

Kuali Proposal Development Module

Creating and Submitting the Initial Proposal
(Routing Packet) for a Project

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General Instructions

- a) Creating a proposal in Kuali is the electronic equivalent of preparing a routing package.
- b) This document provides instructions for preparing and submitting the **first routing packet** in Kuali for a new project or a **legacy project** (*those for which one or more routing packets have been submitted using the previous system (yellow routing sheet)*). A separate document provides instructions for submitting **follow-up routing packets** (*i.e.*, all routing packets for a given project after the initial submission in Kuali).
- c) The overall Proposal form has multiple sections or panels that are listed as a menu on the left-hand side of the page. You may navigate to different panels of the form by clicking on individual menu items.
- d) This instructional document is similarly organized by individual sections/panels identified at the top of each page. On any given page, each illustration references the steps immediately above it.
- e) It is not possible to incorporate all relevant information into this one instructional document. All pages of the Proposal form have a **Help** tab at the top-right corner of the page which contains individual links to more detailed instructions for completing each panel or sub-panel of the form. Please use this resource until you are fully familiar with the module.
- f) The system saves your work automatically but almost all pages have a **Save** button for saving entries manually.
- g) Entries into certain fields are made by searching various Kuali databases (people, institutions, sponsors, keywords, etc.) and selecting among the retrieved items. For optimal results, when searching, always bracket your search term by asterisks. For example, if one of the Ochsner campuses is a performance site for a clinical trial, search for ***Ochsner*** or ***ochs*** instead of **Ochsner** or **ochs**.
- h) *Please disregard some discrepancies between figures (e.g., different proposal numbers. This document was developed over the course of creating multiple proposals across multiple form versions.*
- i) If you encounter any problems in creating a proposal, please contact the Office of Grants & Contracts (OGC) at grants-NO@lsuhsc.edu.



Return
to TOC

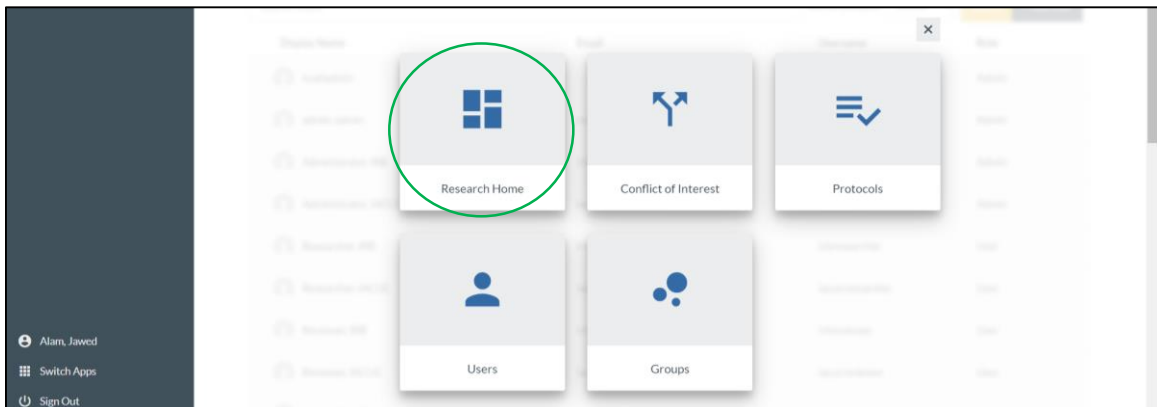
Preliminary Steps



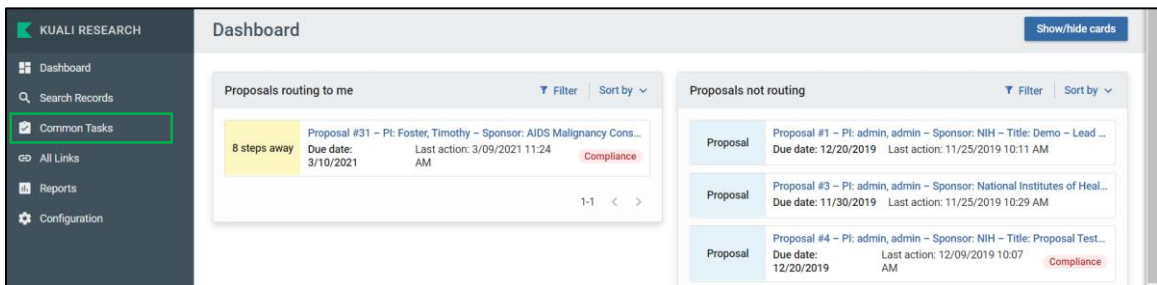
1. Log into Kual:

- **LSUHSC Personnel** (individuals with an active @lsuhsc.edu email address): <https://lsuhsc.kuali.co/cor/main/#/apps>.
- **Non-LSUHSC Personnel** (individuals without an active @lsuhsc.edu email address): <https://lsuhsc.kuali.co/auth/kuali>.

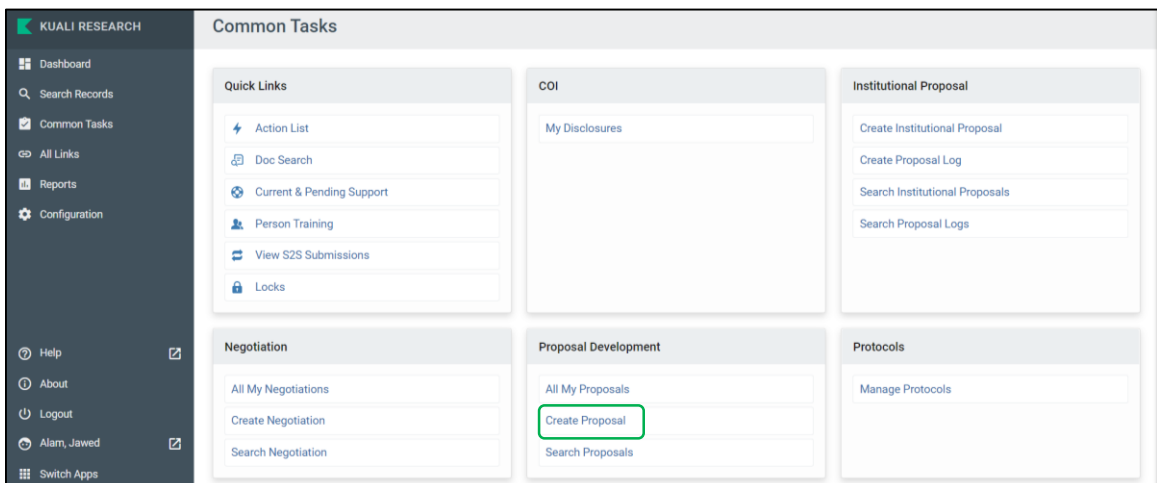
2. Click **Research Home**.



3. From your Dashboard click **Common Tasks**.



4. On the Common Tasks page, click **Create Proposal**.




Create Proposal



- On the **Create Proposal** page, select from the drop down menus for:
 - Proposal Type**
 - Select **Initial Submission – New Project** or **Initial Submission – Legacy Project**.
 - Lead Unit** (*i.e.*, Department or Center). The only units you will see in the drop-down list are those depts for which you have been authorized to create proposals. If you need authorization for other departments, please contact the Office of Grants & Contracts (OGC) at grants-NO@lsuhsc.edu.
 - Activity Type** (select from options)
 - Expected **Project start and completion Dates**. Please confirm accuracy as these dates will determine budget periods.
- Type the **Project Title**
- In the **Sponsor** field, click the **magnifying glass icon**

Dashboard | Search Records | Common Tasks | All Links | Reports | Configuration

Create Proposal
* indicates required fields


Proposal Type: select
Lead Unit: select
Activity Type: select
Project Dates: mm/dd/yyyy to mm/dd/yyyy
Project Title:
Sponsor: 

- On the **Sponsor Lookup** form, enter the ***Sponsor Name*** or ***Acronym*** surrounded by asterisks and then click **Search**.
- Select** the correct **sponsor** from the retrieved list.

