

# Adding Sponsor Information To A Kualu Proposal

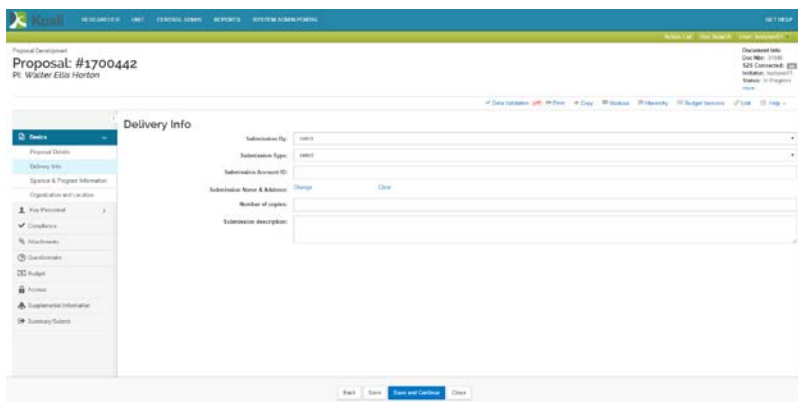
To Add Sponsor Information & Guidance to an Existing Kualu Proposal you will use the following additional tabs:

- ✓ Delivery Info
- ✓ Sponsor & Program Information
- ✓ Attachments

## STEP 1: Delivery Info

While in the Proposal Development Screens, navigate to Delivery Info and answer the following sections:

1. Submission By
2. Submission Type

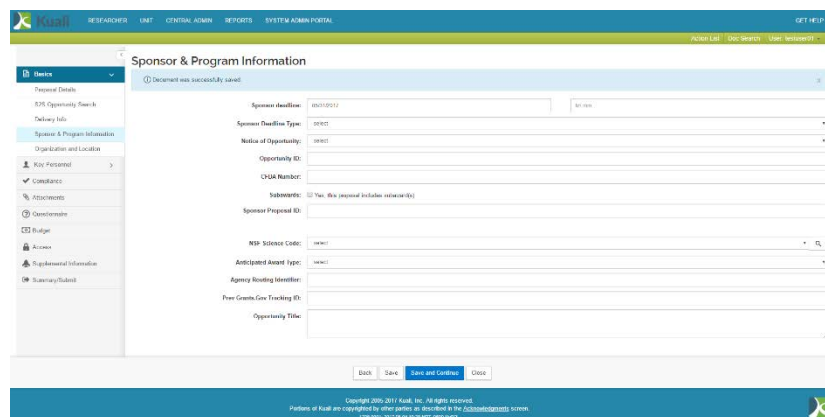


The screenshot shows the 'Delivery Info' form in the Kualu system. The form is titled 'Delivery Info' and is part of a proposal development screen for proposal #1700442. The form includes several input fields: 'Submission By' (with a dropdown menu), 'Submission Type' (with a dropdown menu), 'Submission Award ID' (with a dropdown menu), 'Submission Name & Address' (with a dropdown menu), 'Number of copies' (with a dropdown menu), and 'Submission description' (with a text area). The form also has a 'Save and Continue' button at the bottom.

## STEP 2: Sponsor & Program Information

Navigate to Sponsor & Program Information and answer the following sections:

1. Sponsor Deadline Type
2. Opportunity ID
3. Opportunity Title



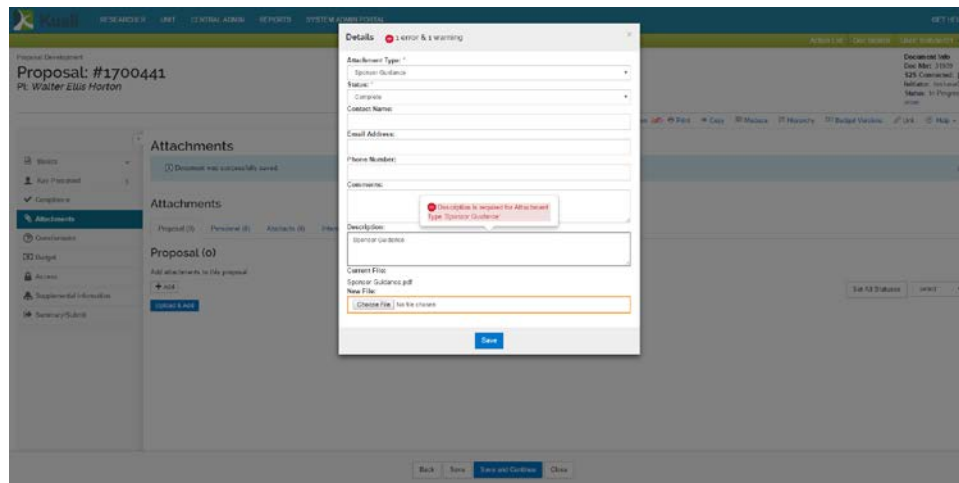
The screenshot shows the 'Sponsor & Program Information' form in the Kualu system. The form is titled 'Sponsor & Program Information' and is part of a proposal development screen. The form includes several input fields: 'Sponsor Deadline' (with a date picker), 'Sponsor Deadline Type' (with a dropdown menu), 'Notice of Opportunity' (with a dropdown menu), 'Opportunity ID' (with a dropdown menu), 'CUIA Number' (with a dropdown menu), 'Subcontract' (with a checkbox), 'Sponsor Proposal ID' (with a dropdown menu), 'NSF Science Code' (with a dropdown menu), 'Anticipated Award Type' (with a dropdown menu), 'Agency Award Identifier' (with a dropdown menu), 'Pre Grants Gov Tracking ID' (with a dropdown menu), and 'Opportunity Title' (with a text area). The form also has a 'Save and Continue' button at the bottom.

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## STEP 3: Attachments

If you have guidance you would like to include in the proposal record:

1. Click on Attachments
2. Click on Upload & Add
3. Select Sponsor Guidance as Attachment Type
4. Select Status as Complete
5. Enter a Description (i.e. Guidance)
6. Choose File to Upload
7. Click Save



-OR-

**Files can also be "Dragged and Dropped" Into Screen from computer's files. To do this:**

1. Click on Attachments
2. Drag document into window
3. Select Sponsor Guidance as Attachment Type
4. Select Status as Complete
5. Enter a Description (i.e. Guidance)
6. Click Save

