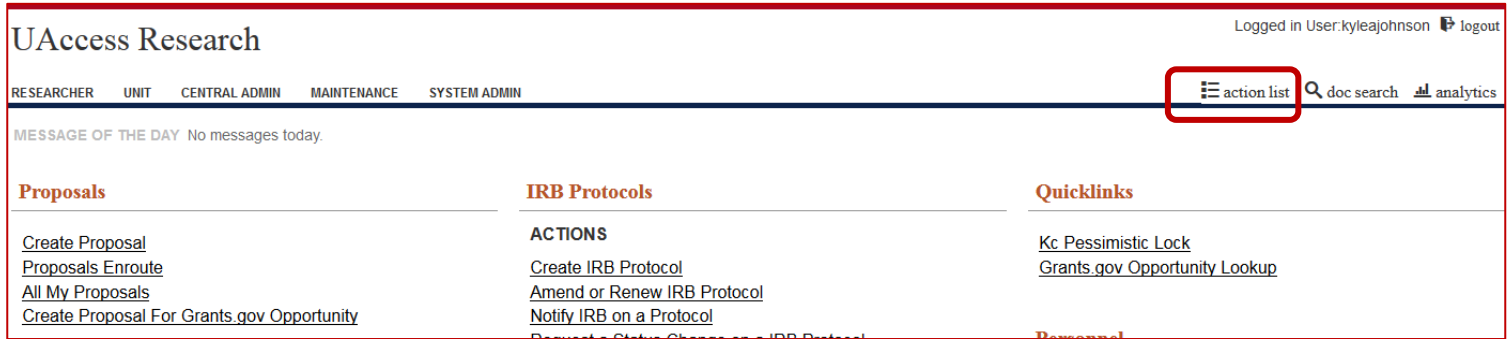# UAccess Research Route Log Guide

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.
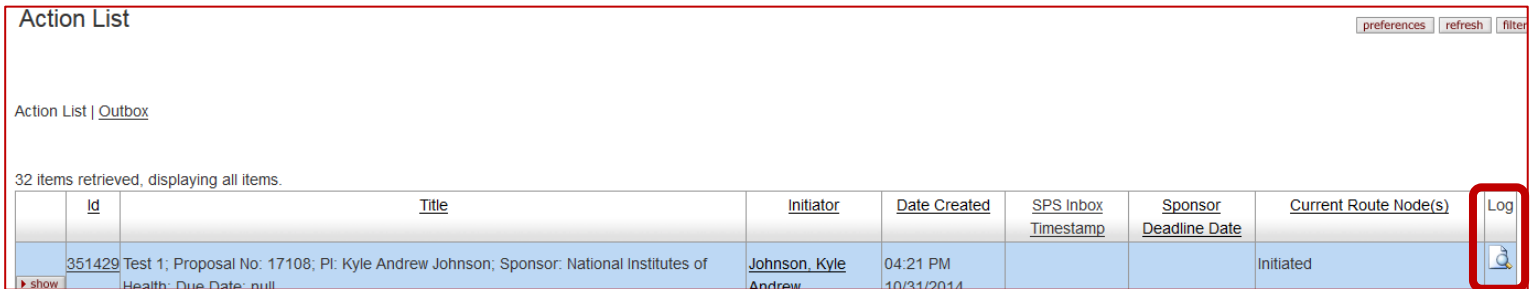

3. From your open action list, locate the correct proposal and click on the 'log' icon which looks like a paper with a magnifying glass. Clicking the 'log' icon will open the route log.
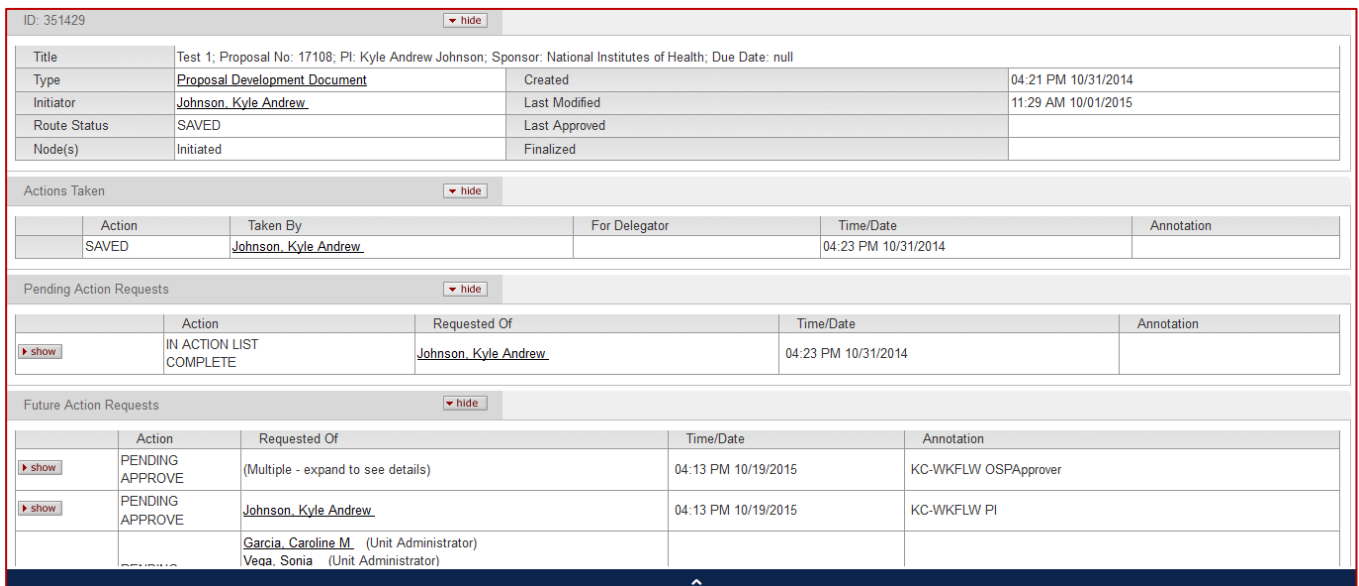

The route log includes a brief summary of basic proposal information as well as actions taken, pending action requests and future action requests.

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.

	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.

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST FYI	Turner, Wendy M	08:54 AM 10/15/2015	Ad Hoc Routed by wendyturner
show	IN ACTION LIST FYI	Evans, Carol A	08:54 AM 10/15/2015	Ad Hoc Routed by wendyturner
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

	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 (UnitAdministrator) Tharp, Hal S (UnitAdministrator) Curbelo, Elizabeth (UnitAdministrator) Rulney, Lisa N (UnitAdministrator)	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