Dashboard | Search Records | Common Tasks | All Links | Reports | Configuration

Create Proposal
* indicates required fields

Lookup
Sponsor Lookup

Sponsor Code:
Sponsor Name:
Acronym: "nci"
Sponsor Type Code: 
DUN And Bradstreet Number:
DUNS Plus Four Number:
DODAC Number:
CAGE Number:
Close Clear Values Search

Dashboard | Search Records | Common Tasks | All Links | Reports | Configuration

Create Proposal
* indicates required fields

Lookup
Sponsor Lookup

Show 10 entries

Actions	Sponsor Code	Sponsor Name	Acronym	Sponsor Type	DUN And Bradstreet Number	DODAC Number	CAGE Number	Country
<input type="button" value="select"/>	100591	NIH - NCI (National Cancer Institute)	NCI	US Federal Government				
<input type="button" value="select"/>	100552	National Cancer Institute of Canada	NCIC	Foreign Federal Government				

Showing 1 to 2 of 2 entries

Create Proposal



10. If no Sponsor is retrieved, press **Clear Values**, enter ***New*** for the **Sponsor Name** and click **Search**.
11. **Select "New Sponsor"**. Enter details about the New Sponsor In the **Supplemental Information** panel (page 36). OR EMAIL grants-NO@lsuhsc.edu WITH ALL AVAILABLE SPONSOR INFORMATION FOR OGC TO ENTER THE SPONSOR IN KUALI.
12. In the **Principal Investigator** field, click the magnifying glass icon.
13. On the **Person Lookup** form, enter **Last Name**, **First Name** or **Email Address** of the PI and then click **Search**.
14. **Select** the correct **PI** from the retrieved list.
15. **If the PI is not retrieved contact the Office of Grants & Contracts (OGC) at grants-NO@lsuhsc.edu.**

KcPerson Lookup

KcPerson Id:

Last Name:

First Name:

User Name:

Email Address:

Office Phone:

Active: Yes No Both

Home Unit:

Close Clear Values Search

KcPerson Lookup

One item retrieved

Show 10 entries

Actions	KcPerson Id	Full Name	User Name	Email Address	Directory Department	Directory Title	Office Location	Office Phone	School	Active
select	37203	Augusto Ochoa	aochoa	aochoa@lsuhsc.edu						true

Showing 1 to 1 of 1 entries

16. The **Sponsor & Principal Investigator** fields will be populated with the appropriate **codes** and **names**.
17. Click **Save and Continue**.

Create Proposal

* indicates required fields

Proposal Type:

Lead Unit:

Activity Type:

Project Dates: to

Project Title:

Sponsor:

Principal Investigator:

Cancel Save and Continue

Proposal Details



18. You will be directed to the **Proposal Details** page which will contain the proposal information entered on the previous page.
19. You can use the **left-hand menu** to navigate to different panels of the overall form. Use the **Help tab** for additional information and instructions for each panel of the form.
20. The Proposal will be assigned a **number** and **new fields will appear**.
21. Select the **Prime Sponsor Code**, if applicable (*e.g.*, when LSUHSC is a sub-awardee on an application). Use the same procedure as above for selecting the Sponsor.
22. If the Proposal Type is **Initial Submission – Legacy Project**, two additional fields will appear: **Award ID** and **Original Institutional Proposal ID**. **No entries are needed in these fields**.
23. **Do not enter any information in the Keywords field. Enter the required keywords in the Supplemental Information panel (described below)**.
24. Click **Save and Continue**.

Proposal Development

Proposal: #54
PI: Augusto Ochoa

Document Info
Doc Nbr: 4682
S2S Connected:
Initiator: jalam
Status: In Progress
[more](#)

Data Validation (off) Print Copy Medusa Hierarchy Budget Versions Link Help

Proposal Details

* indicates required fields

Document was successfully saved

Proposal Type: * Initial Submission

Lead Unit: NO1497400 - Center of excellence-Cancer

Activity Type: * Research

Project Dates: * 10/01/2021 to 09/30/2024

Project Title: * Inhibition of breast cancer metastasis

Sponsor: * 100591 NIH - NCI (National Cancer Institute)

Prime Sponsor Code:

Keywords: Nothing selected

Save Save and Continue Close

Delivery Info



25. In the **Delivery Info** panel:

- Select if the Proposal will be **Submitted By** the Department or ORS; leave blank if not applicable.
- Select the **Submission Type** from the drop down menu; leave blank if not applicable.
- **Submission Account ID** (*i.e.*, Shipping Account #) & **Number of Copies**: Complete these fields only if paper copies of the application is required by the sponsor AND OGC is responsible for mailing the document.
- **Submission Description**: Optional.

26. Click **Save and Continue**.

The screenshot shows a web application interface for the 'Delivery Info' section. At the top, there is a navigation bar with options like 'Data Validation (off)', 'Print', 'Copy', 'Medusa', 'Hierarchy', 'Budget Versions', 'Link', and 'Help'. Below this is a sidebar menu with 'Basics' expanded, showing options like 'Proposal Details', 'Delivery Info' (selected), 'Sponsor & Program Information', 'Organization and Location', 'Key Personnel', 'Compliance', 'Attachments', 'Questionnaire', 'Budget', 'Access', and 'Supplemental Information'. The main content area is titled 'Delivery Info' and contains a notification: 'Document was successfully saved.' The form fields are: 'Submission By' (dropdown menu with 'ORS' selected), 'Submission Type' (dropdown menu with 'ASSIST' selected), 'Submission Account ID' (text input field with '12345'), 'Submission Name & Address' (text input field with 'Change' and 'Clear' links), 'Number of copies' (text input field), and 'Submission description' (text area with 'R01 grant proposal'). At the bottom of the form, there are buttons for 'Back', 'Save', 'Save and Continue', and 'Close'.

Sponsor & Program Information



27. In the **Sponsor & Program Information** panel:

- Select the **Sponsor Deadline Type** from the drop down menu; leave blank if not applicable;
- Enter the **Sponsor Deadline** date if applicable;
- Select the **Notice of Opportunity** type; leave blank if not applicable;
- Enter the **Opportunity ID & Title** if applicable;
- Check **Subawards** if applicable;
- **Sponsor Proposal ID**: Use this field to enter the grant, contract or protocol #.
- **NSF Science Code**: enter if this is an NSF grant proposal.
- **Anticipated Award Type**: select the most appropriate item from the drop-down. **This is a required field.**
- Enter or select information in the remaining fields if applicable.
- **Do not complete the CFDA section.**

28. Use the **Help tab** for a more detailed description of each field.

29. When finished, click **Save and Continue**.

Navigation: Data Validation (off) | Print | Copy | Medusa | Hierarchy | Budget Versions | Link | **Help**

Sponsor & Program Information

Document was successfully saved.

Sponsor Deadline Type: Receipt

Sponsor deadline: 03/19/2021 hh.mm

Notice of Opportunity: Federal Solicitation

Opportunity ID: 12345

Opportunity Title: Targeted therapy for breast cancer metastasis

Subawards: Yes, this proposal includes subaward(s)

Sponsor Proposal ID: 6789

NSF Science Code: Biological and Biomedical Sciences - Life Sciences: D.02

Anticipated Award Type: Grant Award Agreement

Agency Routing Identifier: 2468

Prev Grants.Gov Tracking ID: 13579

CFDA

CFDA Number *	CFDA Program Title Name	Actions
<input type="text"/>	<input type="text"/>	Add

Buttons: Back | Save | **Save and Continue** | Close

Organization & Location



30. In the **Organization & Location** panel, the **Applicant** and **Performing Organization** tabs will default to **LSUHSC**; **DO NOT CHANGE**.

Document was successfully saved.

Organizations & Locations

Applicant Organization Performing Organization Performance Site Locations Other Organizations

Applicant Organization

Details

Organization Name	Louisiana State University Health Sciences Center
Address Line 1	c/o Office of Research Services
Address Line 2	433 Bolivar Street, 2nd Floor
Address Line 3	
City	New Orleans
State	LA
Postal Code	70112

31. If there are collaborating institutions or subcontract locations, click the **Other Organizations** tab to identify these institutions. **Do not use the Performance Site Locations tab.**
32. Click **Add Organization**.

Document was successfully saved.

Organizations & Locations

Applicant Organization Performing Organization Performance Site Locations Other Organizations

Other Organizations

Add Organization

33. In the **Organization Lookup** window, enter a name of the **Organization with asterisks (e.g., *ochsner*)**.
34. Click **Search**.

