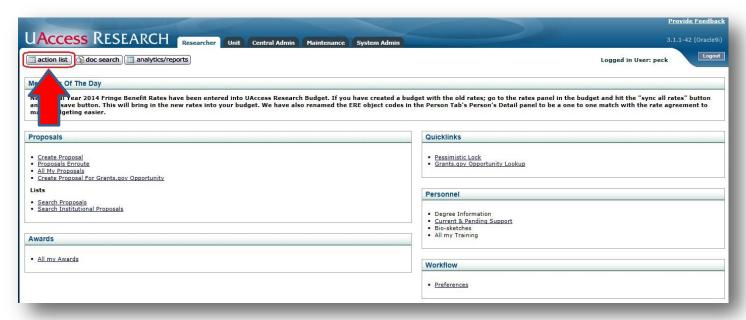
Approving a UAccess Research Proposal Document

Go to 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 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 <u>Outbox</u>. 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:

