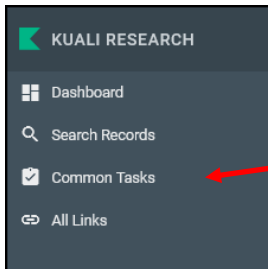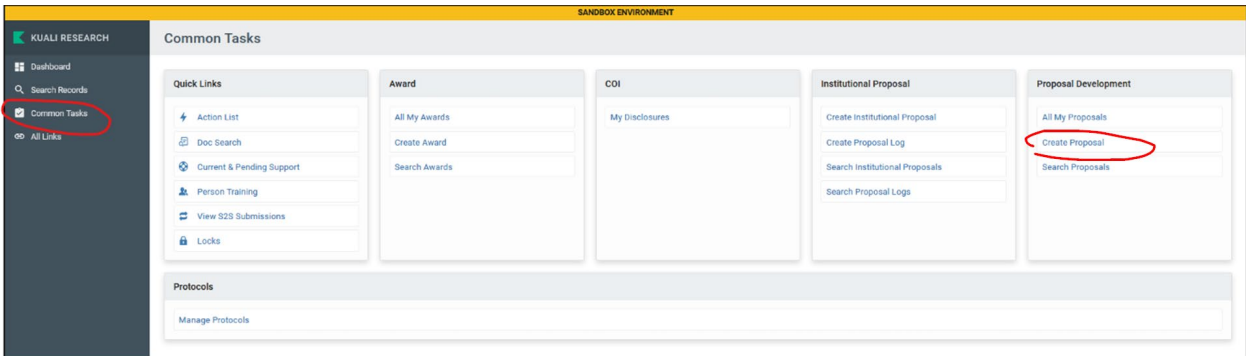# Creating a Proposal In Kuali

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.

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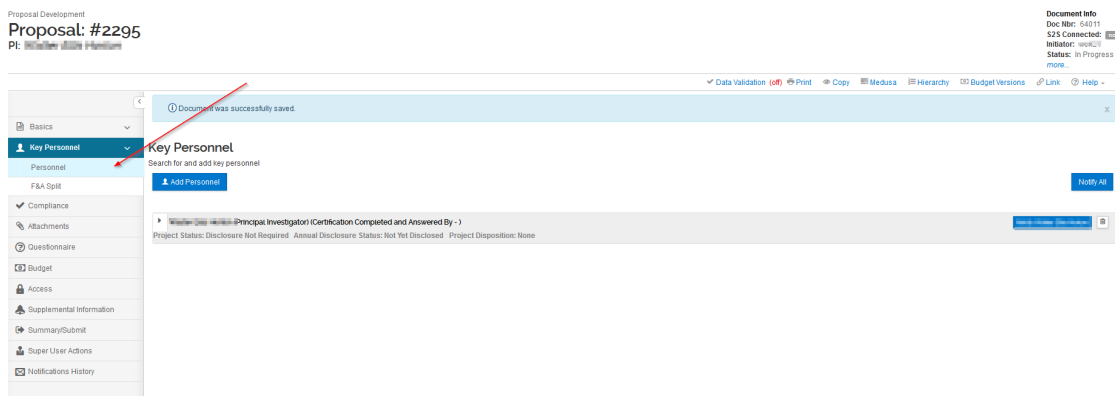
   b. Click on Add Personnel, using *Last Name* and/or *First Name*
   c. Click Continue; select appropriate person using radio button and click Continue
   d. Assign Role of either Co-Investigator or Key Person
   e. Click Add Person

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

   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 prop

   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 ✔

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.