Proposal Development
Proposal: #32
PI: Augusto Ochoa

Organization Lookup

Organization Id:

Organization Name: *ochsner*

Address:

Federal Employer Id:

Congressional District:

DUNS Number:

DUNS Plus Four Number:

UEI:

Human Sub Assurance:

CAGE Number:

DODAC Number:

Number Of Employees:

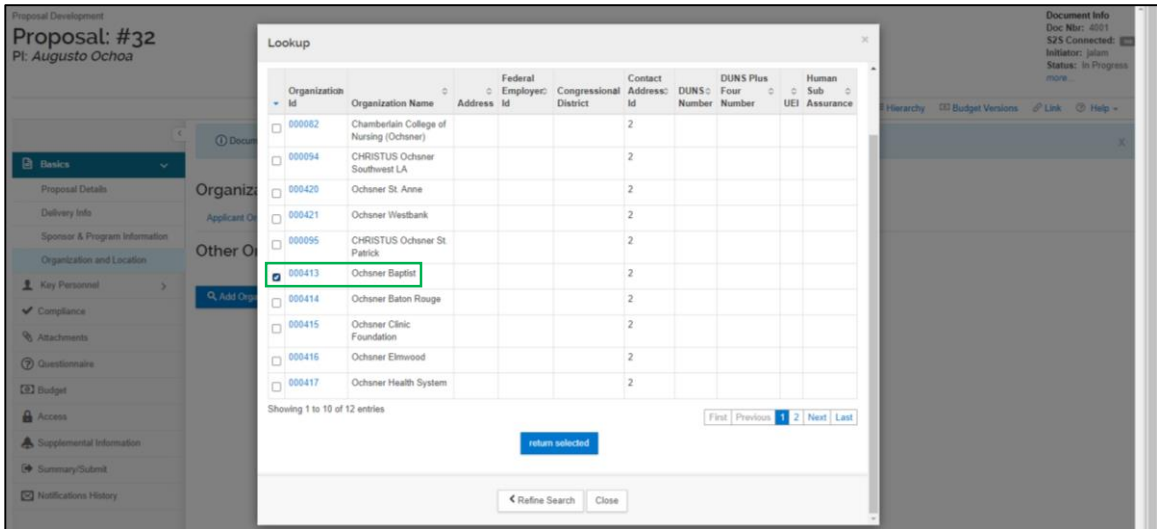
Close Clear Values Search

Document Info
Doc Nbr: 401
S2S Connected:
Initiator: jalam
Status: In Progress
more

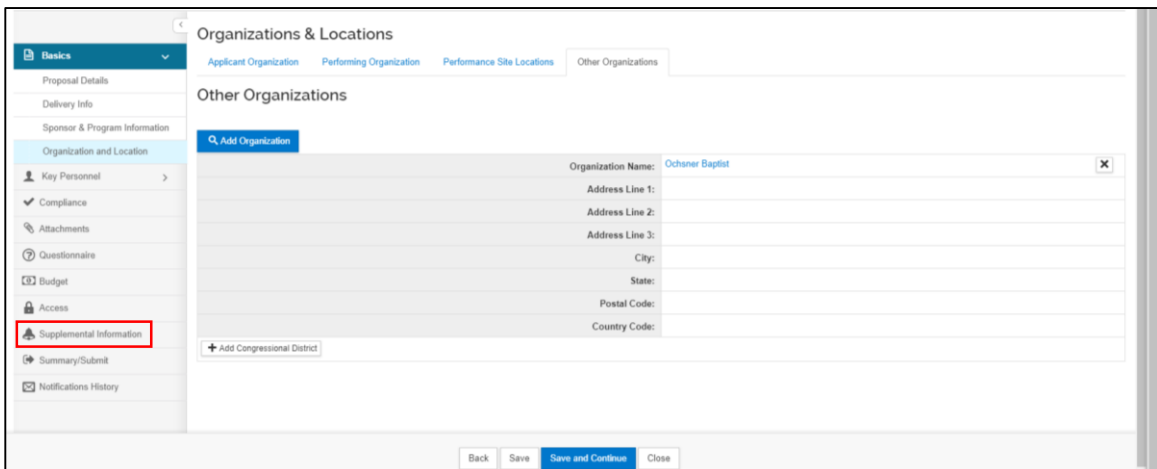
Organizations & Locations



35. Check **the appropriate institution** from the retrieved list.
36. Click **Return Selected**.



37. The organization will be listed on the **Other Organizations** page.
38. If necessary, click **Add Organization** to enter additional institutions.
39. If no Organization is retrieved, press **Clear Values**, enter ***New*** for the **Name** and click **Search**.
40. **Select "New Organization". Enter details about the New Organization In the Supplemental Information panel (page 36). OR EMAIL grants-NO@lsuhsc.edu WITH ALL AVAILABLE ORGANIZATION INFORMATION FOR OGC TO ENTER THE ORGANIZATION IN KUALI.**
41. Click **Save and Continue** when all organizations have been entered on this page.



Key Personnel



42. In the **Key Personnel** panel, the **PI will be listed automatically**.
43. Click the **side arrow** next to the PIs name, click the **Proposal Person Certification** tab and carry out the **certification**.
NOTE: Individuals with a Proposal Creator role (typically Business Managers, Assistant BMs and some Research Coordinators) have system permission to certify on behalf of the PI. When you certify for the PI, an email notification will be sent to the PI informing him/her that the certification has been completed by proxy. If you are uncomfortable with carrying out the certification or if the PI won't delegate this authority to you, click **Notify PI** to send an email requesting the PI to certify the proposal.
44. To add other Key Personnel, click **Add Personnel**. All project personnel that are LSUHSC faculty, staff or students must be listed as Key Personnel even if they don't meet the official definition of Key Personnel.

Key Personnel



45. On the **Add Personnel** form, select **Employee**. **Do not search for Non-Employees**. Enter the **last** or **first name** of the individual. Click **Continue**.

Proposal Development
Proposal: #
PI: Augusto Ochoa

Document Info
Doc Nbr: 4001
S2S Connected: no
Initiator: jalam
Status: In Progress
more...

Basics
Key Personnel
Personnel
Compliance
Attachments
Questionnaire
Budget
Access
Supplemental Informa

Search for Employee
 Non Employee

Last Name

First Name

User Name

Email Address

Office Phone

Home Unit

Campus Code

Continue... Cancel

46. Select the **correct individual** from the retrieved list and click **Continue**.

Proposal Development
Proposal: #
PI: Augusto Ochoa

Document Info
Doc Nbr: 4001
S2S Connected: no
Initiator: jalam
Status: In Progress
more...

Basics
Key Personnel
Personnel

Only the top 200 results were returned. If you cannot find what you are looking for, please refine the search criteria

Full Name:	User ID:	Email Address:	Unit Number:	Unit Name:	Organization:	City:
Eileen Mederos	emede1	emede1@isuhscc.edu	NO1497400	Center of excellence-Cancer	Center of excellence-Cancer	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Continue... Go back Cancel

47. Select if the individual is another PI, Co-investigator or a Key Personnel.

48. If Key Personnel, indicate the person's role on the project.

49. Click **Add Person**.

Proposal: #
PI: Augusto Ochoa

Document Info
Doc Nbr: 4001
S2S Connected: no
Initiator: jalam
Status: In Progress
more...

Basics
Key Personnel
Personnel
Compliance
Attachments

Assign a role:

Assign a role: *

PI/Multiple
 Co-Investigator
 Key Person

Key Person's role will be:

Research nurse manage

Add Person Go back Cancel

Key Personnel



50. The person will be added to the list in the **Key Personnel** section.
51. Repeat the process to add other Key Personnel.
52. **Do not click the **Notify** button for Key Personnel other than the PI. Only the PI needs to certify the submission.**
53. **If a person is not found during the search contact OGC at grants-NO@lsuhsc.edu.**
54. **If you need to add a non-employee as a Key Person and there will not be a subaward to his/her institution, contact OGC at grants-NO@lsuhsc.edu.**
55. Even if you are unable to add all Key Personnel, you may continue with other data entry but you will not be able to finalize the budget or submit the proposal. Click **Save and Continue**.

