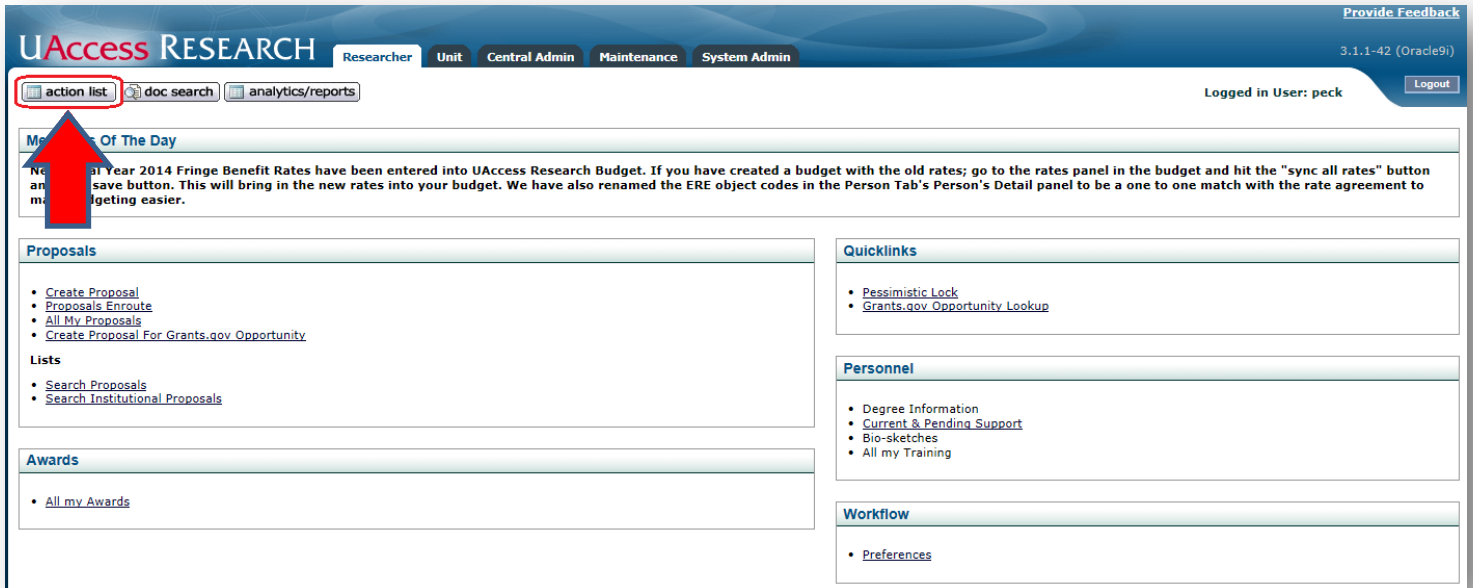


Approving a UAccess Research Proposal Document

Logging in to UAccess Research

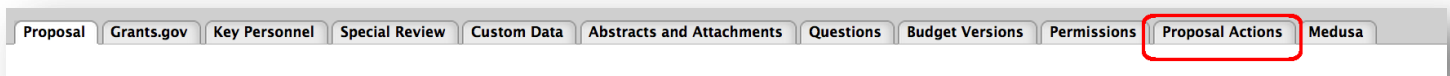
Go to <https://research.uaccess.arizona.edu/kra-prd/portal.jsp> and login using your NedID and password. If using an off-campus computer you'll need to login to the [VPN](#) first to create a secure connection.



Once you click on the action list. You will get a list of documents that are awaiting the user to take an action. Verify that you are in **“Action List”**, not Outbox. To open the Proposal document, click on the hyperlink under the Id field.



Once the proposal document is open and has been fully reviewed, navigate to the Proposal Actions tab.



At the bottom of the tab you will find the workflow action buttons:



Return for edit:	The document is sent back to the initiator for changes. This can be done at any level in the workflow chain. However, once it is resubmitted into routing, all approvals have to be obtained again.
Send ad hoc request:	The document can be submitted to ad hoc routers.
Approve:	The document is approved by the user and it goes on to the next approver.
Disapprove:	The document is disapproved by an approver as a valid research administration transaction and is canceled and CANNOT be edited.
Close:	The document is closed and no action is taken.