



Kuali Research: Approver Guide

Kuali Research Help Contact: kr-help@umd.edu

Last updated: 09/27/21

Locating a Routed Proposal

As an Approver, you may open the proposals you need to approve in two ways. You may either:

- 1.) Reference the email notification you receive
- 2.) Use the Proposals Routing to Me Dashboard card

Method #1 - Open Proposal by Email Notification

You will receive an email from “kr-actionlist@umd.edu” with a subject of:

**Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit: [LEAD UNIT #]
- Sponsor: [SPONSOR NAME] - Title: [TITLE]**

In the email, click on the Document link in blue.

From: <kr-actionlist@umd.edu>
Date: Thu, Jun 21, 2018 at 10:07 AM
Subject: Kuali Research Action - Proposal - APPROVE - PI: John C. Down - Due Date: 06/01/2018 - Lead Unit: 1420101 - Sponsor: U.S. Air Force - Title: JD TEST NOTIF
To: <kr-test@umd.edu>

Please complete the APPROVE action for John C. Down in Proposal for "JD TEST NOTIF"
Your timely action is requested.
Failure to act when an approval is requested will stop routing.

To review the requested action [Document #2520713](https://umd-stg.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=2520713&command=displayActionListView)
<https://umd-stg.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=2520713&command=displayActionListView>

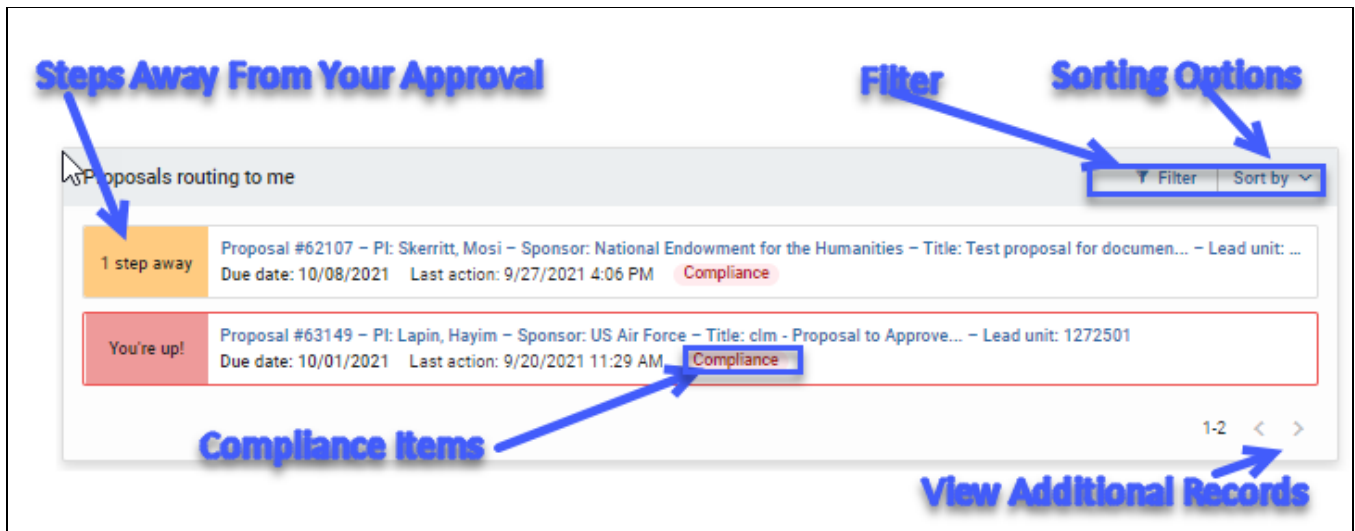
Or, to see all actions requested: [Action List](#)
<https://umd-stg.kuali.co/res/kew/ActionList.do>, and then click on the numeric Document ID: 2520713 in the first column of the List.

This link will open the proposal on the Summary/Submit Section of the proposal.

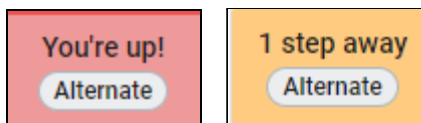
Method #2 - Open Proposal from Proposals Routing to Me Card

The Proposals Routing to Me Card on the dashboard home page allows Approvers to easily monitor proposals that are queued up for their approval and watch for proposals they will soon have to approve. The colored “steps” tab shows you proposals that are available for your immediate approval or if it’s one or more steps away. The details for each entry shows a summary of information along with the proposal’s due date (deadline) and who took the last action.

