

Kuali Research

Routing Overview and Approval Process

Routing at Texas State

ORSP (PreAward)
Completes Proposal &
Submits Into Routing



```
graph TD; A[ORSP (PreAward) Completes Proposal & Submits Into Routing] --> B[PI, Chair(s), & Dean(s) Simultaneously Approve]; B --> C[ORSP (PreAward) Provide Final Approval];
```

PI, Chair(s), & Dean(s)
Simultaneously Approve

ORSP (PreAward) Provide
Final Approval

- Routing at Texas State is **Three-Tiered**
- Second Tier Occurs at One Time (Faculty, Chairs and Deans)
- Approvals Indicate:
 - ✓ PI can Submit Proposal as Requested
 - ✓ Chair & Dean have been notified prior
 - ✓ Compliance Issues are Acceptable
 - ✓ Cost Sharing (if any) are Acceptable
 - ✓ F&A Distribution is Acceptable
 - ✓ ORSP can move forward with Submission

Proposal Routing Notifications: Email Notice

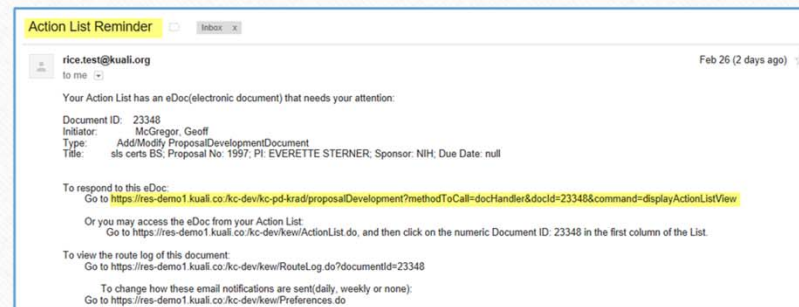
OVERVIEW

When a proposal is routed to you for your approval, you will be able to review the proposal and render a decision whether to Approve the proposal or Return it for corrections.

- If the proposal is **Approved** it moves ahead to the next Approval Stop.
- If the proposal is **Returned** it is returned to the Proposal Aggregator to make corrections;

As an Approver for a proposal:

- You will receive an **Action List Reminder** notification by email that a proposal requires your action. AND/OR
- You can access your **Action List** in Kuali Research to view the proposals that require your action.



Action List preferences refresh filter

Apply default

Action List | Outbox

38 items retrieved, displaying 1 to 10 (First/Prev 1, 2, 3, 4 [Next/Last])

id	Type	Title	Route Status	Action Requested	Delegator	Date Created	Group Request	Actions	Log
17290	Proposal Development Document	Testing Notificaito: Proposal No: 1379; PI: Roger Rabbit; Sponsor: NIH; Due Date: 06/30/2016	ENROUTE	APPROVE		11:29 AM 06/13/2016			
17277	Proposal Development Document	Testing Notificaito: Proposal No: 1377; PI: Roger Rabbit; Sponsor: NIH; Due Date: 06/30/2016	ENROUTE	APPROVE		11:12 AM 06/13/2016			
17265	Proposal Development Document	Testing Notificaito: Proposal No: 1375; PI: Roger Rabbit; Sponsor: NIH; Due Date: 06/30/2016	ENROUTE	APPROVE		10:31 AM 06/13/2016			

Proposal Routing Notification: Action List

STEP 1: Accessing Action List

- Login to Kualu Research at <http://www.txstate.edu/research/>
- Click on Action List

STEP 2: Selecting Proposals for Review & Approval

- Navigate to Items Requiring “Approve” Action Requested
- Click on that line’s ID

Kualu RESEARCHER UNIT CENTRAL ADMIN REPORTS SYSTEM ADMIN PORTAL GET H

backdoor id sb45 is in use

Welcome, Susan

Search Tasks

What would you like to do?

