthropy	All Units	Pending Review
<a href="#">Edit</a>	20	Karen Testing Pending Review and Submit	Office of the Provost	HS/HSL	In Progress
<a href="#">Edit</a>	6	Karen Test	Office of the Provost	HS/HSL	Changes Needed
<a href="#">Edit</a>	18	Global Education & Research	School of Social Work	All Units	In Progress
<a href="#">Edit</a>	14	Fosters a Culture of Care	School of Social Work	All Units	In Progress
<a href="#">Edit</a>	13	Equitable, Accessible, and Inclusive Learning Oppor	School of Social Work	All Units	In Progress
<a href="#">Edit</a>	12	Equitable, Accessible and Inclusive Learning Oppor	School of Social Work	All Units	In Progress
<a href="#">Edit</a>	16	Data Driven Analytics	School of Social Work	All Units	In Progress
<a href="#">Edit</a>	11	Core Values Integration	School of Social Work	All Units	In Progress
<a href="#">Edit</a>	17	Bi-directional Learning Collaborative	School of Social Work	All Units	In Progress
<a href="#">Edit</a>	1	Advancement of Research Data Management	Office of the Provost	HS/HSL	Changes Needed

**Step 4:** Selected Goal will appear in edit format (see *screenshot #2*). Text windows for Goal Description and Progress Measurement can be expanded for viewing by clicking and dragging the bottom right corner.

**Note on Printing:** If you wish to print out the Goal for review, make sure to expand the text windows so that all text is visible on the screen before using the browser print function.

Alternatively, you can view and print the Goal by following these steps:

1. Make a note of the unique Goal Number
2. Select "Search" from the top SPIMS menu
3. In the Search dialog choose Search By "Goal Number"
4. Enter Goal Number in the Containing field that appears and click [Submit](#)
5. Search results will return desired Goal
6. Click on Goal Title to view Goal detail
7. Use browser print function to print Goal detail

SPIMS
Access Request   Add Goal   Pending Goals   Goals   Reports   Search   Admin Menu ▾

## Screenshot #2

### Update Goal

**Theme 4:** Innovation and Reimagination

**Objective** UMB will foster an agile, creative, and risk-tolerant learning environment, boldly capitalizing on new opportunities, technologies, and the power of collaboration to discover meaningful solutions to the complex problems impacting UMB, its Schools, and its strategic partners, and communities.

**Outcome 3:** UMB embraces a broad and collaborative culture encouraging the free exchange of ideas, acknowledging the importance of risk-taking for bold gains, and learning from failures and successes.

Current School/Organization and Department selected for this goal:

School/Organization:

Department:

Goal Title:

Goal Description:

Progress Measurement Criteria:

Select any Keywords that are appropriate:

Keywords	
<input type="checkbox"/> Academic	<input type="checkbox"/> Accreditation
<input type="checkbox"/> Administrative / Administration	<input type="checkbox"/> Alumni / Life Long Learning
<input type="checkbox"/> Assessment / Evaluation	<input type="checkbox"/> Baltimore / Local
<input checked="" type="checkbox"/> Collaboration	<input type="checkbox"/> Community
<input type="checkbox"/> Culture	<input type="checkbox"/> Data / Information Management
<input type="checkbox"/> Diversity / Equity / Inclusion	<input checked="" type="checkbox"/> Efficiency / Effectiveness
<input type="checkbox"/> Empowerment	<input type="checkbox"/> Engagement
<input type="checkbox"/> Faculty	<input type="checkbox"/> Financial
<input checked="" type="checkbox"/> Fundraising / Philanthropy	<input type="checkbox"/> Global
<input type="checkbox"/> Grants Management	<input type="checkbox"/> Infrastructure
<input type="checkbox"/> Innovative / Innovation	<input type="checkbox"/> Inter-Professional
<input checked="" type="checkbox"/> Leadership / Management	<input type="checkbox"/> Learning / Instruction
<input type="checkbox"/> Maryland / State-Wide	<input type="checkbox"/> Multi-Disciplinary
<input type="checkbox"/> Organizational Development	<input checked="" type="checkbox"/> Partnership / Partnering
<input type="checkbox"/> Patient-Centered Care	<input type="checkbox"/> Public & Private / Tech Transfer
<input type="checkbox"/> Public Health / Population Health	<input type="checkbox"/> Public Service
<input type="checkbox"/> Recruitment	<input type="checkbox"/> Regulations / Regulatory
<input type="checkbox"/> Reporting	<input type="checkbox"/> Research - Basic
<input type="checkbox"/> Research - Translational	<input type="checkbox"/> Research Tools / Methods / Best Practices
<input type="checkbox"/> Safety / Well-Being	<input type="checkbox"/> Scholarship
<input type="checkbox"/> Social Justice	<input type="checkbox"/> Staff / Employees
<input checked="" type="checkbox"/> Strategic / Long-Range	<input type="checkbox"/> Students
<input type="checkbox"/> Sustainable / Green	<input type="checkbox"/> Technology / Equipment
<input type="checkbox"/> Training / Development	<input type="checkbox"/> University System of Maryland
<input type="checkbox"/> Values / Core Values	

Comments:

Status:

Step 5: When reviewing a Goal as an Administrator, you can edit or add to any of the following content, as long as character maximums are not exceeded:

Goal Title (200 characters maximum)

Goal Description (1,000 characters maximum)

Progress Measurement Criteria (1,000 characters maximum)

Key Words (choose at least one and no more than five)

The following components of the Goal cannot be altered (contact IESPA if changes are needed):

Theme / Objective

Outcome

School / Organization (unit)

Department (sub-unit)

Step 6: The Comments box (1000 characters maximum) is primarily used to provide instructions to the Contributor(s) when revisions are needed. All text entered in this box will be included in an automated email sent to Contributor(s) if a Goal is returned for revision (*see Step 7*).

Step 7: Upon completing review, change the Status of the Goal to one of the following and click [Submit](#):

**Approved:** Goal is approved and ready for technical review by IESPA staff and is now part of the Strategic Plan. No further actions are needed in the review process.

**Changes Needed:** Goal is returned to Contributor(s) for revision. Text entered into Comments box by reviewer will be transmitted to Contributor(s) via email and will also be visible when they are revising the Goal. Goal will appear as Pending Review once revisions are completed by Contributor. Email will come from [umbstrategicplan@maryland.edu](mailto:umbstrategicplan@maryland.edu) with subject line *“Strategic Plan Implementation Management System – Changes Needed”*.

**In Progress:** Goal has been reviewed by Administrator but is being put aside for additional revisions by Administrator. If revisions are to be performed by Contributor, choose the Changes Needed option.

**Denied:** Goal is not approved and does not become part of Strategic Plan. This option is also used if incorrect Theme and/or Outcome was selected for the Goal by the Contributor. Contributor can then resubmit a new Goal with the correct Theme and Outcome.

Note: Do not use “Pending Review”, “Cancelled”, or “Completed” options.