Disapproving a Proposal

Introduction
Once a proposal has been submitted into routing by either a Principal Investigator or a Unit Research Administrator, it enters a routing process that captures approvals by all appropriate parties (PI, Co-PI's, Dept. Chair, Dean, DCG). Any party along the way can disapprove the proposal if necessary.

Each approver along the routing chain will see the exact same approve/disapprove screen. Thus, the below guide is applicable to all parties who wish to disapprove a proposal.

How to Disapprove a Proposal
1. You will first receive an email notification that a proposal has been routed to you and is awaiting your approval. Open the email.

2. Click the blue link under the text “To Respond to this eDoc”.

3. This will take you directly to the Approver View Tab of the proposal in Kuali Coeus.
4. Click the “Return to Initiator” button. This is equivalent to disapproving the proposal.

5. You will be prompted to enter a reason for disapproving the proposal. Once you have entered a reason, click the “Yes” button and the proposal will be disapproved and sent back to the initiator for corrections.

What Happens Next?
Once a proposal has been disapproved by someone in the routing chain, a notification is sent to the proposal initiator (typically the PI or an RA working on behalf of the PI). The reasons for why the proposal was disapproved will be fed into the Notes section of the Abstracts and Attachments Tab of the proposal.
The proposal initiator must correct the errors that caused the proposal to be disapproved and then re-submit the proposal into routing, at which time the routing chain will begin again.