**Overview**

When a proposal is routed to you for your approval, you will be able to review the proposal and render a decision whether to Approve the proposal or Return it for corrections.

- If the proposal is **Approved** it moves ahead to the next Approval Stop.
- If the proposal is **Returned** it is returned to the Proposal Aggregator to make corrections;

As an Approver for a proposal:

- You will receive an [Action List Reminder](#) notification by email that a proposal requires your action. AND/OR
- You can access your [Action List](#) in Kuali Research to view the proposals that require your action.

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**Approving or Returning a Proposal**

The [Action List Reminder](#) email notification will include a direct link to the proposal requiring your attention. Alternatively, you can use your [Action List](#) in Kuali Research to access proposals requiring your approval.

When you open the proposal, the Summary/Submit screen will include tabs across the screen summarizing the proposal information.

- To approve the proposal, click the **Approve** button
- To return the proposal for corrections, click the **Return** button. (You will need to enter a Comment when returning a proposal for corrections)

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**Viewing Approval Routing for a Proposal**

To view approval routing for the selected proposal, in the Summary/Submit screen of the proposal:

- Click the [View Route Log](#) link
- The Route Log will display how the proposal is being routed and is divided into the following sections:
  - Actions Taken
  - Pending Action Requests
  - Future Action Requests
- The current Approval stop will show ‘IN ACTION LIST APPROVE’ text in the Pending Action Requests > Action column
- FYI Notification stops can also be incorporated into the Approval Routing process