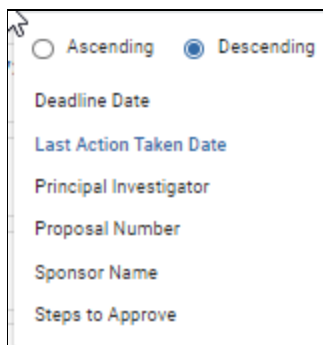
To open a proposal for review/approval, click on any proposal that reports “You’re Up!”. Once you or another approver on that stop have addressed all the approvals required, the proposal will be removed from this card. If a proposal is recalled or returned, it will also be removed from the card.



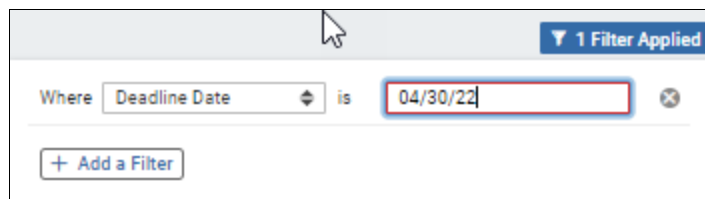
If you are an alternate approver, the word Alternate will be displayed below You’re Up! and 1 step away.



Sorting Options

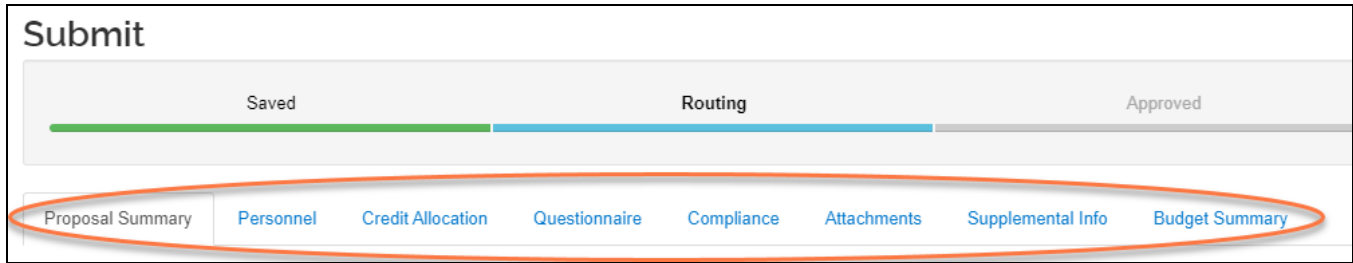


Filter



Reviewing the Proposal

Once you've opened the proposal, the Summary/Submit Section allows you to easily view most details of the proposal all within the same section.



Proposal Summary Tab: Basic proposal details (Title, PI, Lead Unit, Prop #, Dates, Sub?, Sponsor, Deadline)

Personnel Tab: All personnel listed on the project and their certification answers

Credit Allocation Tab: DRIF/Credit Split allocation

Compliance Tab: All Special Review items that apply to this proposal

Attachments Tab: All Proposal, Personnel, and Internal attachments are available to be viewed

Questionnaires Tab: All questionnaire questions and answers

Supplemental Info Tab: Info such as Admin Costs, IDC Rate, Type, & Reason, Sponsor & Budget Contacts.

Keywords Tab: UMD does not use

Budget Summary Tab: Displays budget details by period and totals, personnel and non-personnel costs.

Approving the Proposal

Once you're ready to approve the proposal, click the [Approve] button at the bottom of the Summary/Submit page.

Submit

Progress: Saved | **Routing** | Approved

Proposal Summary | Personnel | Credit Allocation | Questionnaire | Compliance | Attachments | Supplemental Info | Budget Summary

Proposal Summary

Title	clm - Proposal to Approve - Cathy
Principal Investigator	Carolyn LaLumiere Miller
Lead Unit	1320701 - ENGR-Civil & Environmental Engineering
Proposal Type	New
Activity Type	Research - Basic
Proposal Number	63139
Project Start Date	09/01/2021
Project End Date	08/31/2023
Include Subaward(s)?	No
Sponsor Name	US Air Force
Prime Sponsor Name	
Sponsor Deadline Date	10/01/2021
Sponsor Deadline Type	Receipt

Approval signifies that the proposed project fits within the academic framework and resources of the unit/college, requirements for new or renovated facilities/space/equipment have been discussed with the appropriate people, contributions listed will be met by the department/college unless otherwise approved, concurrence from all participating units has been received by the lead unit, and in general indicates approval and concurrence with the statements made and questions answered within this proposal. Approval signifies that this proposal may be processed and submitted.

