MyOSPR
Quick Reference Guide
Proposal Approval – Academic Affairs

1. Receive email notification to review and approve a proposal with a link to MyOSPR.

2. The link takes you to the Kuali.co website, login using your TU Net ID and password.

3. The MyOSPR homepage appears. Click on the “Action List’ button located in the upper right corner of the screen.

4. The Action List will display. Find the proposal in the list and click on the ‘Show’ button on the left side of the screen. A summary of the proposal information opens. Click on the button – ‘Open Proposal’

5. The proposal summary page opens; menu navigation is on the left and tabs to the details display in a row through the middle of the screen. Action buttons are on the bottom of the screen.

6. Review the information and click the ‘Approve’ button. If you have questions or cannot approve the proposal, call OSPR 704-2236 and speak to the pre-award staff.

7. If you have more than one approval role (for example, you are the PI and the chairperson of the department) a statement appears: Do you want to receive future notifications?
   a. Yes - > you must repeat the same approval steps in the second role
   b. No - > you are approving for both roles with the single approval process

8. Once the proposal is approved, the screen returns to the action list.

9. Select another action or log out.

Proposal Submission Route Map

OSPR PreAward Staff initiate routing → PI and co-PI(s) → Department Chair(s) → Dean(s)

Ad Hoc approvers → AVP for Research → OSPR PreAward Staff coordinate submission to sponsor

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