Kuali Proposal Routing is completed via a 2 step process, prior to submission to a sponsor:

1. PI, Chair and Dean Approval
2. ORSP Approval

Options to approve a Proposal in Kuali Routing:

1) Email Prompt
2) Dashboard Access

Email Routing Approval

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”
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
- Personnel
- Credit Allocation
- Compliance
- Attachments
- Questionnaire
- Supplemental Info
- 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 is incorrect or needs revisions, click on Return. This will send the proposal back to ORSP, PreAward for further action.
Dashboard Routing Approval

STEP 1: Login to Kuali Research

STEP 2: Navigate and Access Approval

Navigate to the left card on the dashboard; all proposals requiring approval will display on this card. Intended proposal for review and approval, by clicking on the proposal.
STEP 3: 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
- Personnel
- Credit Allocation
- Compliance
- Attachments
- Questionnaire
- Supplemental Info
- Keywords

STEP 4: 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.