NOTE: *The Annual COI Disclosure status will be displayed for all Key Personnel. If the status is expired, please have the person complete their Annual COI Disclosure in Quali. If a Key Person has disclosed a potential COI on his/her COI Disclosure form in Quali, he/she will receive a system generated email notification to update their disclosure based on their participation in the new project (proposal). The proposal will not receive final approval until all personnel have a Disclosure Status of "Approved."*

Key Personnel

Search for and add key personnel

[Add Personnel](#) [Notify All](#)

Name	Project Status	Annual Disclosure Status	Project Disposition	Action
Augusto Ochoa (PI/Contact) (Certification Incomplete)	Disclosure Not Required	Expired	None	Notify Augusto Ochoa
Eileen Mederos (Key Person: Research nurse manager)	Disclosure Not Required	Expired	None	Notify Eileen Mederos

[Back](#) [Save](#) [Save and Continue](#) [Close](#)

Compliance

56. In the **Compliance** panel, click **Add Compliance Entry** if the project requires IRB, IACUC, IBC and/or Radiation Safety approval.



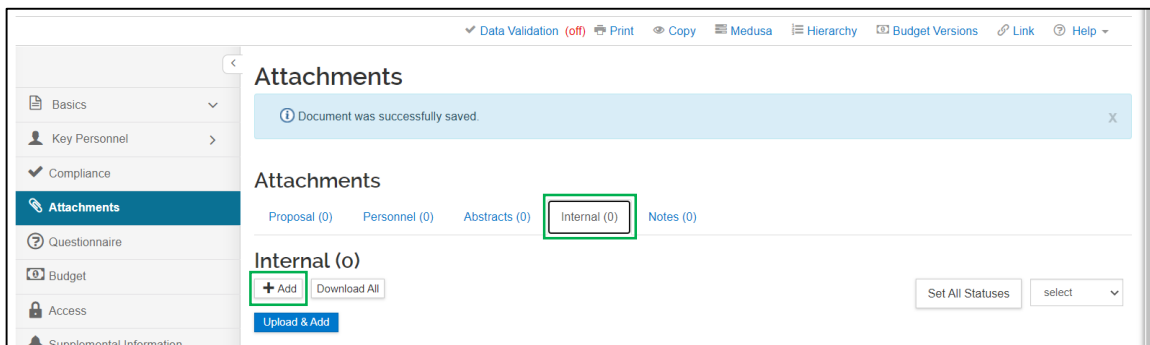
57. Complete the required fields in the **Add Compliance Entry** window. Although not indicated, the **Compliance ID #** (if available) and either the **Application** or **Approval Date** are required fields. The remaining fields are optional.
58. Click **Add Entry**.

59. Add additional compliance entries as applicable.
60. When finished, click **Save and Continue**.

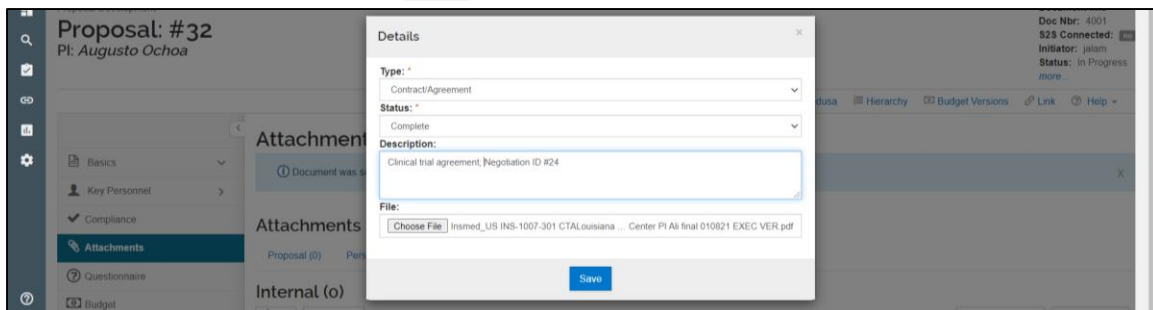
Attachments



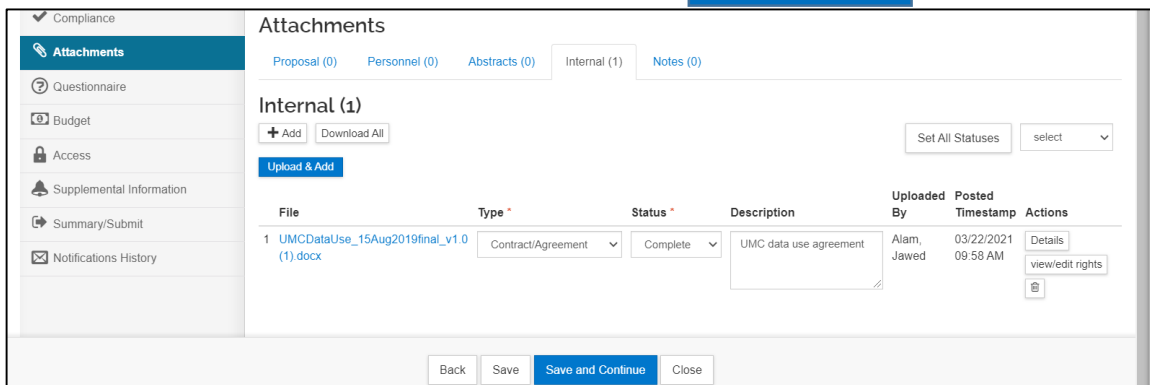
61. In the **Attachments** panel, click the **Internal** tab. **Do not use the other tabs.**
62. Click **+Add** to upload documents individually or click **Upload & Add** to upload multiple documents at the same time.



63. In the **Details** window, select the **type** of document being uploaded.
64. Identify the **Status** of the document: **Complete** (final) or **Incomplete** (draft). Enter a **Description** of the attachment. **If the attachment is a contract or agreement, also enter the Quali Negotiation ID/Number (assigned when the agreement was first submitted for review by ORS) in this field.**
65. Choose the file and Click **Save**.



66. When all documents have been attached. Click **Save & Continue**.



Note: Some documents are required attachments, such as abstracts and budget justifications for grant applications. Required attachments for routing of research agreements are listed [here](#).

Questionnaire



67. If an **Update Available** button is present, first click this button to update to the most recent version of the **Questionnaire**.

The screenshot shows the 'Questionnaire' form with a sidebar on the left containing menu items like 'Proposal Details', 'Delivery Info', 'Sponsor & Program Information', 'Organization and Location', and 'Key Personnel'. The main content area has tabs for 'Action & Purpose Type' and 'Proposal Questions'. The 'Action & Purpose Type' section is active, showing 'Action & Purpose Type (Incomplete)' and a 'Please select the Pre-Award Action type:' label. A 'New' checkbox is visible. The 'Update Available' button is circled in pink.

68. Select one or more **Proposal Purpose** types.

- At least one item must be selected.
- The text box at the bottom of the page must have an entry; enter “not applicable” if appropriate.

The screenshot shows the 'Questionnaire' form with the 'Proposal Purpose' section selected. The sidebar on the left has 'Questionnaire' highlighted. The main content area shows 'Proposal Purpose (Incomplete)' with the question 'What is the PURPOSE of this project? Select all that apply.' Below the question are several checkboxes: 'Conference', 'Equipment Acquisition', 'Fellowship', 'Information Disclosure/Exchange', 'New Construction', 'Other', and 'Public Service'. The 'Update Available' button is circled in pink.

69. Click the **Proposal Questions** tab and answer all the questions.

- If the proposal involves a clinical trial, at least one performance site must be selected, even if it is LSUHSC. The procedure for looking up the site is similar to looking up **Organizations (pp. 10-11)**.
- The text box for listing performance sites not found in the Address Book Lookup must have an entry; enter “not applicable” if appropriate.

The screenshot shows the 'Questionnaire' form with the 'Proposal Questions' section selected. The sidebar on the left has 'Questionnaire' highlighted. The main content area shows 'Proposal Questions (Incomplete)' with three questions: 'Is the PI eligible for Continuous Submission?', 'Publications: Have articles resulting from DHHS funding been entered into NLM database', and 'Is there a non-standard F&A Policy?'. Each question has radio button options for 'Yes', 'No', and 'N/A'. The 'Update Available' button is circled in pink. At the bottom of the form are buttons for 'Back', 'Save', 'Save and Continue', and 'Close'.