Quick Links

- Search for a Sponsor
- View Address Book
- Search for an Organization
- View S2S Opportunities
- View Possessive Lock (Locked Records)

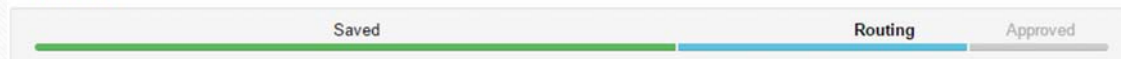
Action List

22 items retrieved, displaying 1 to 10.(first/Prev) 1, 2, 3 (next/Last)

id	Type	Title	Route Status	Action Requested	Delegator	Date Created	Group Request	Actions	Log
31783	Proposal Development Document	Evaluating the Test; Proposal No: 1700409; PI: Oleg Komogortsev; Sponsor: NIH National Institutes of Health; Due Date: 10/01/2017	PROCESSED	ACKNOWLEDGE		01:46 PM 04/20/2017		NONE	
31841	Proposal Development Document	IDK; Proposal No: 1700416; PI: Timothy H Boerner; Sponsor: National Science Foundation; Due Date: 05/31/2017	PROCESSED	ACKNOWLEDGE		10:23 AM 05/01/2017		NONE	
28541	Proposal Development Document	Viewing Macromolecu; Proposal No: 1700064; PI: Cynthia J Luxford; Sponsor: Spencer Foundation; Due Date: 11/01/2016	ENROUTE	APPROVE		12:53 PM 09/30/2016			
29241	Proposal Development Document	Origin of degradat; Proposal No: 1700146; PI: Alexander Zakhidov; Sponsor: United States - Israel Binational Science Foundation; Due Date: 11/15/2016	ENROUTE	APPROVE		01:41 AM 11/08/2016			
29346	Proposal Development Document	Scalable fabricatio; Proposal No: 1700171; PI: Alexander Zakhidov; Sponsor: nTact; Due Date: 12/06/2016	ENROUTE	APPROVE		11:48 AM 11/22/2016			

Proposal Summary Review

Submit



Proposal Summary [Personnel](#) [Credit Allocation](#) [Compliance](#) [Attachments](#) [Questionnaire](#) [Supplemental Info](#) [Keywords](#) [Budget Summary](#)

Proposal Summary

Title	Testing Kualif Research
Principal Investigator	Walter Ellis Horton
Lead Unit	50000117 - Chemistry and Biochemistry
Activity Type	Research
Proposal Number	1700442
Project Start Date	05/01/2018
Project End Date	04/30/2019
Include Subaward(s)?	No
Sponsor Name	American Chemical Society
Sponsor Deadline Date	05/31/2017
Sponsor Deadline Type	Receipt

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Proposal Summary: Personnel

Submit



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- [Personnel](#)
- [Credit Allocation](#)
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- [Questionnaire](#)
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Personnel

[Print All](#)

Key Person	Role	Unit	Proposal Person Certification
Walter Ellis Horton	Principal Investigator	50000070 - Office of the Assoc VP for Res (Lead Unit) 50000117 - Chemistry and Biochemistry	incomplete (view)
Michael T Blanda	Co-Investigator	50000070 - Office of the Assoc VP for Res	incomplete (view)

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Proposal Summary: Credit Allocation

Submit

Progress bar: Saved (green), Routing (blue), Approved (grey)

Navigation tabs: Proposal Summary, Personnel, Credit Allocation (active), Compliance, Attachments, Questionnaire, Supplemental Info, Keywords, Budget Summary

Credit Allocation

	F&A Distribution
Walter Ellis Horton	50
50000070 - Office of the Assoc VP for Res	0
50000117 - Chemistry and Biochemistry	50
Unit Total:	50
Michael T Blanda	50
50000070 - Office of the Assoc VP for Res	50
Unit Total:	50
Investigator Total:	100

Buttons: Send Adhoc, Ad Hoc Recipients, View Route Log, Recall, Submit to Sponsor, More Actions (dropdown), Close

Proposal Summary: Compliance

Submit

Progress bar: Saved (green), Routing (blue), Approved (grey)

Navigation tabs: Proposal Summary, Personnel, Credit Allocation, Compliance, Attachments, Questionnaire, Supplemental Info, Keywords, Budget Summary

