Adding Sponsor Information To A Kuali Proposal

To Add Sponsor Information & Guidance to an Existing Kuali 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

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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

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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

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-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)

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PI: Walter Filis Horton	

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