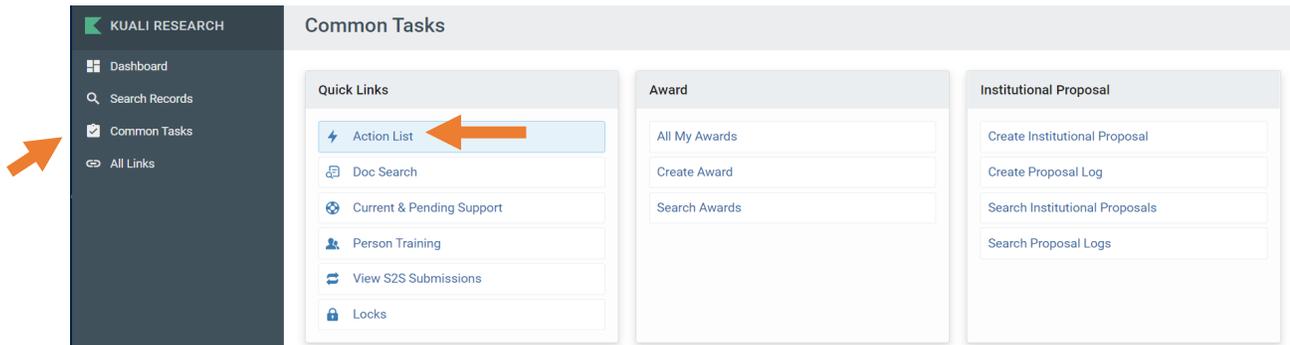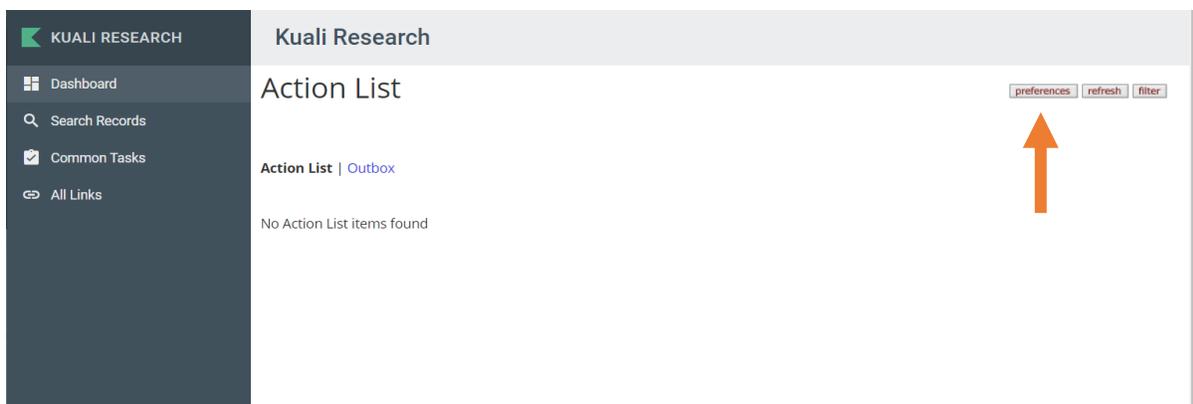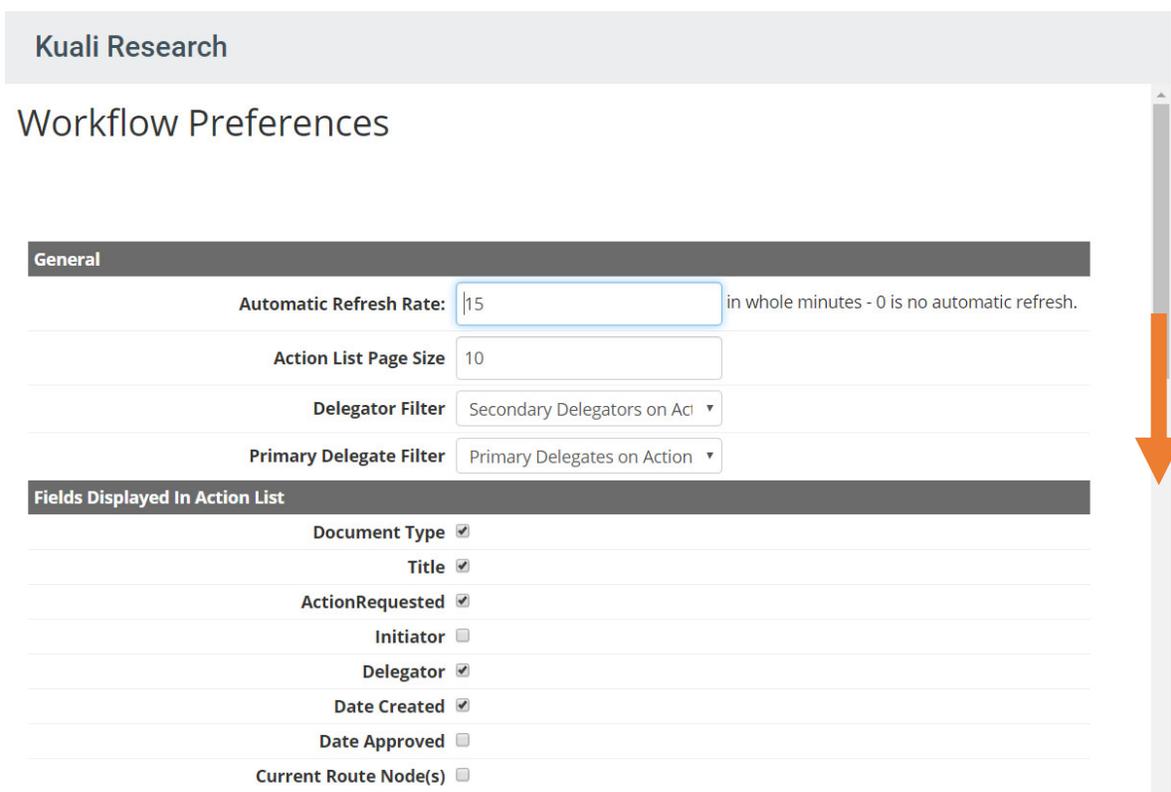# Activating/De-Activating Approver Email Notifications

- 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.**

Kuali Research

Processed	○	●	○	○	○	○	⦿	○	○	○	○
Exception	○	●	○	○	○	○	⦿	○	○	○	○
Canceled	○	●	○	○	○	○	⦿	○	○	○	○

Email Notification Preferences

Receive Primary Delegate Emails ☑

Receive Secondary Delegate Emails ☐

Default Email Notification [Immediate ▼]

	Document Type	Notification Preference	Actions
Document Type Notifications	[ ] 🔍	[None ▼]	[add]

Send Email Notifications For
☑ Complete
☑ Approve
☑ Acknowledge
☑ FYI

(save) (reset) (cancel)

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.