Approving Routing in Kuali Research’s Action List

Texas State Kuali Routing

ORSP (PreAward) Completes Proposal & Submits into Routing

ORSP (PreAward) Final Approval

PI, Chair(s) & Dean(s) Simultaneously Approve

Kuali Proposal Routing Review & Approval Using Action List

STEP 1: Accessing Action List
Login to Kuali Research at http://www.txstate.edu/research/
Click on Action List

STEP 2: Selecting Proposals for Review & Approval
Navigate to Items Requiring “Approve” ActionRequested
Click on that line’s ID
STEP 3: Proposal Review, Approval

Navigate Horizontal Tabs for Proposal Review
Click Approve to continue routing or Return to release back to ORSP

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