## Instructions for Approving/Disapproving a Sponsored Project Account Creation in Kuali Research

1. You will receive an email from the Kuali Research (KR) system similar to the one below.

## Kuali Research Action - Award - APPROVE - Title: Budget Demo for SIUE

siueresearch@siue.edu

Please complete the APPROVE action in Award for "Budget Demo for SIUE"

Your timely action is requested.

Failure to act when an approval is requested will stop routing.

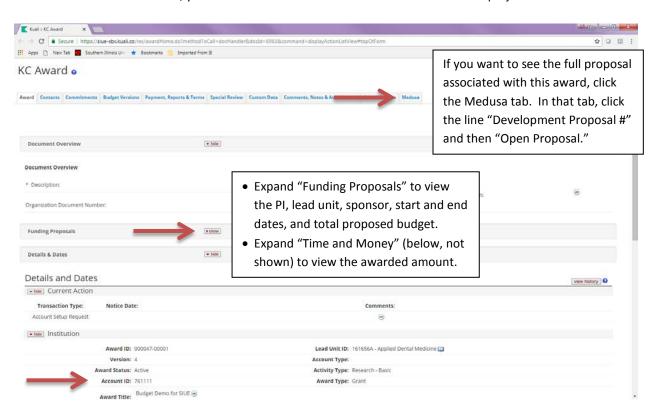
To review the requested action: <u>Document #6963https://siue-</u>

sbx.kuali.co:/res/awardHome.do?methodToCall=docHandler&docId=6963&command=displayActionListView

Or, to see all actions requested: Action List

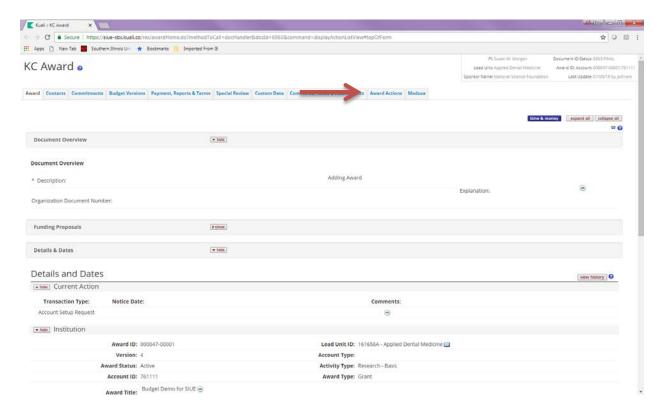
https://siue-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: 6963 in the first column of the List.

2. Click on the first link (e.g., <u>Document #6963</u>) or copy and paste the url in a browser, which will open the award document. On this screen, you can see the account number as well as PI and basic project information.



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- 3. If you disapprove of the account creation, call Tammy Smart at x5364. Take no other actions until you are instructed to do so.
- 4. To approve the account creation, click the "Award Action" tab.



- 5. To view who is in the approval process, you can expand the route log by clicking the "show" button.
  - a. To approve, click the "approve" button at the bottom of the screen. Then click the "close" button.
  - b. If you inadvertently click the "disapprove" button, contact Tammy Smart at x5364. She will have to recreate the account creation request as this action will delete the request.

