

# Approving a UAccess Research Proposal Document

Go to <https://research.uaccess.arizona.edu/kra-prd/portal.do> and login using your UA NetID 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 your action. Verify that you are in **Action List**, and not Outbox. To open the Proposal document, click on the hyperlinked number under the **Id** field.

	Id	Type	Title	Action Requested	Initiator	Date Created	Current Route Node(s)	Log
show	108110	Proposal Development Document	Proposal Development Document - Testing - PECK	COMPLETE	Jessica A Peck	04:10 PM 12/13/2012	Initiated	
show	142440	Proposal Development Document	Proposal Development Document - ADA Career Development	APPROVE	Erika D Eagers	02:39 PM 07/01/2013	OSPInitial	

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:



<b>Return for edit:</b>	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.
<b>Send ad hoc request:</b>	The document can be submitted to ad hoc routers.
<b>Approve:</b>	The document is approved by the user and it goes on to the next approver.
<b>Disapprove:</b>	The document is disapproved by an approver as a valid research administration transaction and is canceled and CANNOT be edited.
<b>Close:</b>	The document is closed and no action is taken.