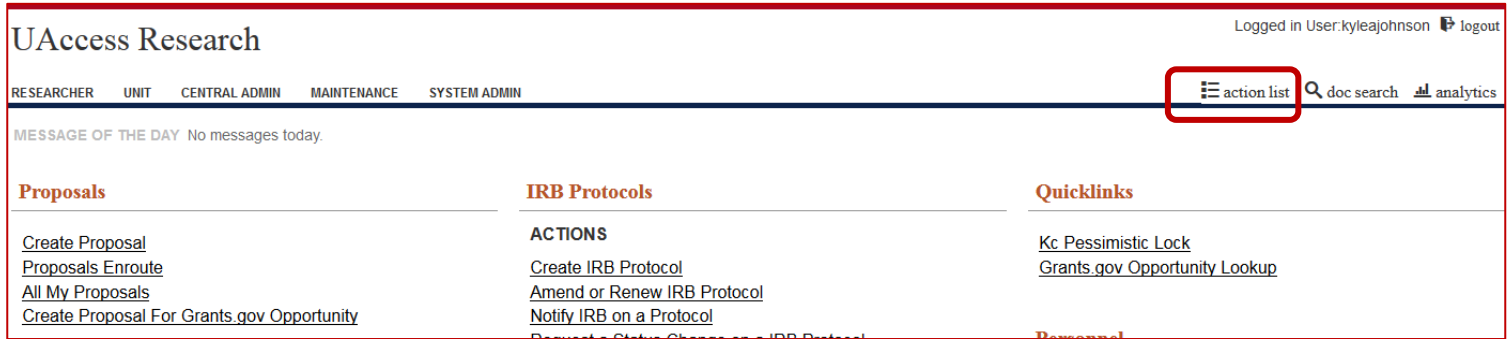


UAccess Research Route Log Guide

The UAccess Research route log tracks actions taken, pending action requests, and future action requests for proposal approvals, FYIs and acknowledgements. The route log is available as soon as the proposal document has been saved. Approval stops in the route log are generated dynamically based on proposal Key Persons and cost share units.

1. Log in to UAccess Research
2. Navigate to the 'action list' by clicking the link in the top right corner of the UAccess Research home page.



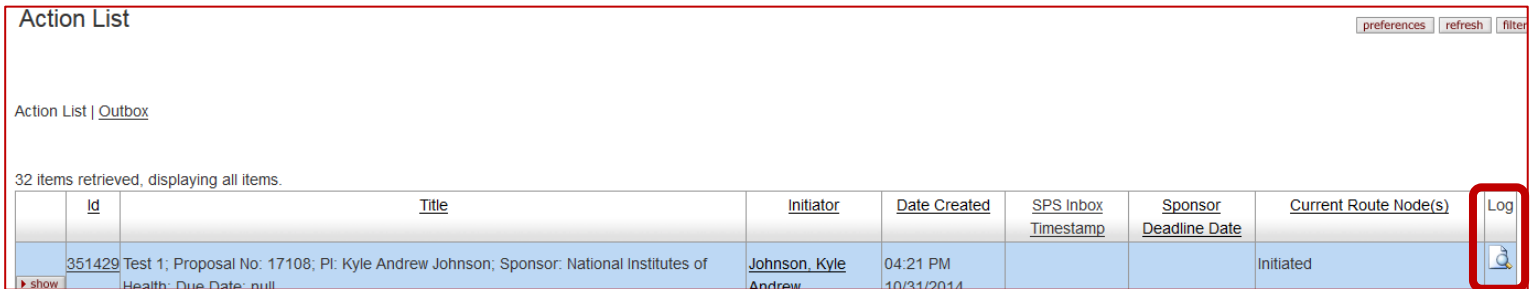
UAccess Research Logged in User: kyleajohnson [logout](#)

RESEARCHER UNIT CENTRAL ADMIN MAINTENANCE SYSTEM ADMIN [action list](#) [doc search](#) [analytics](#)

MESSAGE OF THE DAY No messages today.

