Approving a UAccess Research Proposal Document

Go to <u>https://research.uaccess.arizona.edu/kra-prd/portal.do</u> and login using your UA NetID and password. If using an off-campus computer you'll need to login to the <u>VPN</u> first to create a secure connection.

UACCESS RESEARCH Researcher Unit Central Admin Maintenance System Admin	Provide Feedback 3.1.1-42 (Orade9i)
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Proposals	Quicklinks
Create Proposal Proposals Enroute All My Proposals Create Proposal For Grants.gov Opportunity Lists	Pessimistic Lock Grants.gov Opportunity Lookup Personnel
Search Institutional Proposals Awards	Degree Information <u>Current & Pending Support</u> Bio-sketches All my Training
All my Awards	Workflow
	• Preferences

Once you click on the action list, you will get a list of documents that are awaiting your action. Verify that you are in **Action List**, and not <u>Outbox</u>. To open the Proposal document, click on the hyperlinked number under the **Id** field.

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-	Id	Туре	<u>Title</u> Proposal Development Document - Testing - PECK	Action Requested	Initiator Jessica A Peck	Date Created 04:10 PM 12/13/2012	Current Route Node(s) Initiated	Log

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

Proposal	Grants.gov	Key Personnel	Special Review	Custom Data	Abstracts and Attachments	Questions	Budget Versions	Permissions	Proposal Actions	Medusa

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

(return for edit) send ad hoc request) approve) disapprove) close

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 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.