Questionnaire (cont.)



70. Click the **Proposal Type** tab and answer all the questions.

- At least one item must be selected.
- The text box at the bottom of the page must have an entry; enter “not applicable” if appropriate.
- The options on this page will differ depending on Proposal Type selected: New Project vs. Legacy Project.

71. When finished with the **Questionnaire** panel, click **Save**.

- If all required questions or fields have entries, green check marks and the designation “**Complete**” will be displayed next to all three tabs and their titles.
- Click **Save and Continue**.

The screenshot shows a web application interface for a questionnaire. On the left is a navigation menu with items like 'Key Personnel', 'Compliance', 'Attachments', 'Questionnaire', 'Budget', 'Access', 'Supplemental Information', 'Summary/Submit', 'Super User Actions', and 'Notifications History'. The main content area is titled 'Questionnaire' and has three tabs: 'Proposal Purpose', 'Proposal Questions', and 'Proposal Type(s)'. The 'Proposal Type(s)' tab is active and shows a dropdown menu with '(Complete)' next to it. Below the tabs, there is a heading 'Proposal Type(s) (Complete)' and a sub-heading 'Please identify the Initial Submission type being routed (select all that apply)'. There are four checkboxes: 'Pre-Application/NOI/LOI' (unchecked), 'Grant Application - Initial' (checked), 'Contract Based Research - Clinical Trial' (unchecked), and 'Contract Based Research - Other' (unchecked). Below these is an 'Other' checkbox which is selected. Underneath the 'Other' checkbox is a text box containing 'NA'. At the bottom of the form, there are four buttons: 'Back', 'Save', 'Save and Continue', and 'Close'. The 'Save' button is highlighted with a green box.

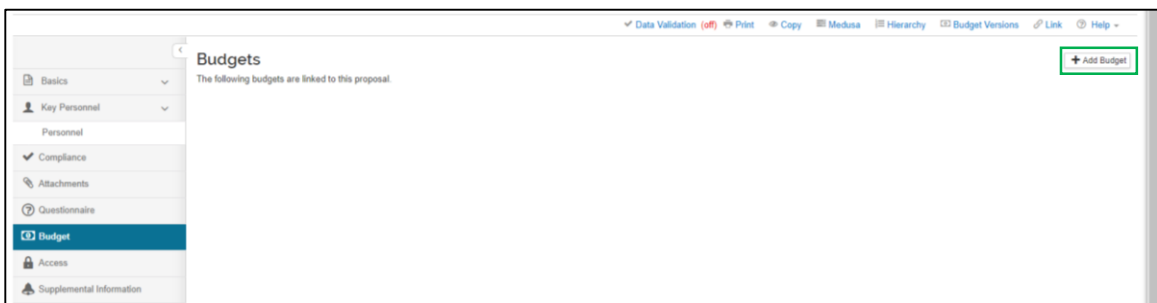
Budget



72. General Information

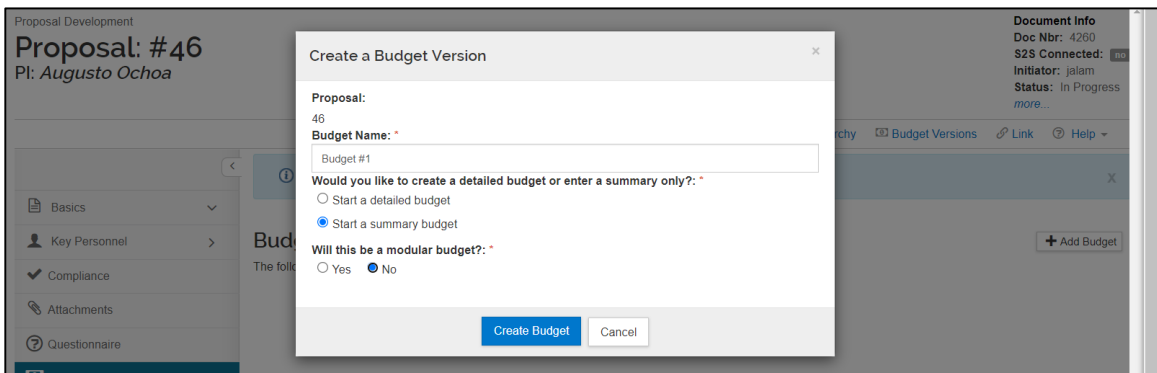
- For **clinical trials**, please complete the [Revenue & Expenditure budget](#) and upload it in the **Attachments** panel (page 15) and then complete the **Kuali Summary budget** (pp. 19-20).
- For **grants**, if LSUHSC is the prime or sub-awardee, please complete the **Kuali Detailed budget** (pp. 21-31).
- If **another institution is a sub-awardee**, please complete the [Subaward budget](#) and upload it in the **Attachments** panel (page 15) and then complete the **Kuali Subaward budget** (pp. 29-30).
- If this is a Legacy Project and this submission involves adjustment to the previous budget, please re-create the budget in Kuali and/or upload budget documents as described above.
- If a budget is not applicable to this proposal/routing packet, skip to the **Access** panel (p. 34).

73. In the **Budget** panel, click **+Add Budget**.



74. In the **Budget Version** window,

- Enter a **budget name**;
- Select either **Summary Budget** (pp. 20-21) or **Detailed Budget** (pp 22-32);
- Select whether or not this is a **modular budget**; then
- Click **Create Budget**.



Summary Budget



75. You will be directed to the **Periods & Totals** subpanel in the **Budget** panel. Please consult the **Help** tab for more detailed information and instructions regarding each subpanel of the budget.

Periods & Totals

Period Start Date	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
01/01/2022	12/31/2022	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/01/2023	12/31/2023	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/01/2024	12/31/2024	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/01/2025	12/31/2025	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total:			48.00	0.00	0.00	0.00	0.00	0.00	0.00	

76. For each period, enter the **Direct** and **F & A Cost** (= Total Direct and Indirect Costs from the CT Rev & Exp Budget sheet, respectively).

77. Press **Recalculate with changes** to calculate totals.

78. If all entries are correct, press **Complete Budget**.

Periods & Totals

Period Start Date	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
01/01/2022	12/31/2022	12.0	125,000.00	100,000.00	25,000.00	0.00	0.00	0.00	0.00	
01/01/2023	12/31/2023	12.0	110,000.00	88,000.00	22,000.00	0.00	0.00	0.00	0.00	
01/01/2024	12/31/2024	12.0	100,000.00	80,000.00	20,000.00	0.00	0.00	0.00	0.00	
01/01/2025	12/31/2025	12.0	150,000.00	120,000.00	30,000.00	0.00	0.00	0.00	0.00	
Total:			48.00	485,000.00	388,000.00	97,000.00	0.00	0.00	0.00	

Buttons: Save, Save and Continue, Complete Budget, Close

79. In the new window, do not check the checkbox; press **OK**.

Is this budget complete?

Is this budget ready to be submitted to the sponsor?

Buttons: Cancel, OK

Summary Budget



80. Click **Return to Proposal**.

Period Start Date	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit
01/01/2022	12/31/2022	12.0	125,000.00	100,000.00	25,000.00	0.00	0.00	0.00	0.00
01/01/2023	12/31/2023	12.0	110,000.00	88,000.00	22,000.00	0.00	0.00	0.00	0.00
01/01/2024	12/31/2024	12.0	100,000.00	80,000.00	20,000.00	0.00	0.00	0.00	0.00
01/01/2025	12/31/2025	12.0	150,000.00	120,000.00	30,000.00	0.00	0.00	0.00	0.00
Total:			485,000.00	388,000.00	97,000.00	Total: 0.00	Total: 0.00	Total: 0.00	

81. You will return to the main Budget panel where the completed budget will be displayed.

82. Click on the **Action** button down arrow and select **Include for Submission**. The budget will then be highlighted in green.

