Kent State University Kuali Research Proposal Approval Quick Guide

This document describes the process of reviewing and approving a Kuali proposal.

1. You will receive an email from kuali-research@kent.edu alerting you to an Action Item.

   Fri 6/29/2018 5:51 PM
   kuali-research@kent.edu
   Kuail Research Action - Proposal - APPROVE - PI: Heather Soyka - Due Date: 07/01/2018

   To: van't Hooft, Mark

   Please complete the APPROVE action for Heather Soyka in Proposal for "Exploring Cohort Mo"
   Your timely action is requested.
   Failure to act when an approval is requested will stop routing.

   To review the requested action: Document #70945
   https://kent-prd-res.kuali.co/kc-dev/kc-pd/krad/proposalDevelopment?
   methodToCall=docHandler&docId=70945&command=displayActionListView

   Or, to see all actions requested: Action List
   https://kent-prd-res.kuali.co/kc-dev/kcw/ActionList.do, and then click on the numeric Document ID: 70945
   first column of the List.

   Action Item sent to mvanthoo

2. Select the first link in the email to be directed to Kent State’s Kuali log in page and log in with your
   FlashLine ID and password. If you are already logged in to FlashLine clicking the link may take you
   directly to the proposal without logging in again.
3. You will be directed to the Summary/Submit page for the proposal. Using the navigation tabs across the top of the Submit pane, you can review proposal details including budget summary, attachments, and the Principal Investigator’s responses to Kent State specific questions.

4. For a detailed budget view, select the Budget Versions link just above the Submit pane.

5. In the Budgets pop-up window, click the Action dropdown menu next to the budget version marked “(for submission)” and select Print.
6. Select a budget option and then the **Print** button to generate a PDF view of the detailed budget. The **Budget Costshare Summary Report** or **Budget Summary Reports** are recommended as the most detailed budget views (the former if cost-share is involved, the latter if not).

7. If you are ready to approve the proposal, scroll to the bottom of the **Summary/Submit** page and select the blue **Approve** button.
8. You will then have the option to add comments or attachments. Comments will be saved in the Proposal Route Log, attachments in the Internal tab of the Attachments section of the proposal record.

9. If you wish to return the proposal to Sponsored Programs and the PI for edits/corrections, select the white Return button.
10. In this case, provide a reason for returning the proposal in the pop-up window, then click **OK**.

Additional Kuali resources are available at:
[https://www.kent.edu/research/sponsored-programs/kuali-research](https://www.kent.edu/research/sponsored-programs/kuali-research)

Contact Sponsored Programs at 330-672-2070 or [kuali-research-help@kent.edu](mailto:kuali-research-help@kent.edu) for further assistance.