Compliance

Type	Approval Status	Protocol Number	Application Date	Comments
Human Subjects	Not yet applied			
Data (Public/Private or Data Use Agreements)	Not yet applied			

Buttons: Send Adhoc, Ad Hoc Recipients, View Route Log, Recall, Submit to Sponsor, More Actions, Close

Proposal Summary: Attachments

Submit

Saved Routing Approved

Proposal Summary Personnel Credit Allocation Compliance Attachments Questionnaire Supplemental Info Keywords Budget Summary

Attachments

Proposal (6) Personnel (2) Abstracts (0) Internal (0) Notes (1)

Proposal (6)

Add attachments to this proposal

	File	Type *	Status	Description	Uploaded By	Posted Timestamp
1	Sponsor Guidance.pdf	Sponsor Guidance	Complete	Upload Sponsor Guidance Here	User01, Test	05/08/2017 09:32 AM
2	Project_Summary.pdf	ProjectSummary	Complete		User01, Test	05/08/2017 10:39 AM
3	Project_Narrative.pdf	Narrative	Complete		User01, Test	05/08/2017 10:39 AM
4	Protection_Human_Subjects.pdf	Other	Complete	Human Subjects	User01, Test	05/08/2017 10:39 AM
5	References.pdf	Bibliography	Complete		User01, Test	05/08/2017 10:39 AM
6	Budget_Narrative.pdf	BudgetJustification	Complete		User01, Test	05/08/2017 10:39 AM

Send Adhoc Ad Hoc Recipients View Route Log Recall Submit to Sponsor More Actions Close

Proposal Summary: Questionnaire

Submit

Progress bar: Saved (green), Routing (blue), Approved (grey)

Navigation tabs: Proposal Summary, Personnel, Credit Allocation, Compliance, Attachments, Questionnaire, Supplemental Info, Keywords, Budget Summary

Questionnaire

Proposal - OSP Questionnaire ✓

Proposal - OSP Questionnaire (Complete)

1. Please type or copy/paste the Sponsor Guidance (guidelines) or RFP for this proposal. An uploaded copy of the guidance can be included in the 'Attachments' tab. If there is no guidance for this proposal, please enter "N/A". ⓘ
Guidance link should be entered here or N/A if none
2. Have you informed your chair, dean, and/or director of this proposal? ⓘ
Yes
3. I understand that per UPPS 02.02.01, a completed proposal is due to the Office of Sponsored Program by 9am, 3 working days prior to the sponsor deadline. ⓘ
Yes
4. Is additional laboratory space, office space, or renovation of existing space required? ⓘ
Yes
5. Will University donated dormitory space be required for this program? ⓘ
No
6. Will equipment requiring a University match be requested? ⓘ
No
7. Will a new academic program or distance education program be established, or will curriculum changes be required? ⓘ
No

Proposal Summary: Supplemental Info

Submit

Progress bar: Saved (green), Routing (blue), Approved (grey)

Navigation tabs: Proposal Summary, Personnel, Credit Allocation, Compliance, Attachments, Questionnaire, Supplemental Info (active), Keywords, Budget Summary

Supplemental Info

Coordinating Board Classification	
Higher Ed Coordinating Board	LIFE SCIENCES BIOLOG
Cost Share	
Cost Center/Fund Number	
Cost Share Amount	
Responsible Unit/College	
OSP Summary	
Executive Summary	This is the 50 Word Summary to describe project
Proposal Coordinator	
Proposal Coordinator	Raquel Rust

Buttons: Send Adhoc, Ad Hoc Recipients, View Route Log, Recall, Submit to Sponsor, More Actions (dropdown), Close

Proposal Summary: Keywords

Submit

Progress bar: Saved (green), Routing (blue), Approved (grey)

Navigation tabs: Proposal Summary, Personnel, Credit Allocation, Compliance, Attachments, Questionnaire, Supplemental Info, **Keywords**, Budget Summary

Keywords

Show entries

Description

multit-disciplinary

Collaborative

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

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Proposal Summary: Budget Summary