83. Click **Save and Continue**.

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Budget #1 (for submission)	1	388,000.00	97,000.00	485,000.00	01/01/2022	12/31/2025	Complete		Action

Detailed Budget – Rates



84. If **Detailed Budget** is selected at **Step 74**, you will be directed to the **Project Personnel** subpanel. Before starting this section, consider the following options:
 - If the Sponsor will not pay the federally-negotiated Facilities and Administrative (F&A) rate, edit the standard LSUHSC rate as described in **Steps 85-87**.
 - Otherwise stay in the Project Personnel subpanel and follow instructions starting at **Step 91**.
85. Click on the **Rates** tab to go to the **Rates** page. This page has three buttons across the top. Click on the **Research F & A** button.
86. If the standard LSU rates do not seem to be up to date (e.g., not current fiscal year), click on the **Sync All Rates** or the **Sync to Current Institutional Rates** button to update the rates. (Consult the **Help** reference for more information about all action buttons).
87. Edit the appropriate **Applicable Rate** to match the Sponsor allowable rate. **Note:** These rates cannot be edited if the budget has been finalized/completed. Also, make sure to attach the sponsor's official written policy on F&A costs or approval from the Associate Vice President for Finance and Administration in the **Attachments** panel.
88. The standard LSUHSC inflation rate is set at 3%. If necessary, you may adjust this value for any and all project out-periods. Click on the **Inflation** button and edit the appropriate **Applicable Rate(s)**.
89. Do not change any **Fringe Benefits** rates.
90. Click **Save**. Then click on **Personnel Costs > Project Personnel** subpanel.

The screenshot shows the 'Rates' page with the following data:

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
MTDC	No	2021	07/01/2020	26.00	26.00
MTDC	Yes	2021	07/01/2020	47.00	47.00
TDC	No	2021	07/01/2020	26.00	26.00
TDC	Yes	2021	07/01/2020	47.00	47.00

Detailed Budget – Personnel Costs



91. In the **Project Personnel** subpanel, Key Personnel entered in the main Proposal module will be populated automatically.
92. If additional personnel (non-Key Personnel) need to be added to the budget, click on the **+Add Personnel** button.

Person	Job Code	Appointment Type	Base Salary	Actions
From Proposal Development				
Augusto Ochoa (PI)	DEFAULT (AA000)	12M DURATION	0.00	Details [trash]
Eileen Mederos (KP)	DEFAULT (AA000)	12M DURATION	0.00	Details [trash]

93. In the **Add Personnel** window, you have the option to **Search for** and add one of the following personnel type:
 - **Employee:** follow Steps 94-95 below.
 - **Non-Employee:** if you want to add a non-LSUHSC employee to the proposal without a subaward to his/her institution, contact OGC at Grants-NO@lsuhsc.edu.
 - **To be Named:** follow instructions in the window.
94. Enter the individual's **first** or **last name** and click **Search**.

Search for: Employee

Last Name: rome

First Name: [empty]

User Name: [empty]

Email Address: user@domain.com

Office Phone: [empty]

Home Unit: [empty] [Search]

Campus Code: [empty] [Search]

[Search] [Cancel]

95. From the retrieved list, select the correct individual and click **Add Selected Personnel**.
 - If you are unable to retrieve an employee, contact OGC at Grants-NO@lsuhsc.edu.

Only the top 200 results were returned. If you cannot find what you are looking for, please refine the search criteria

Full Name:	User ID:	Email Address:	Unit Number:	Unit Name:	Organization:	City:
<input checked="" type="checkbox"/> Kadie Rome	krome	krome@lsuhsc.edu				
<input type="checkbox"/> Rachelle Rome	rmela4	rmela4@lsuhsc.edu				

Showing 1 to 2 of 2 entries

[First] [Previous] 1 [Next] [Last]

[Add Selected Personnel] [Refine Search] [Cancel]

Detailed Budget – Personnel Costs

96. When all personnel have been added (and/or removed using the **trash can icon**), click on the **Details** button for each person.



Person	Job Code	Appointment Type	Base Salary	Actions
From Proposal Development				
Augusto Ochoa (PI)	DEFAULT (AA000)	12M DURATION	0.00	Details
Eileen Mederos (KP)	DEFAULT (AA000)	12M DURATION	0.00	Details
Other Personnel				
Kadie Rome	DEFAULT (AA000)	12M DURATION	0.00	Details

97. In the new window:

- The **Salary Effective Date** will default to the Project Start date. **Do not change unless the person will start working on the project mid-period (for instance, a post-doctoral fellow will not have been hired until several months after the project/award start date).**
- Set the **Salary Anniversary Date** equivalent to the **Effective Date**. **Otherwise inflation will be added for all or part of Year 1.**
- Enter the person's **Base Salary**.
- Press **Save Changes**.

98. Repeat this process for all personnel.

Augusto Ochoa

Details | Salary by Period

Details

Role: PI/Contact

Job Code: AA000

Job Title: DEFAULT

Appointment Type: 12M DURATION

Salary Effective Date: 03/31/2021

Salary Anniversary Date:

Base Salary: 200,000.00

Save Changes | Cancel

Detailed Budget – Personnel Costs

99. When finished press **Save and Continue**.



Person	Job Code	Appointment Type	Base Salary	Actions
From Proposal Development				
Augusto Ochoa (PI)	DEFAULT (AA000)	12M DURATION	200,000.00	Details [icon]
Eileen Mederos (KP)	DEFAULT (AA000)	12M DURATION	100,000.00	Details [icon]
Other Personnel				
Kadie Rome	DEFAULT (AA000)	12M DURATION	50,000.00	Details [icon]

100. In the **Assign Personnel to Periods** panel, click on the **Assign Personnel** button.

101. In the new window:

- Select the person and complete the rest of the form. *Fields are self-explanatory.* **Note: the requested salary value will remain at 0.00 until the person has been assigned to the given period.**
- Click **Assign to Period 1**.

Person: Augusto Ochoa (AA000)
Appointment Type: 12M DURATION
Salary Effective Date: 03/31/2021
Object Code: Faculty & Staff - PI
Group: Default
Start Date: 01/01/2022
End Date: 12/31/2022
Effort %: 10.00
Charged %: 10.00
Requested Salary: 0.00
Period Type: Calendar

Detailed Budget – Personnel Costs



102. Repeat this process to assign all appropriate personnel to **Period 1**.
103. Do not enter information for the remaining periods. As a general rule, start budgets by assigning project personnel to **Period 1**, adding the non-personnel expenses, and then generating the 'out-years' using the **Autocalculate Periods** (see below) tool. Once the periods have been populated with the inflated salaries and other expenses, the user can open the individual budget periods to make adjustments, e.g. add a person that starts in period 3 of a 5 year project and apply their effort to later periods, add an equipment item in period 2 only, change the calculated inflation amount of the travel expenses, add a subaward, etc.
104. Press **Save and Continue**.

The screenshot shows the 'Assign Personnel to Periods' interface. The left sidebar contains navigation options: 'Return to proposal', 'Periods & Totals', 'Rates', 'Personnel Costs' (selected), 'Project Personnel', 'Assign Personnel to Periods', 'Non-Personnel Costs', 'Subawards', 'Institutional Commitments', 'Project Income', and 'Modular'. The main content area is titled 'Assign Personnel to Periods' and includes a sub-header 'Assign personnel to one or all periods and configure efforts and charges.' Below this, there are tabs for 'Period 1', 'Period 2', 'Period 3', and 'Period 4'. The 'Period 1' tab is active, and a table displays personnel assignments. The table has columns for Person, Start, End, Effort, Charged, Period Type, Requested Salary, Calculated Fringe, and Actions. The personnel are categorized into 'Faculty & Staff - Investigator', 'Faculty & Staff - PI', and 'Postdoc Fellow'. At the bottom of the interface, there are buttons for 'Back', 'Save', 'Save and Continue', 'Complete Budget', and 'Close'.

Person	Start	End	Effort	Charged	Period Type	Requested Salary	Calculated Fringe	Actions
Faculty & Staff - Investigator								
Eileen Mederos	01/01/2022	12/31/2022	20.00	20.00	Calendar	20,909.00	9,618.14	Details & Rates
Faculty & Staff - PI								
Augusto Ochoa	01/01/2022	12/31/2022	10.00	10.00	Calendar	20,909.00	9,618.14	Details & Rates
Postdoc Fellow								
Kadie Rome	01/01/2022	12/31/2022	100.00	100.00	Calendar	52,272.50	9,356.78	Details & Rates

Detailed Budget – Non-Personnel Costs

105. Click **Assign Non-Personnel...** button.



Non-Personnel Costs
Add and configure non-personnel items for this budget period.

