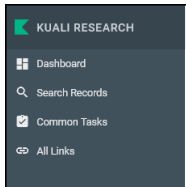
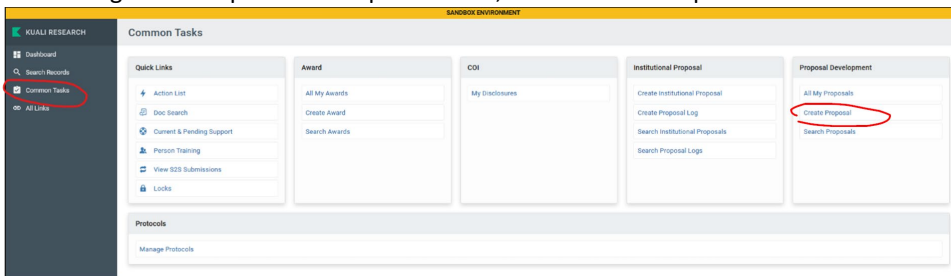


Creating a Proposal In Kuali

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



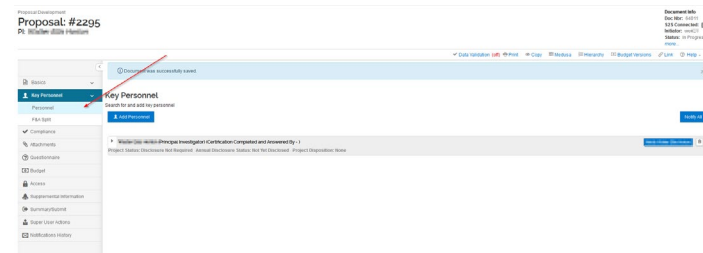
3. Navigate to Proposal Development Card, select Create Proposal



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

5. Complete Personnel Section

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



6. Complete Questionnaire

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

Save and Close

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