

Guide to the Proposal Routing Process

Initiator (anybody with a NetID) initiates electronic proposal at www.sps.arizona.edu/UAR/index.html

Review by Department/Center Business Office
(Ad Hoc route to your UACC Accountant)

Submit Electronic Proposal into UAccess Research workflow.
(Document cannot be edited after this point.)

Review by Sponsored Projects Services

Get approval for:
Principal Investigator(s) and Co-Investigator(s)
Lead Department
Other departments/centers
College(s)

SPS finalizes and submits electronic proposal
NOTE: 3-Day Sponsored Projects deadline!
Complete grant must be submitted 3 days ahead of grant deadline

1. Log into UAccess Research with your NetID and Password and click on Action List. This will bring up all documents requiring your approval.
2. Anyone along the approval chain can **Reject**, **Disapprove** and **Approve** the document:
 - **Reject** means it will be returned to the initiator, and the document becomes editable until resubmitted into the workflow.
 - **Disapprove** means the document is cancelled and can no longer be used.
 - **Approved** means that approval has been given, and the document will go to the next level of approval once all the approvals at the current level have been obtained.
3. Sponsored Projects Services (SPS) will review the proposal at the beginning of the workflow approval process.
4. If changes need to be made, the proposal will be sent back to the Initiator to make the corrections.
5. The document becomes editable after SPS submits it back to the Initiator.
6. Once the initiator has made the corrections, he or she resubmits it into the UAccess workflow.