Approving 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 etc.). The last stop in this routing process is the Department of Contracts and Grants, who is responsible for the final approval and submission of the proposal.

Each approver along the routing chain will see the exact same approval screen. Thus, the below guide is applicable to all approvers in the proposal process.

How to Approve 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 “Approve” button.