Submit

Saved
Routing
Approved

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[Compliance](#)
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Budget Summary

Cost Sharing Amount:	0.00	Underrecovery Amount:	0.00
Program Income:	0.00	F&A Rate Type:	MTDC

	P1(05/01/2018 - 04/30/2019)	Totals
Personnel		
▶ Salary	\$9,234.00	\$9,234.00
▶ Fringe	\$1,366.77	\$1,366.77
Calculated Direct Costs	\$0.00	\$0.00
Personnel Subtotal	\$10,600.77	\$10,600.77
Non-personnel		
▶ Travel	\$15,000.00	\$15,000.00
▶ Other Direct	\$10,000.00	\$10,000.00
Calculated Direct Costs	\$0.00	\$0.00
Non-personnel Subtotal	\$25,000.00	\$25,000.00
Totals		
Total Direct Cost	\$35,600.77	\$35,600.77
Total F&A Costs	\$17,622.39	\$17,622.39
Totals Subtotal	\$53,223.16	\$53,223.16

▶ F&A Rates

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Proposal Route Log

Routing Path in Kuali Research

- The routing path in Kuali at Texas State is flat, whereby PI, Chair(s), and Dean(s) receive approval notifications at the same time in order to expedite the approval process.
- The Routing Path for Centers at Texas State is slightly different, whereby PI, Center Director, and AVPR receive approval notification at the same time.
- In both of these paths, ORSP PreAward is notified after these approvals have occurred for their final approval.

Initiator	User01, Test	Last Modified	10:41 AM 05/08/2017
Route Status	ENROUTE	Last Approved	
Document Status		Document Status Modified	
Node(s)	PeopleFlows, JoinCostShare	Finalized	

Actions Taken <input type="button" value="hide"/>				
Action	Taken By	For Delegator	Time/Date	Annotation
<input type="button" value="show"/> SAVED	User01, Test		09:14 AM 05/08/2017	
<input type="button" value="show"/> COMPLETED	User01, Test		10:41 AM 05/08/2017	
<input type="button" value="show"/> APPROVED	Horton, Walter Ellis		10:46 AM 05/08/2017	

Pending Action Requests <input type="button" value="hide"/>			
Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	Halley, Christine Elizabeth	10:41 AM 05/08/2017	Role: KC-PD DEAN_VP from PeopleFlow Name: College of Science Engineering Dean Approval
IN ACTION LIST APPROVE	Feakes, Debra A	10:41 AM 05/08/2017	Role: KC-PD Proposal Department Unit Heads from PeopleFlow Name: Proposal Development Standard Workflow
IN ACTION LIST APPROVE		10:41 AM 05/08/2017	Role: KC-PD DEAN_VP from PeopleFlow Name: Office of the Assoc. VP for Res. Approval
PENDING APPROVE	(Multiple - expand to see details)	10:41 AM 05/08/2017	Role: KC-WKFLW OSPApprover from PeopleFlow Name: Proposal Development Standard Workflow

Proposal Approve/Return

Routing Actions In Kualu

- **Approve:** Proposal has met approval of Reviewer and will move forward.
- **Return:** Proposal has not been approved and needs revisions or other action.

Sponsor Deadline Type Receipt

Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new or renovated facilities/space have been discussed with the appropriate people, contributions listed will be met by the department/college unless otherwise approved, that Conflict of Interest requirements have been addressed, and that Sponsored Programs may process the proposal.

[Send Adhoc](#) [Ad Hoc Recipients](#) [Approve](#) [Return](#) [View Route Log](#) [More Actions](#) [Close](#)

Final Steps: ORSP Approval

- ORSP will Approve in Kual Research for Final Approval.
- Proposal docs will be filed and system will mark proposal “Pending” until a Response from Sponsor



Award ID:	Status: Pending
Proposal Type: New	Activity Type: Research
Initial Contract Admin:	Proposal Create Date: 2017-05-17
Updated By: testuser01	Last Update: 2017-05-17 12:31:08.0
Project Title: Testing Kual Research 	