


## Instructions for initiating a proposal in Kualu Research

The link for Kualu Research is <https://txstate.kuali.co/res>. Use your university NetID and Password to login.

Once you log in, enter 'create' in the search box. When you see 'create proposal' in the options that appear below the search box, click it.

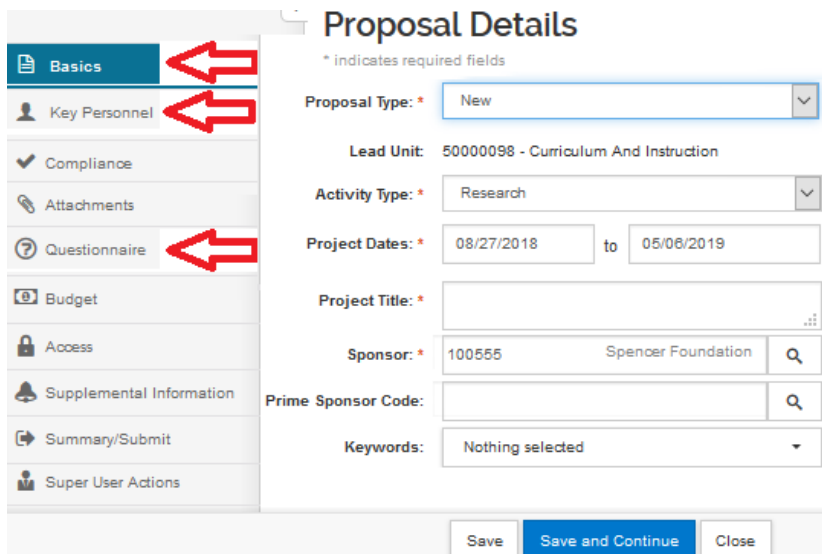
On the initial screen, there are fields which you will enter your preliminary project information. The options for entering in this information will be to select an option from a drop down menu or to enter your own text, like for the Project Title. You may need to use the magnifying glass on the Principal Investigator field to locate your profile in Kualu; enter in your NetID or your name in the search box that pops up once you click  the magnifying glass.

 To select a Sponsor, use the **magnifying glass** to search for the appropriate entity.

If the Sponsor Organization is not coming up in the search, it is likely that that organization is not in Kualu. Use '888888' or 'TBD' for this initial page. ORSP will add in the new sponsor and replace the 'TBD' before the proposal is completed in Kualu.

After the initial page is complete, **only complete the following sections:**

1. Basics – Complete the subsections as much as possible.
2. Key Personnel – Add additional Senior/Key Persons.
3. Questionnaire. Include link to RFP or similar document for Question #1 if available. When you have completed the questions, check that the Questionnaire says 'Complete' in green text above Question #1.



**Proposal Details**

\* indicates required fields

Proposal Type: \*

Lead Unit: 50000098 - Curriculum And Instruction

Activity Type: \*

Project Dates: \*  to

Project Title: \*

Sponsor: \*

Prime Sponsor Code:

Keywords:

Save & close (No need to "Submit for Review" yet).

For technical assistance from a Proposal Coordinator, contact us at 512-245-2102 or [grants@txstate.edu](mailto:grants@txstate.edu).

When you have your budget ready for review, you can send it to your Proposal Coordinator to double check everything. If there are no corrections needed, the Proposal Coordinator will enter it into Kuali as well as attach any final submission documents.

To check with University Advancement for clearance in applying for grants with a foundation, contact Charles Vestal ([c\\_v103@txstate.edu](mailto:c_v103@txstate.edu), 512-245-2043).