

## Instructions for initiating a proposal in Kuali Research



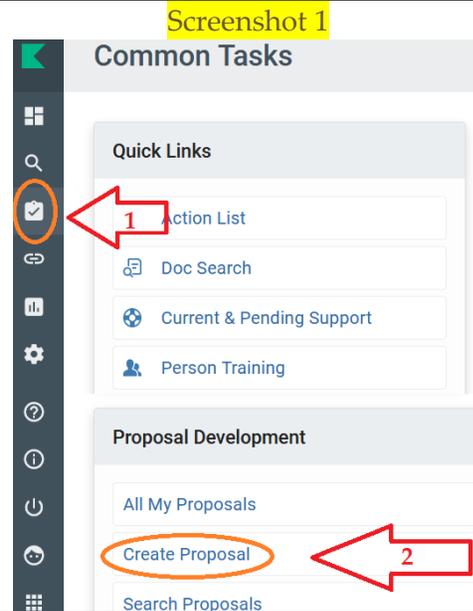
### Logging into Kuali

The link for Kuali Research is <https://txstate.kuali.co/dashboard/>.

Use your university NetID and Password to login and complete the 2 Step Authentication

See 'Screenshot 3' for an image of the Kuali Dashboard

Once logged into the Kuali Dashboard, click on the 3<sup>rd</sup> icon down with the checkmark- . This icon navigates to a list of Common Tasks, like 'Creating a New Proposal.' See 'Screenshot 1.'

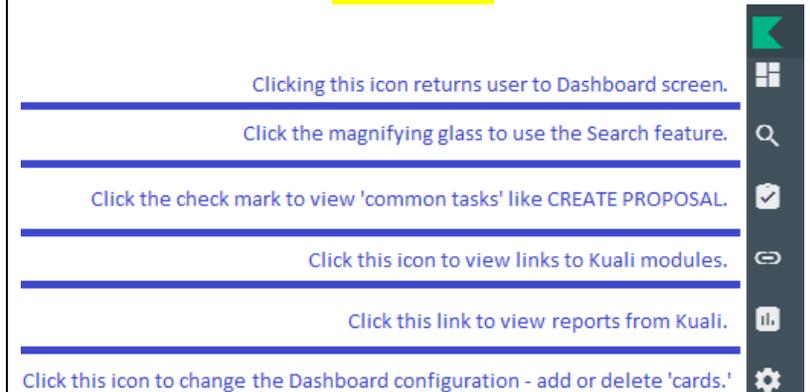


**Red Arrow 1:** See icon, circled in orange with the check mark – click this to get to the 'Common Tasks' page.

**Red Arrow 2:** After navigating to the 'Common Tasks' page, click on 'Create Proposal' found in the 'Proposal Development' Section (circled in in orange here).

See 'Screenshot 2' for a description of each icon along the left side of the Kuali Dashboard.

### Screenshot 2



Screenshot 3

Dashboard

Proposals routing to me This 'card' includes all proposals that are in your queue to approve. Sort by ▾

1 step away Proposal #2388 – PI: Yang, Yong – Sponsor: National Security Agency – Title: NSA REU Al...  
Due date: 10/15/20 Last action: Yang, Yong; 12/08/20 12:31 PM

1 step away Proposal #2489 – PI: Lu, Yuan – Sponsor: NIH-National Institutes of Health – Title: Identit...  
Due date: 10/25/20 Last action: Rust, Raquel Garcia; 12/07/20 8:29 AM Compliance

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Proposals not routing This 'card' includes all proposals in your queue that are in progress. Sort by ▾

Proposal Proposal #2480 – PI: Smith, Kenneth – Sponsor: Wayne State University – ...  
Due date: 7/13/20 Last action: Smith, Kenneth Scott; 10/13/20 4:48 PM

Proposal Proposal #2485 – PI: Dong, Zhijie – Sponsor: National Science Foundation...  
Due date: 10/16/20 Last action: Dong, Zhijie; 10/15/20 9:52 AM

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### Once on the CREATE PROPOSAL screen:

On the CREATE PROPOSAL screen, enter your project information (see 'Screenshot 4' below). This screen is used to create your **Kuali Research Proposal Development Record**. See the list below for descriptions of each field.

Create Proposal

\* indicates required fields

Proposal Type: \*

Lead Unit: \*

Activity Type: \*

Project Dates: \*  to

Project Title: \*

Sponsor: \*  Department of Defense

Sponsor deadline: \*

Principal Investigator: \*

Cancel Save and Continue

**Proposal Type:** In most cases, 'New' is the appropriate selection. If the proposal is a Letter of Intent or Preproposal, select 'Preproposal'. If the proposal is a resubmission to a sponsor which you have submitted this same proposal to previously, select 'Resubmission.'

**Lead Unit:** Usually your department is the lead unit. Note: This is the only information that you cannot revise after the proposal has been initiated.

**Activity type:** Select 'research' if data will be collected for research purposes. Select 'instruction' if no data will be collected and funds will be spent on training or education only.

**Project Dates:** Enter the projected start date and end date for your project. Dates can be revised later, if needed.

**Project Title:** Enter your proposed title. Project Title can be revised later, if needed.

**Sponsor:** Enter the sponsor name. As you type, your sponsor name may appear below the text box. If it does, click on the name. If the sponsor does not have an existing profile in Kualu, their name will not appear. In this case, type '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.

