Approving a UAccess Research Proposal Document

Logging in to UAccess Research

Go to <u>https://research.uaccess.arizona.edu/kra-prd/portal.jsp</u> and login using your NedID and password.

CARCESS INCOLORING Researcher Unit Central Admin Maintenance System Admin Siling	2 (Oracle9i)
Image: Second	Logout
Not of the Day Not part 2014 Fringe Benefit Rates have been entered into UAccess Research Budget. If you have created a budget with the old rates; go to the rates panel in the budget and hit the "sync all rates" an save button. This will bring in the new rates into your budget. We have also renamed the ERE object codes in the Person Tab's Person's Detail panel to be a one to one match with the rate agreen Igeting easier.	button Jent to
Proposals Quicklinks	
Create Proposal Proposals Proposals Grants.gov Opportunity Create Proposal For Grants.gov Opportunity	
Lists	
Search Proposals Search Institutional Proposals Degree Information Current & Pending Support	
Awards • 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 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.

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Action L	ist Out	box						
10 items	retrieved	l, displaying all items.						
	<u>Id</u>	Туре	<u>Title</u>	Action Requested	Initiator	Date Created	Current Route Node(s)	Log
▶ show	<u>108110</u>	Proposal Development Document	Proposal Development Document - Testing - PECK	COMPLETE	Jessica A Peck	04:10 PM 12/13/2012	Initiated	4
	142440	Proposal Development Document	Proposal Development Document - ADA Career Development	APPROVE	Frika D Eggers	02:39 PM 07/01/2013	OSPInitial	

Once the proposal document us 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 Proposa	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 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.