Approving a UAccess Research Proposal Document

Go to [https://research.uaccess.arizona.edu/kra-prd/portal.do](https://research.uaccess.arizona.edu/kra-prd/portal.do) and login using your UA NetID and password. If using an off-campus computer you’ll need to login to the [VPN](https://research.uaccess.arizona.edu/kra-prd/portal.do) first to create a secure connection.

Once you click on the action list, you will get a list of documents that are awaiting your action. Verify that you are in **Action List**, and not **Outbox**. To open the Proposal document, click on the hyperlinked number under the **Id** field.

Once the proposal document is open and has been fully reviewed, navigate to the **Proposal Actions** tab.

At the bottom of the tab you will find the workflow action buttons:

- **Return for edit**: The document is sent back to the initiator for changes. This can be done at any level in the workflow chain. However, once resubmitted into routing, all approvals have to be obtained again.
- **Send ad hoc request**: The document can be submitted to ad hoc routers.
- **Approve**: The document is approved by the user and it goes on to the next approver.
- **Disapprove**: The document is disapproved by an approver as a valid research administration transaction and is canceled and CANNOT be edited.
- **Close**: The document is closed and no action is taken.