Proposals	IRB Protocols	Quicklinks
Create Proposal Proposals Enroute All My Proposals Create Proposal For Grants.gov Opportunity	ACTIONS Create IRB Protocol Amend or Renew IRB Protocol Notify IRB on a Protocol Propose to Start Changes on IRB Protocol	Kc Pessimistic Lock Grants.gov Opportunity Lookup


3. From your open action list, locate the correct proposal and click on the 'log' icon which looks like a paper with a magnifying glass. Clicking the 'log' icon will open the route log.



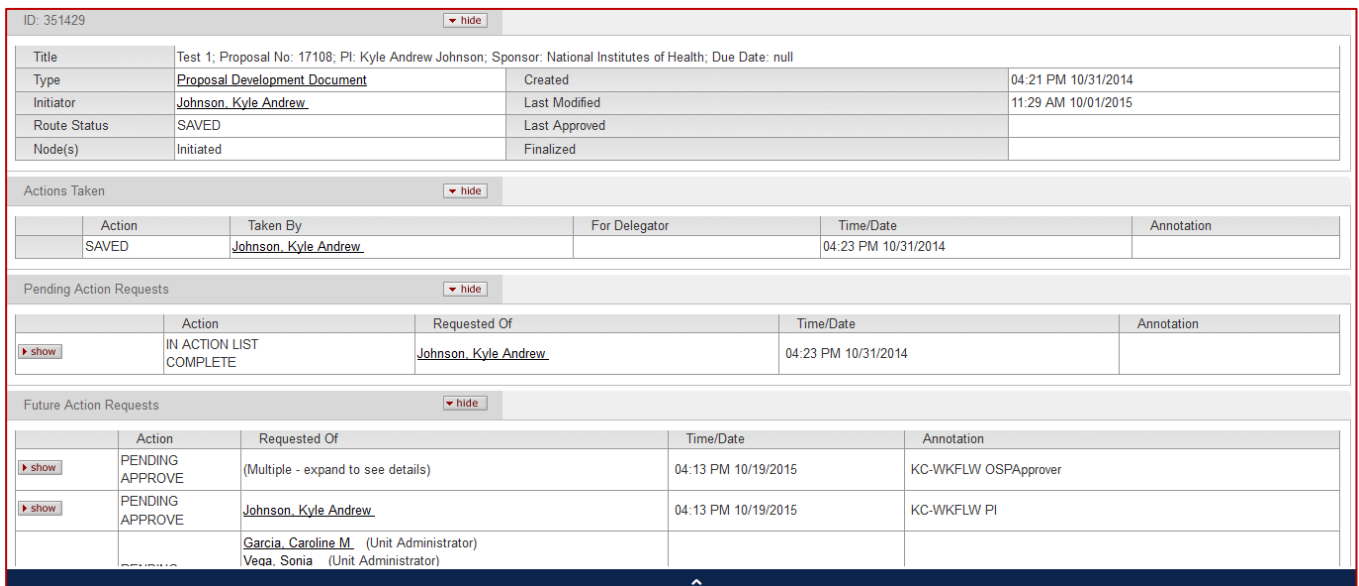
Action List [preferences](#) [refresh](#) [filter](#)

Action List | [Outbox](#)

32 items retrieved, displaying all items.

Id	Title	Initiator	Date Created	SPS Inbox Timestamp	Sponsor Deadline Date	Current Route Node(s)	Log
351429	Test 1; Proposal No: 17108; PI: Kyle Andrew Johnson; Sponsor: National Institutes of Health; Due Date: null	Johnson, Kyle Andrew	04:21 PM 10/31/2014			Initiated	

The route log includes a brief summary of basic proposal information as well as actions taken, pending action requests and future action requests.