[Send Adhoc](#) [Ad Hoc Recipients](#) **[Approve](#)** [Return](#) [View Route Log](#) [More Actions](#) [Close](#)

Approving at more than one stop

If you are an approver at more than one stop, you will need to close the proposal and then open it again from the Dashboard card or a separate email message.

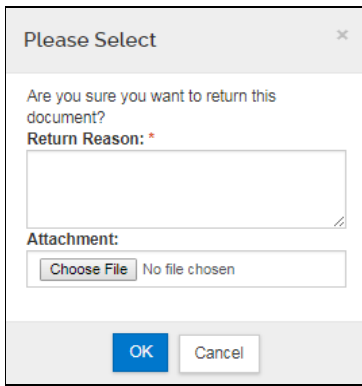
Proposal Return

If you spot any problems and would like to "Return" the proposal back to the Aggregator for correction, you may click on the [Return] button. Returning a proposal will take the proposal out of the routing process to be corrected and will need to be resubmitted by the aggregator to repeat the approval routing process. You may alternatively contact the aggregator outside of Kualu Research directly if you wish to report an issue.

[Send Adhoc](#) [Ad Hoc Recipients](#) [Approve](#) **[Return](#)** [View Route Log](#) [More Actions](#) [Close](#)

Click [Return] at the bottom of the page

You must enter a Return Reason, which will be shown as an annotation on the route log.



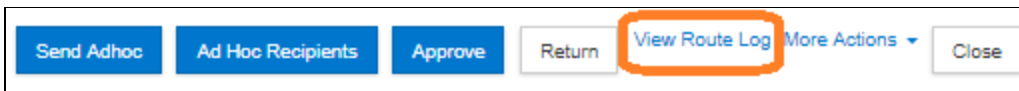
A dialog box titled "Please Select" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to return this document?". Below this is a label "Return Reason: *" followed by a text input field. Underneath is an "Attachment:" section with a "Choose File" button and the text "No file chosen". At the bottom, there are two buttons: "OK" (highlighted in blue) and "Cancel".

Once you return the proposal, the proposal will be shown on the Proposal Not Routing Card on the Aggregator.

Viewing the Approval Status

Routing Map from the Proposal Development Module

If you wish to see who has approved a proposal or review where the proposal is in the routing process, you may click on the Summary/Submit section of the proposal and then click on the **[View Route Log]** button at the bottom.



A horizontal row of buttons: "Send Adhoc", "Ad Hoc Recipients", "Approve", "Return", "View Route Log" (highlighted with an orange border), "More Actions" (with a dropdown arrow), and "Close".

Once the Route log is open, view the **Pending Action Requests** panel. This panel shows each approval stop that the proposal must fulfill, in order, from top to bottom, before being submitted to the sponsor. Any actions already taken in the approval process will be shown in the **Actions Taken** panel.

Route Log [refresh](#)

ID: 2225605 [hide](#)

Title Approval Routing - ; Proposal No: 37604; PI: Paul Kurt Flick; Sponsor: NIH-Proposal Only; Due Date: 10/01/2017

Type	Proposal Development Document	Created	01:27 PM 08/30/2017	
Initiator	Down, John C.	Last Modified	02:28 PM 08/30/2017	
Route Status	ENROUTE		Last Approved	
Document Status	Document Status Modified			
Node(s)	PeopleFlows, JoinCostShare	Finalized		



Actions Taken [hide](#)

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Down, John C.		01:27 PM 08/30/2017	
show COMPLETED	Down, John C.		02:28 PM 08/30/2017	
show APPROVED	Flick, Paul Kurt		09:04 AM 08/31/2017	

Pending Action Requests [hide](#)

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST APPROVE	Kroutil, Brian L.	02:28 PM 08/30/2017	PeopleFlow Name: UMD PD SPHL College
show PENDING APPROVE	Montgomery, Wendy T.	02:28 PM 08/30/2017	PeopleFlow Name: UMD ORA Review
show PENDING APPROVE	Montgomery, Wendy T.	02:28 PM 08/30/2017	PeopleFlow Name: UMD ORA Review

Future Action Requests [show](#)

NOTE: The route log consists of 4 different panels.

- **ID:** General Information on the Proposal
- **Actions Taken:** Shows what actions have already taken place in the approval process
- **Pending Action Requests:** Shows remaining actions left in the approval process
- **Future Action Requests:** If currently in the approval process, this will be blank. This shows what actions will take place prior to routing

Proposal Workload Card from the Dashboard

This card allows anyone with Proposal view access to see which proposals are still currently in the process of being approved across all routing stops. Unlike the “Proposals Routing to Me” card, you will see each proposal listed throughout the entire approval process once it has been submitted for approval. When viewing the “Current Request(s)” column you can observe who the current primary approver is (e.g. Chair, Dean, ORA Representative). The “Assigned Approver” field will always be blank. Once a proposal has been completely approved it will be removed from this card. If a proposal is recalled or returned, it will also be removed from the card until it gets routed for approval again.