Period 1 **Assign Non-Personnel...**

106. Select the non-personnel item and provide the requested information.

107. Press **Add Non-Personnel Item to 1.**

Budget #1: Budget #1

Add Assigned Non-Personnel

Category Type: Other Direct
Category: Supplies
Object Code Name: Supplies
Total Base Cost: 20,000.00
Quantity: 1
Description: Reagents

Add Non-Personnel Item to 1 Cancel

108. Add additional items to Period 1 as necessary.

109. When finished, click **Save and Continue.**

Non-Personnel Costs

Period 1

Description	Description	Quantity	Total Base Cost	Actions
Equipment				
Equipment	Imager	1	4,500.00	Details
Other Direct				
Supplies	Reagents	1	20,000.00	Details
Participant Support				100 Participants (edit)
Participant Support Costs		100	50.00	Details
Travel				
Travel		2	2,500.00	Details

Save and Continue Back Save Complete Budget Close

110. If Period 1 budget is complete, press **Yes** to apply this budget to future periods.

Note: Once you Autocalculate all periods you will not be able to take this action again unless you delete the line items from all periods after Period 1.

Kuali Research

Budget #1: Budget #1

Please Select

Are you ready to apply your Period 1 budget to future periods?

No Yes

Detailed Budget – Future Period Adjust



111. Once the Period 1 budget has been applied to all periods, **you will be taken directly to the Subawards panel (see below)**. If, however, you need to adjust any budget items, simply click on the **Personnel Costs** or **Non-Personnel Costs** tab and adjust budgeted values in the appropriate budget period(s).

112. Adjustment Example 1: Deleting equipment from future periods.

- On the **Non-Personnel Costs** page, click on **Period 2**.
- Click the **Trash Can icon** for **Equipment**.
- Repeat for Periods 3 & 4.

Description	Description	Quantity	Total Base Cost	Actions
Equipment	imager	1	45,000.00	Details
Other Direct	Supplies	1	20,600.00	Details
Participant Support	Participant Support Costs	100	51.50	Details

113. In future periods, you will notice that **values for many of the items** have been adjusted by an inflation factor compared to Period 1 values.

114. Adjustment Example 2: Deleting inflation factor from future periods.

- Click the **Details** button for **Participant Support Cost**.

Description	Description	Quantity	Total Base Cost	Actions
Other Direct	Supplies	1	20,600.00	Details
Participant Support	Participant Support Costs	100	51.50	Details
Travel	Travel	2	2,575.00	Details

- Adjust the **Total Base Cost** to that in Period 1. Uncheck the **Apply Inflation** checkbox.
- Press **Save and Apply to Other Periods**.

Category: Trainees/Participant Costs - Other

Object Code Name: Participant Support Costs

Total Base Cost: 50.00

Quantity: 100

Description:

Description	Start Date	Institution Rate	Applicable Rate
Other	07/01/2022	3.00	3.00
Other	07/01/2023	3.00	3.00

Apply Inflation:

Submit cost sharing:

On Campus:

Save Changes Save And Apply To Other Periods Sync To Period Direct Cost Limit

Detailed Budget – Future Period Adjust



115. The **adjusted values** will now be displayed in the **Non-Personnel Costs** panel.
116. Similar adjustments to personnel costs also may be made in the **Assign Personnel to Periods** panel.
117. Click **Save and Continue** to advance to the next panel.

Proposal #47 > Budget #1

Budget #1: Budget #1

Marked For Submission: No
Created: 04/29/2021
Proposal: #47
more...

Data Validation (off) Budget Settings Hierarchy Summary Budget Versions Help

Non-Personnel Costs

Add and configure non-personnel items for this budget period.

Period 1 Period 2 Period 3 Period 4

Period 2

Assign Non-Personnel...

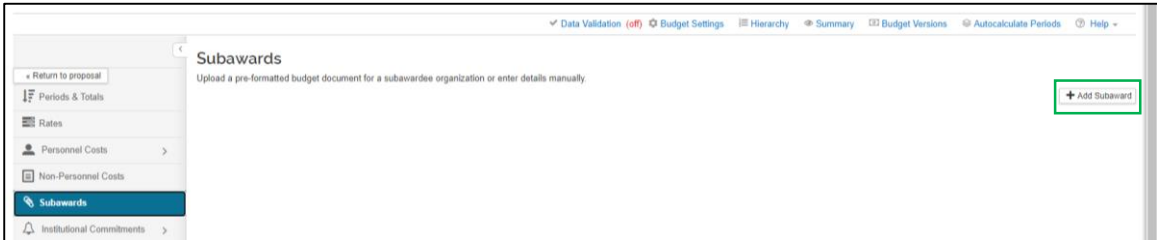
Description	Description	Quantity	Total Base Cost	Actions
Other Direct				
Supplies	Reagents	1	20,600.00	Details
Participant Support				100 Participants (edit)
Participant Support Costs		100	50.00	Details
Travel				
Travel		2	2,575.00	Details

Back Save **Save and Continue** Complete Budget Close

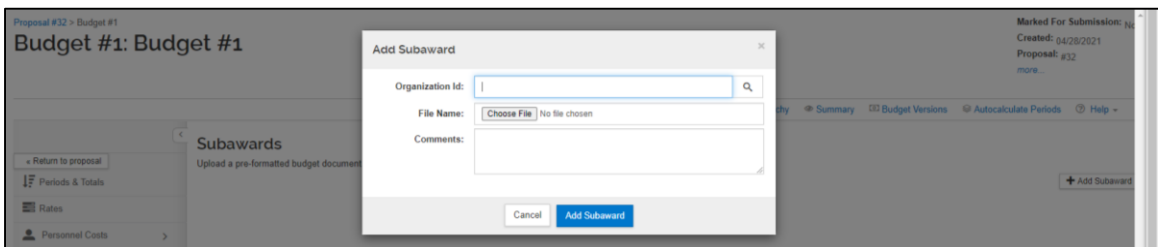
Detailed Budget - Subaward



118. If applicable, complete the **Subawards** panel; otherwise navigate to the next panel.
119. In the **Subawards** panel, click **+Add Subaward**.



120. In the new window, search for the organization as described in the [Organizations & Locations Panel](#) (pp. 10-11).
121. If no Organization is retrieved, press **Clear Values**, enter ***New*** for the **Name** and click **Search**.
122. **Select "New Organization"**. Enter details about the New Organization In the **Supplemental Information** panel (page 36). OR EMAIL grants-NO@lsuhsc.edu WITH ALL AVAILABLE ORGANIZATION INFORMATION FOR OGC TO ENTER THE ORGANIZATION IN KUALI.
123. Do not upload the completed Subaward budget file here. Upload it in the **Attachments** panel (p. 15).
124. Leave a comment if desired and press **Add Subaward**.



125. Add additional subawardees if applicable. For each subawardee, click the **Details** button.



Detailed Budget - Subaward



126. For each period, enter the **Direct** and **F & A Costs** (= Total Direct and Indirect Costs from the [Subawardee Budget sheet](#), lines 44 & 45, respectively).
127. Enter Cost Sharing values if applicable. Press **Save Changes**.

Subaward Details

File Name: Add
 No file chosen

Organization Name: Tulane University Medical Center Form Name:
Subaward PDF File Name: PDF Last Updated:
Organization Name: Pdf Last Updated:
Xml Last Updated: Subaward Status Code: 1
Namespace: Comments:

Details

Budget Period	Direct Cost	F&A Cost	Cost Sharing	Total Cost
1	10,000.00	5,000.00	0.00	15,000.00
2	11,000.00	5,500.00	0.00	16,500.00
3	15,000.00	7,500.00	0.00	22,500.00
4	8,000.00	4,000.00	0.00	12,000.00

128. When all Subawardees have been updated, press **Save and Continue**.
129. Do not forget to attach the Subaward budget sheet(s) in the Attachment panel.

Subawards

Upload a pre-formatted budget document for a subawardee organization or enter details manually.

