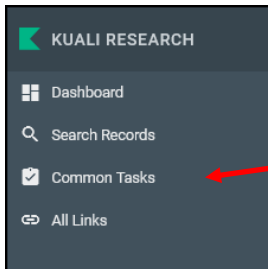
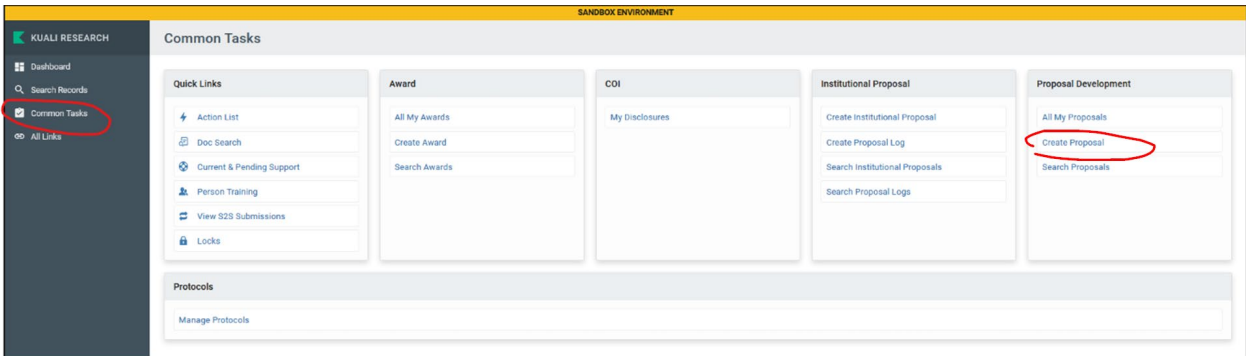


# Creating a Proposal In Kual

1. Follow steps above in **Logging in to Kual Research** to login into your dashboard.
2. Navigate to Common Tasks



3. Navigate to Proposal Development Card, select Create Proposal



4. Upon clicking on Create Proposal a new screen will appear prompting the user to answer initial questions related to the proposal.

The image shows the 'Create Proposal' form. It includes the following fields:

- Proposal Type:** \* select
- Lead Unit:** \* select
- Activity Type:** \* select
- Project Dates:** \* mm/dd/yyyy to mm/dd/yyyy
- Project Title:** \*
- Sponsor:** \*
- Sponsor deadline:** \* mm/dd/yyyy hh:mm
- Principal Investigator:** \*

\* indicates required fields

**Proposal Type:** Select the most appropriate type of proposal this will be. For example, if this is the first time applying under the specific FOA, the proposal is considered “New”.

**Lead Unit:** This dropdown is tied to the user individual appointment information and only active appointments can be chosen.

**Activity Type:** Please indicate whether this proposal will be considered Research or Instruction.

**Project Dates:** Please identify the start and end date. This can be an estimation if not known at notification time.

**Project Title:** Please identify a title. If unknown, please enter TBD. This can be edited at any time.

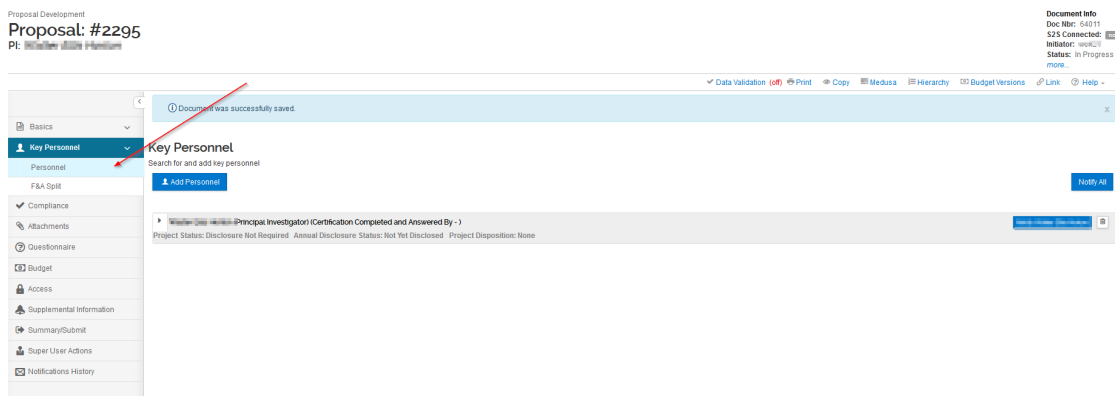
**Sponsor:** Please identify the sponsor. Entry can be completed by beginning to type the name or acronym of the sponsor (i.e. NSF, Office of the Governor, etc.) or by using the magnifying glass to complete a search.

**Sponsor Deadline:** Please identify a date and/or time when this proposal must be submitted to the sponsor.

**Principal Investigator:** Using the magnifying glass and search function please search for and return results of the appropriate PI.

5. Complete Personnel Section

- a. If there will be fellow PIs or Co-PIs, please navigate to the Personnel section and add additional personnel.



- b. Click on Add Personnel, using \*Last Name\* and/or \*First Name\*
- c. Click Continue; select appropriate person using radio button and click Continue
- d. Assign Role of either Co-Investigator or Key Person
- e. Click Add Person

**Add Personnel**

Search for  Employee  
 Non Employee

Last Name

First Name

User Name

Email Address

Office Phone

Home Unit

Campus Code

**Add Personnel**

**Assign a role**

Assign a role: \*

Co-Investigator  
 Key Person

6. Complete Questionnaire

- a. Navigate to Questionnaire Section
- b. Answer all questions, click Save at bottom of screen.

**Questionnaire**

Pre-Award Questionnaire

**Pre-Award Questionnaire (Incomplete)**

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".

I understand that per UPPS 02.02.01, a completed proposal is due to the Office of Sponsored Programs by 9 am, 3 working days prior to the sponsor deadline.  Yes  No

Have you informed your chair, dean, and/or director of this proposal?  Yes  No

Is additional laboratory space, office space, or renovation of existing space required?  Yes  No

Will equipment requiring a University match be requested?  Yes  No

Will a new academic program or distance education program be established, or will curriculum changes be required?  Yes  No

Will University dormitory space be required for this program?  Yes  No

- c. The question should say "Complete" at the top.

**Pre-Award Questionnaire (Complete)**

Please type or copy/paste the Sponsor Guidance (guidelines) or RFP for this proposal

- d. If you answered Yes to "Does your proposal include any of the following types of support for graduate students (GA/DA): salaries, stipends, scholarships/fellowships, programming specifically for graduate students, research-related expenses for graduate students?" a second questionnaire will appear.

**Questionnaire**

Graduate Support Questionnaire ✓ Pre-Award Questionnaire ✓

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**Graduate Support Questionnaire (Incomplete)**

1. Does your proposal include salaries for graduate assistants/doctoral assistants and/or graduate/doctoral research assistants (GRA/DRA)? [?](#)

yes

no

2. Does your proposal include stipends for graduate students? [?](#)

yes

no

3. Does your proposal include scholarships or fellowships for graduate students? [?](#)

yes

no

4. Does your proposal include any of the following types of programming specifically for graduate students: on-campus graduate conferences, workshops, training sessions, symposia, mentoring programs, recruitment fairs, etc.? [?](#)

yes

no

5. Are you planning to submit this proposal on behalf of a named graduate student? [?](#)

yes

no

e. Answer second questionnaire and click save.

7. Save and Close

8. A PreAward Coordinator will be in contact soon to complete proposal submission process.

