

KUALI QUICK GUIDE

ACCESSING KUALI RESEARCH

I. CURRENT USER

To access Kuali Research (KR), you must first be a *User* in the system, meaning you are able to login to Kuali following the instructions described below. If you are not a current user, go to section **II - Not Current User**.

A. LSUHSC Personnel (individuals with an active @lsuhsc.edu email address)

1. Click this URL or enter it into your browser: <https://lsuhsc.kuali.co/>. You will be directed to either Step 2 or Step 4 depending on whether you are using an LSUHSC computer, a personal computer or how recently you logged into Kuali.
2. **Kuali Sign-In page:** Click *Sign In*.
3. **LSUHSC Sign-In page:** Enter your full LSUHSC email address and password. Click *Sign In*.
4. **Main access point in Kuali:** From this page you can access **Research Home** (Proposal Development), **Conflict of Interest** (COI) or **Protocol** modules.
 - a) **Research Home:** Create and submit proposals (previously referred to as “routing packets”) and contracts for a project as described [here](#) - [Office of Grants & Contracts](#)
 - b) **COI:** View and update your annual COI disclosures as described [here](#)
 - c) **Protocol:** Access and create IRB, IACUC, and IBC protocols for research studies. After accessing this page, you can:
 - (1) View your **Dashboard**
 - (2) **Manage Protocols:** access existing protocols or create new protocols
 - (3) Access **Protocols Assigned to Me** if you have been assigned as a reviewer for a protocol.

B. Non-LSUHSC Personnel (individuals without an active @lsuhsc.edu email address)

1. Click this URL or enter it into your browser to go to the Kuali sign-in page: <https://lsuhsc.kuali.co/auth/kuali>
2. Enter the username and password assigned to you by IRB staff and click the *Sign In* button. You will be directed to your main access point in Kuali.

**Note: upon logging in, you can update your designated password by following the instructions listed [here](#).*
3. Depending on your level of access, you will be able to do some of the actions listed in **Section IA4** above.

II. NOT CURRENT USER

A. LSUHSC Personnel

1. HSC personnel must submit an annual COI Disclosure, which is required to participate in research activities. By submitting a COI Disclosure, the individual automatically will be registered as a *User* in KR. Instructions for submitting the annual COI Disclosure in Kuali are found at the [COI in Research website](#).
2. Once you are registered as an *User*, you will have the same access as described in **Section IA2** above.

B. Non-LSUHSC Personnel

1. Please submit a request to be added as an External User in Kuali to IRBOffice@lsuhsc.edu (CCing the submitter of the KR Protocol you are associated with) with the following information:
 - a) Email subject line: "Request to add External User"
 - b) Full name
 - c) Institutional affiliation
 - d) Institutional email
2. An IRB Office staff member will create your *User* profile and inform you and the submitter of the respective protocol (CCed the email request) when this process is complete.
3. Once you are registered as a *User*, the submitter of the Protocol you are associated with can then list you as research personnel and continue with the submission.
4. You can then log into system following the instructions listed in **Section IB** above.