

# 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/cor/main/#/apps>. 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 the **Conflict of Interest (COI)** or **Protocol** modules.
  - a) **COI:** View and update your annual COI disclosures
  - b) **Protocol:** 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.
3. Depending on your level of access, you will be able to do some of the actions listed in **Section IA2** 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 Quali to [IRBOffice@lsuhsc.edu](mailto:IRBOffice@lsuhsc.edu) with the following information:
  - a) Email subject line: "Request to add External User"
  - b) Reason for request
  - c) Full name
  - d) Institutional affiliation
  - e) Institutional email
  - f) At least an 8-character password to be used for signing into Quali
2. An IRB Office staff member will create your *User* profile and inform you when this process is complete.
3. Once you are registered as an *User*, you will be able to do some of the actions listed in **Section IA2** above.