## **Creating a Proposal In Kuali**

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



3. Navigate to Proposal Development Card, select Create Proposal

		s	NDBOX ENVIRONMENT		
KUALI RESEARCH	Common Tasks				
E Dashboard					
Q. Search Records	Quick Links	Award	COI	Institutional Proposal	Proposal Development
Common Tasks	4 Action List	All My Awards	My Disclosures	Create Institutional Proposal	All My Proposals
et Al Links	Doc Search	Create Award		Create Proposal Log	Create Proposal
	Ourrent & Pending Support	Search Awards		Search Institutional Proposals	Search Proposals
	A Person Training			Search Proposal Logs	
	C View S2S Submissions				
	Locks				
	(in the second sec				
	Protocols				
	Manage Protocols				

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

K	Kuali Research				
<b>!!</b> ०	Create Proposal * indicates required fields				
	Proposal Type: *	select			~
Θ	Lead Unit: *	select			·
	Activity Type: *	select			~
٠	Project Dates: *	mm/dd/yyyy	to	mmidd/yyyy	
	Project Title: *				
	Sponsor: *				۹
	Sponsor deadline: *	mm/dd/yyyyy		hh:mm	
	Principal Investigator: *				۹

5. Complete Personnel Section

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

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

٢	Questionnaire	
🗎 Basics 🗸 🗸	Pre-Award Questionnaire V	
👤 Key Personnel 🗸 🗸 🗸		
Personnel	Pre-Award Questionnaire (Incomplete) Prese time or countraste the Sponsor Guidance (quidelines) or RFP for this proposal. An usloaded goar of the guidance can be included in the "Attachments" (ab. If there is no guidance for this proposal, please enter "NM", Q	
F&A Split	record gate in conjugation of a contract of gate state products of the contract of gate state products of the contract of the product product and the contract of the gate state of the gate sta	
Compliance Attachments	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.	
(2) Questionnaire	O No	
Budget	Have you informed your chair, dean, and/or director of this proposal? $_{0}$ $_{0}$ $_{0}$ Yee	
Access	Olio	
& Supplemental Information	is additional laboratory space, office space, or renovation of existing space required? (i)	
( Summary/Submit		
🍰 Super User Actions	O No	
Notifications History	Will explanment requiring a University match be requested?  O Thes O Thes O The	
	VIII a new academic program or distance education program be established, or will curriculum changes be required? O Yes O No	
	Will University domntory space be required for this program? O thes	

## Save and Close

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