Proposal workload assignments

Click Any Column Header to Sort

Proposal Number	Principal Investigator	Sponsor	Unit	Title	Due Date	Last Action	Current Request(s)	Assigned Approver
#54918	Kang, Christine	National Science Foundation	1321901	DASHBOARD TESTING - ACCESS section	08/31/2020	10/11/2020 3:34 PM	Chapman, Ashley Noelle	
#55045	Pack, Michael	US Department of Transportation - Bureau of Transportation Statistics	1320704	CA TEST-Chris-Approval Pending - Submitted	12/19/2020	10/11/2020 11:09 AM	Frankenfield, Jill A.	
#55041	Pack, Michael	ICF Incorporated, LLC	1320702	CA TEST-Chris-Approval at ORA2	11/22/2020	10/11/2020 10:34 AM	Montgomery, Wendy T.	
#55040	Bensi, Michelle	Army Corps of Engineers	1320701	CA TEST-Chris-Approval at ORA1	12/08/2020	10/11/2020 10:24 AM	Frankenfield, Jill A.	
#55039	Torrents, Alba	USDA-Agricultural Research Service	1320701	CA TEST-Chris-Approval at College	10/30/2020	10/11/2020 10:11 AM	Chapman, Ashley Noelle	
#54984	Down, John	National Science Foundation	1321701	CMK - test		09/14/2020 6:34 AM	Srivastava, Ankur	
#54965	Down, John	National Science Foundation	1320501	CMk - ACCESS testing		09/09/2020 12:33 PM	Djomaleu, Manuella Levetchou	
#54955	Down, John	National Science Foundation	1320701	CMK - Dashboard CA testing - from new		09/04/2020 9:16 AM	OSP_ADMINISTRATO	
#54954	Flick, Paul	US Air Force	1320701	clm - dashboard test - new proposal with Chris/Katie	09/30/2020	09/03/2020 11:19 AM	OSP_ADMINISTRATO	
#54953	Down, John	National Science Foundation	1320701	CMK - testing for dashboard		09/03/2020 10:56 AM	Schwartz, Charles W.	

Rows per page 10 1-10 of 21

Click Proposal Number to Open Record

Increase Rows Viewable per Page

View Additional Records

KR Notification Emails

KR Notification Emails all come from kr-actionlist@umd.edu

Action	Email Subject	Email Message	Recipient
Proposal Created (Not a Copy)	Proposal No. [PROPDEV #] in Department [LEAD_UNIT# - LEAD_UNIT_NAME] has been created by [INITIATOR]	Attention Office of Sponsored Programs Proposal No. [PROPDEV#] has been created in Kual Research. Proposal No: [PROPDEV#] Proposal Initiator: Basic10 User Department: [LEAD_UNIT# -LEAD_UNIT_NAME] [SPONSOR# - SPONSOR NAME] Proposal Title: [TITLE] Due Date: [DUE DATE]	Contract Administrator, Unit Administrators
Notify Investigator Certification Required	Regarding your involvement in Development Proposal [TITLE]	Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree to participate in this project. Proposal Details as follows: Document Number: [DOC ID#] Proposal Number: [PROPDEV#] LINK Proposal Title: [TITLE] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] Deadline Date: [DEADLINE_DATE]	The Investigator Notified
All Proposal Persons Certification Completed (note: this will be sent when all named personnel listed certify, regarding the role)	All Proposal Persons Certification Completed for [PROPDEV#]	All of the Proposal Person Certifications are completed. Proposal Details as follows: Document Number: [DOC ID#] Proposal Number: [PROPDEV#] Proposal Title: [TITLE] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] Deadline Date: [DEADLINE_DATE]	Initiator
Proposal is ready for approval for Primary Approver	Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit:[LEAD UNIT] - Sponsor: [SPONSOR] - Title: [TITLE]	Please complete the APPROVE action for [PI NAME] in Proposal for [TITLE] Your timely action is requested. Failure to act when an approval is requested will stop routing. To review the requested action: [Document #] [LINK] https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=doHandler&docId=[DOC ID#]&command=displayActionListView Or, to see all actions requested: Action List [LINK] https://umd-sbx.kuali.co:/res/kew/ActionList.do , and then click on the numeric Document ID: [DOC ID#] in the first column of the List. Action Item sent to [USER ID]	Approver
Proposal is ready for approval for Secondary Approver	Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit:[LEAD UNIT] - Sponsor: [SPONSOR] - Title: [TITLE]	Please complete the APPROVE action for [PI NAME] in Proposal for [TITLE] Your timely action is requested. Failure to act when an approval is requested will stop routing. To review the requested action: [Document #] [LINK] https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=doHandler&docId=[DOC ID#]&command=displayActionListView Or, to see all actions requested: Action List [LINK] https://umd-sbx.kuali.co:/res/kew/ActionList.do , and then click on the numeric Document ID: [DOC ID#] in the first column of the List. For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to [SECONDARY APPROVER USERID] for delegate type SECONDARY	Secondary (Alternate) Approver

