Activating/De-Activating Approver Email Notifications

- Click on **Common Tasks** in the menu on the left, go to the **Action List** button under **Quick Links**.

- Click on **preferences** in the upper right corner.

- Scroll to bottom of the **Workflow Preferences**.
Check **Receive Primary Delegate Emails** if you are a primary approver and need to receive emails regarding research proposals to approve. When you are unavailable to review/approve research proposals, you may wish to un-check this box so that you do not receive the notices (although the proposals will still appear in your queue on your Kuali Research dashboard). Please communicate with your back-up approver.

Check **Receive Secondary Delegate Emails** when you are a back-up approver and the primary approver is unavailable, so that you will receive email notices regarding proposals to approve in your queue. When you are a back-up approver, proposals ready to approve will be visible on your dashboard and the primary approver’s dashboard. The primary approver should communicate with you when they need you to approve in their place.