**Sponsor deadline:** Enter the deadline provided by the sponsor or, if not specified, enter a target submission date.

**Principal Investigator:** This field operates on the Personnel ID (begins with an 'A') assigned to faculty and staff by TXST Human Resources. If you know your 'A number,' enter in the 'Principal Investigator' field and click 'Save and Continue;' otherwise, follow the steps below:

- Click on the magnifying glass pictured at the end of the Principal Investigator field in **Screenshot 4**:  - as indicated by the **red arrow**.
- The '**KcPerson Lookup**' screen will appear (see '**Screenshot 5**' below). Enter the PI Net ID email address and click **Search**.
- The next screen that pops up will include the PI name and other information (see '**Screenshot 6**' below). As pictured in **Screenshot 6**, in the column labeled **Actions**, click on the blue box that says **select**. This will populate the 'Principal Investigator' field on the '**Create Proposal**' page.

**Screenshot 5:**

### KcPerson Lookup

KcPerson Id:  

Last Name:

First Name:

User Name:

**Email Address:**

Office Phone:

Active:  Yes  No  Both

Home Unit:  

Campus Code:

**Screenshot 6:**

### KcPerson Lookup

• One item retrieved.

Show  entries

Actions	KcPerson Id	Full Name	User Name	Email Address	Direct Depart
<input type="button" value="select"/>	[REDACTED]	Lawrence V Fulton	lf25	LF25@txstate.edu	

After all information has been entered on the '**Create Proposal**' page, click on the blue box labeled **Save and Continue**. This will initiate your Kualu Research Record and send a notification to all PreAward staff in ORSP letting us know that you have a proposal in our queue.

## Sections for the PI to Complete in Kualu Research

Once you have created the proposal, **only complete the following sections** as listed below (also see the **red arrows** in **Screenshot 7**).

1. **Basics** – Complete the subsections as much as possible. Items with a red asterisk are required.
2. **Key Personnel** – Add additional Senior/Key Persons. If there are no other TXST employees participating on this project, you do not need to visit this section.
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.

Screenshot 7:

Click 'Save.' Then click 'Close'

**(Do Not Click "Submit for Review").**

The screenshot displays the 'Proposal Details' form. On the left, a navigation menu lists various sections: Basics, Key Personnel, Compliance, Attachments, Questionnaire, Budget, Access, Supplemental Information, Summary/Submit, and Super User Actions. Red arrows point to the 'Basics', 'Key Personnel', and 'Questionnaire' sections. The main form area contains the following fields:

- Proposal Type:** \* New (dropdown menu)
- Lead Unit:** 50000098 - Curriculum And Instruction
- Activity Type:** \* Research (dropdown menu)
- Project Dates:** \* 08/27/2018 to 05/06/2019
- Project Title:** \* (text input field)
- Sponsor:** \* 100555 Spencer Foundation (text input with search icon)
- Prime Sponsor Code:** (text input with search icon)
- Keywords:** Nothing selected (dropdown menu)

At the bottom of the form, there are three buttons: 'Save', 'Save and Continue', and 'Close'.

## What's next? Following up

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

Any **attachments** that are required for the proposal can be sent to your PreAward Proposal Coordinator for upload into your KualI Record or, if you are comfortable doing so, you may upload in the 'Attachments' tab.

When you have a draft **budget** ready for review, send it to your PreAward Proposal Coordinator and your College or Department Research Coordinator.

Once the budget is approved, your PreAward Proposal Coordinator will enter the budget into KualI and gather the remaining proposal components for upload into KualI for internal routing purposes. **Internal routing may only be initiated by the PreAward Proposal Coordinator.** Once initiated, approval requests will be emailed to the Principal Investigator (PI), Chair, and Dean (or Director). The PI, College/Department Research Coordinator, and PreAward Proposal Coordinator will continue to work together collecting the remaining components required for proposal submission by ORSP.

### Internal Deadline

**UPPS 02.02.01** states that completed proposals must be submitted to ORSP by 9 a.m., 3 working days before the sponsor deadline. Three business days is the minimum time required to ensure that proposals are complete and prepared in line with sponsor guidelines, budgets are calculated accurately, compliance issues resolved, internal routing of approvals obtained, with enough time remaining for revision updates and potential electronic portal failure. ORSP cannot guarantee successful proposal submission without sufficient time for a thorough review.

### Other Details

**University Advancement Foundational Clearance:** *When applying for grants from a Foundation or any non-profit, contact Charles Vestal ([c\\_v103@txstate.edu](mailto:c_v103@txstate.edu), 512-245-2043) from University Advancement (UA) for clearance.*

**Per UPPS 02.02.03 and 02.02.05,** projects that include **human subjects** or **vertebrate animal subjects** will need **Institutional Review Board (IRB)** or **Institutional Animal Care and Use Committee (IACUC)** protocol approval or a categorical exemption from the Research Integrity and Compliance Office (RIC). Please complete and submit protocol requests through KualI Research Protocols (<https://txstate.kuali.co/protocols/portal/protocols>) for approval or proof of exemption by the IRB or IACUC. The protocol approval or exemption must be confirmed before an award account can be established.

**Per UPPS 02.02.07,** to ensure that investigators are free from bias resulting from conflicts of interest, the university requires that each investigator disclose any Significant Financial Interest (SFI) at least annually or within 30 days of acquiring a new SFI related to their institutional responsibilities. Requires that each investigator who is planning to participate in any PHS-funded research disclose the investigator's significant financial interests (and those of the investigator's spouse and dependent children) no later than the time of application for PHS-funded research. SFI information can be entered in KualI Research COI (<https://txstate.kuali.co/coi/dashboard>). Please contact the RIC for assistance.

**All Other Compliance:** Please contact RIC or visit their webpage (<https://www.txstate.edu/research/orc>). Questions regarding all compliance may be sent to Sean Rubino at [sdr98@txstate.edu](mailto:sdr98@txstate.edu).

If the proposed project will include a data management plan or encryption or security of data will be required, please contact IT security for their assistance and guidance (<https://infosecurity.txstate.edu/>).

**Office of Research & Sponsored Programs  
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