ID: 351429 [hide](#)

Title	Test 1; Proposal No: 17108; PI: Kyle Andrew Johnson; Sponsor: National Institutes of Health; Due Date: null		
Type	Proposal Development Document	Created	04:21 PM 10/31/2014
Initiator	Johnson, Kyle Andrew	Last Modified	11:29 AM 10/01/2015
Route Status	SAVED	Last Approved	
Node(s)	Initiated	Finalized	

Actions Taken [hide](#)

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Johnson, Kyle Andrew		04:23 PM 10/31/2014	

Pending Action Requests [hide](#)

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST COMPLETE	Johnson, Kyle Andrew	04:23 PM 10/31/2014	

Future Action Requests [hide](#)

Action	Requested Of	Time/Date	Annotation
show PENDING APPROVE	(Multiple - expand to see details)	04:13 PM 10/19/2015	KC-WKFLW OSPApprover
show PENDING APPROVE	Johnson, Kyle Andrew	04:13 PM 10/19/2015	KC-WKFLW PI
	Garcia, Caroline M. (Unit Administrator)		
	Vega, Sonia (Unit Administrator)		



UAccess Research Route Log Guide

There are currently no automatic system notifications for action requests. The proposal owner is responsible for monitoring the progress of proposal approvals and reminding approvers as needed to meet any internal or external proposal deadlines.

Actions Taken

This section of the route log shows actions that have already been taken on the proposal. In the example below the proposal has only been saved and completed. Documents must be saved and completed before they begin routing for approvals.

Actions Taken ▼ hide					
	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Turner, Wendy M.		09:50 AM 10/09/2015	
▶ show	COMPLETED	Turner, Wendy M.		08:54 AM 10/15/2015	

Pending Action Requests

This section of the route log show actions currently requested. The proposal example below is in two administrator’s action lists as FYI and in Sponsored Projects’ Action List for approval.

Note that approval action requests prevent the proposal from routing further but FYI and Acknowledge action requests do not hold up approval workflow actions.

Pending Action Requests ▼ hide					
	Action	Requested Of	Time/Date	Annotation	
▶ show	IN ACTION LIST FYI	Turner, Wendy M.	08:54 AM 10/15/2015	Ad Hoc Routed by wendyturmer	→
▶ show	IN ACTION LIST FYI	Evans, Carol A.	08:54 AM 10/15/2015	Ad Hoc Routed by wendyturmer	→
▶ show	IN ACTION LIST APPROVE	(Multiple - expand to see details)	08:54 AM 10/15/2015	KC-WKFLW OSPApprover	

Future Action Requests

After pending approval requests have been completed the proposal will move to the next Future Action Request. Approval stops are identified as follows.

Principal Investigator = KC-WKFLW PI
 Lead Unit = (Number) Lead Unit Pre-Approval
 College = (Letters) Proposal Units Hierarchy Approval

Co-Investigator = KC-WKFLW COI
 Other Units = (Number) Proposal Units Hierarchy Approval
 SPS = KC-WKFLW OSPApprover

Future Action Requests ▼ hide					
	Action	Requested Of	Time/Date	Annotation	
▶ show	PENDING APPROVE	Djordjevic, Ivan B.	04:03 PM 10/15/2015	KC-WKFLW PI	
▶ show	PENDING APPROVE	Bose, Tamal (Unit Administrator) Tharp, Hal S. (Unit Administrator) Curbelo, Elizabeth (Unit Administrator) Rulney, Lisa N. (Unit Administrator)	04:03 PM 10/15/2015	2303 Lead Unit Pre-Approval	
▶ show	PENDING APPROVE	Bose, Tamal (Unit Administrator) Tharp, Hal S. (Unit Administrator) Curbelo, Elizabeth (Unit Administrator) Rulney, Lisa N. (Unit Administrator)	04:03 PM 10/15/2015	2303 Proposal Units Hierarchy Approval	
▶ show	PENDING APPROVE	Goldberg, Jeffrey B. (Unit Administrator) Rulney, Lisa N. (Unit Administrator)	04:03 PM 10/15/2015	ENGR Proposal Units Hierarchy Approval	
▶ show	PENDING APPROVE	(Multiple - expand to see details)	04:03 PM 10/15/2015	KC-WKFLW OSPApprover	