Kuali Proposal Routing Review & Approval – Email Notification

**STEP 1: EMAIL NOTIFICATION**

To access a proposal for review and approval via the email notification process, open email notification navigate down to “To respond to this eDoc”

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**STEP 2: PI/CHAIR/DEAN REVIEW**

The link will navigate to Summary/Submit tab, with a summary of each proposal section across the summary screen. The following sections are available for review:

- ✔ Proposal Summary
- ✔ Attachments
- ✔ Personnel
- ✔ Questionnaire
- ✔ Credit Allocation
- ✔ Supplemental Info
- ✔ Compliance
- ✔ Keywords
STEP 3: APPROVE OR RETURN
Once proposal has been reviewed and is ready for approval, click on Approve at bottom of screen. Or, if a proposal in incorrect or needs revisions, click on Return. This will send the proposal back to ORSP, PreAward for further action.

To View Route Log of Past, Current and Pending Approvers
Click on View Route Log
Actions Taken denote past approvers/approvals
Pending Action Requests denote current approvals pending PI/Chair/Dean Action
Future Action Requests denote future approvals once pending approvals have completed