Action	Email Subject	Email Message	Recipient
Proposal Approved by Another	Proposal [PROPDEV#] Approved by Another User	<p>Prop Dev Number [PROPDEV#] PI [PI_NAME] Lead Unit [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor Name [SPONSOR# - SPONSOR NAME] Title [TITLE] Deadline [DEADLINE_DATE]</p> <p>[PI_NAME]'s Proposal [PROPDEV#] has been approved by another user. You can view this proposal through KC at the following address: Open document (LINK) If you have questions, please contact [PROPOSAL_INITIATOR_USERID] Thank you</p>	Other Approvers on Current Stop
Proposal Returned by Approver	[PI_NAME]'s Proposal [PROPDEV#] has been returned to the Aggregator	<p>Prop Dev Number [PROPDEV#] PI [PI_NAME] Lead Unit [LEAD_UNIT# - LEAD_UNIT_NAME]</p> <p>Sponsor Name [SPONSOR# - SPONSOR NAME] Prime Sponsor Name [PRIME_SPONSOR# - PRIME_SPONSOR NAME] Title [TITLE] Deadline [DEADLINE_DATE] Sponsor Announcement [OPPORTUNITY_ID# - OPPORTUNITY_TITLE]</p> <p>[PI_NAME]'s Proposal 37261 has been returned to the Aggregator. You can view this proposal through KC at the following address: Open document (LINK) The referenced proposal has been returned to the Aggregator for revisions and has been removed from your action list. This notification has been sent to all approvers at this stop. If you have questions, please contact [PROPOSAL_INITIATOR_USERID] Thank you</p>	Other Approvers on Current Stop
Proposal Recalled	Action List Reminder	<p>Your Action List has an eDoc(electronic document) that needs your attention:</p> <p>Document ID: [DOC ID#] Initiator: [AGGREGATOR] Type: Add/Modify ProposalDevelopmentDocument Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI_NAME]; [SPONSOR]; Due Date: [DUE DATE]</p> <p>To respond to this eDoc: Go to https://umd-sbx.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=doHandler&docId=[PROPDEV#]&command=displayActionListView</p> <p>Or you may access the eDoc from your Action List: Go to https://umd-sbx.kuali.co/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List.</p> <p>To view the route log of this document: Go to https://umd-sbx.kuali.co/res/kew/RouteLog.do?documentId=[DOC ID#]</p> <p>To change how these email notifications are sent(daily, weekly or none): Go to https://umd-sbx.kuali.co/res/kew/Preferences.do</p> <p>For additional help, email <mailto:kr-actionlist@umd.edu> Action Item sent to [AGGREGATOR]</p>	Aggregator that Recalled the Proposal

Action	Email Subject	Email Message	Recipient
Proposal Approval Completed - Created Institute Proposal Record	[LEAD UNIT#]- Proposal [PROPDEV#] is submitted	The Proposal [PROPDEV#] has been submitted to sponsor. The institute proposal number is [IP#] .	Aggregators, Added Recipients [Prompted by User]
Attachment Updated During Approval Routing	[LEAD UNIT#] - Notification : Narrative added to proposal : [PROPDEV#]	A new attachment is uploaded for Proposal : 37256, Module No. 1 have been changed. Narrative Type: [ATTACHMENT_TAB] Module Description: [TITLE_OF_ATTACHMENT]	Past Approvers, Added Recipients [Prompted by User]
Data Override Update Took Place During Routing	[LEAD UNIT#] - Notification	[FIELD_CHANGED] for proposal [PROPDEV#] has been changed to [COMMENT]	Aggregators, OSP Admin (CA), Added Recipients [Prompted by User]

Still have questions?

We're here to help!

Email Kual Research Help: kr-help@umd.edu