Organization Id	File Name	Actions
Tulane University Medical Center (000567)		<input type="button" value="Details"/>

Detailed Budget - Budget Summary



- 130. No actions are needed in the **Institutional Commitments** or **Modular** panels.
- 131. If applicable, complete the **Project Income** panel.
- 132. Budget Notes:** Anybody working on the proposal budget may add notes in this panel. **Use this panel to enter line item budget justifications or upload a budget justification document in the Attachments panel. Budget justifications are required.**
- 133. A summary of the budget is provided in the **Budget Summary** panel.
- 134. If the budget requires some adjustments, return to the appropriate panels and edit the budget. Once the budget is finalized, click **Complete Budget**.

Proposal #47 > Budget #1

Budget #1: Budget #1

Marked For Submission: No
Created: 04/29/2021
Proposal: #47
more...

Data Validation (off) Budget Settings Hierarchy Summary Budget Versions Help

Return to proposal

Periods & Totals

Rates

Personnel Costs

Non-Personnel Costs

Subawards

Institutional Commitments

Project Income

Modular

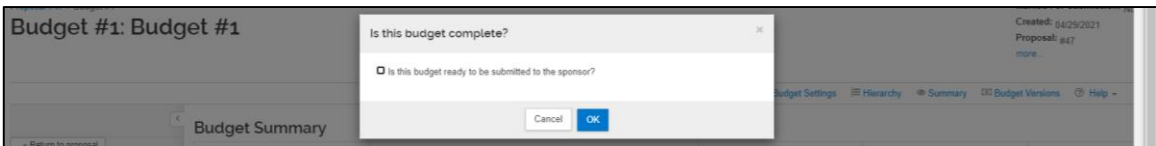
Budget Notes

Budget Summary

	P1 (01/01/2022 - 12/31/2022)	P2 (01/01/2023 - 12/31/2023)	P3 (01/01/2024 - 12/31/2024)	P4 (01/01/2025 - 12/31/2025)	Totals
Personnel					
> Salary	\$94,090.50	\$96,913.22	\$98,345.43	\$98,345.43	\$387,694.58
> Fringe	\$28,593.06	\$29,450.84	\$29,886.09	\$29,886.09	\$117,816.08
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Subtotal	\$122,683.56	\$126,364.06	\$128,231.52	\$128,231.52	\$505,510.66
Non-personnel					
> Equipment	\$45,000.00	\$0.00	\$4,500.00	\$4,500.00	\$54,000.00
> Travel	\$2,500.00	\$2,575.00	\$2,652.25	\$2,652.25	\$10,379.50
> Participant Support	\$50.00	\$50.00	\$50.00	\$50.00	\$200.00
> Other Direct	\$35,000.00	\$37,100.00	\$43,718.00	\$33,218.00	\$149,036.00
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-personnel Subtotal	\$82,550.00	\$39,725.00	\$50,920.25	\$40,420.25	\$213,615.50
Totals					
Total Direct Cost	\$205,233.56	\$166,089.06	\$179,151.77	\$168,651.77	\$719,126.16
Total F&A Costs	\$75,286.28	\$74,983.37	\$71,487.84	\$71,487.84	\$293,245.33
Totals Subtotal	\$280,519.84	\$241,072.43	\$250,639.61	\$240,139.61	\$1,012,371.49

Back Save **Complete Budget** Close

- 135. In the new window, do not check the checkbox. Click **OK**.



- 136. Click **Return to Proposal**.

Return to proposal

Periods & Totals

Rates

Personnel Costs

Non-Personnel Costs

Subawards

Institutional Commitments

Project Income

Modular

Budget Notes

Budget Summary

	P1 (01/01/2022 - 12/31/2022)	P2 (01/01/2023 - 12/31/2023)	P3 (01/01/2024 - 12/31/2024)	P4 (01/01/2025 - 12/31/2025)	Totals
Personnel					
> Salary	\$94,090.50	\$96,913.22	\$98,345.43	\$98,345.43	\$387,694.58
> Fringe	\$28,593.06	\$29,450.84	\$29,886.09	\$29,886.09	\$117,816.08
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Subtotal	\$122,683.56	\$126,364.06	\$128,231.52	\$128,231.52	\$505,510.66
Non-personnel					
> Equipment	\$45,000.00	\$0.00	\$4,500.00	\$4,500.00	\$54,000.00
> Travel	\$2,500.00	\$2,575.00	\$2,652.25	\$2,652.25	\$10,379.50
> Participant Support	\$50.00	\$50.00	\$50.00	\$50.00	\$200.00
> Other Direct	\$35,000.00	\$37,100.00	\$43,718.00	\$33,218.00	\$149,036.00
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-personnel Subtotal	\$82,550.00	\$39,725.00	\$50,920.25	\$40,420.25	\$213,615.50

Budget



137. You will be returned to the **Budget Panel** of the main module.
138. If you have created multiple budgets for the proposal, select the budget that you want to submit.
 - Click on the **Action** button.
 - Select **Include for Submission**.

The following budgets are linked to this proposal.

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Budget #1	1	719,126.16	293,245.33	1,012,371.49	01/01/2022	12/31/2025	Complete		Action
Budget #2	2	0.00	0.00	0.00	01/01/2022	12/31/2025	Incomplete		Action

Dropdown menu for Budget #1:

- View Summary
- Copy
- Print
- Mark Budget Incomplete
- Include for Submission

139. The budget that will be submitted will be highlighted in green.
140. Click **Save and Continue**.

The following budgets are linked to this proposal.

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Budget #1 (for submission)	1	719,126.16	293,245.33	1,012,371.49	01/01/2022	12/31/2025	Complete		Action
Budget #2	2	0.00	0.00	0.00	01/01/2022	12/31/2025	Incomplete		Action

Buttons at the bottom: Back, Save, Save and Continue, Close

Access



141. The **Access** panel is used to give document specific permission to other individuals. You may add other people who may require view or edit rights during the proposal preparation process.
142. The initiator of a proposal is automatically granted the aggregator role in the Access tab. **Do not delete this user.**
143. If you wish to give permission to another individual, click **Add User**.

User Name	Roles	Actions
jalam	Aggregator Document Level	Edit Delete

144. Enter the **First** or **Last Name** of the person and click **Continue**.

145. Select the person from the retrieved list and click **Continue**.

Full Name	User ID	Email Address	Unit Number	Unit Name	Organization	City
<input checked="" type="radio"/> Kadie Rome	krome	krome@lsuhsc.edu				
<input type="radio"/> Rachelle Rome	rmela4	rmela4@lsuhsc.edu				

Access (cont.)



146. Assign one or more roles and click **Add Permission**. *Descriptions of individual roles may be found by clicking the down arrow in the **Help Tab** and selecting **Access** from the drop down menu.*

Proposal Development
Proposal: #
PI: Augusto Ochoa

Document Info
Doc Nbr: 4001
S2S Connected: [icon]
Initiator: jalam
Status: In Progress
more

Link Help

Assign a role

- Aggregator Only Document Level
- Budget Creator Only Document Level
- approver Document Level
- Viewer Document Level
- Budget Creator Document Level
- Narrative Writer Document Level
- Aggregator Document Level
- Access_Proposal_Person_Institutional_Salaries Document Level
- Delete Proposal Document Level
- View Institutionally Maintained Salaries Document Level

Add Permission Go back Cancel

147. Provide permission to other individuals as needed.

148. When finished, click **Save and Continue**.

Data Validation (off) Print Copy Medusa Hierarchy Budget Versions Link Help

Permissions

Add User

User Name	Roles	Actions
jalam	Aggregator Document Level	Edit Delete
krome	Aggregator Only Document Level, Budget Creator Only Document Level	Edit Delete

Back Save Save and Continue Close

Supplemental Information



149. On the **Supplemental Info** page, click on individual **tabs** to provide additional information.
- **Submission Info** – Do not enter any values on this tab. **For OGC use only.**
 - **Keywords** are required. *To retrieve the Keyword code, search with a descriptive word or partial word surrounded by asterisks and select the most appropriate term from the retrieved list.*
 - If the Proposal Type is **Initial Submission – Legacy Project**, enter the **Legacy Project** number assigned by ORS. The Project # can be found at the top right hand corner of the first page of the legacy routing packet (e.g., Project# 00000). *This is a required field for Legacy Projects.*
 - Enter the name of the **New Organization** if none was retrieved during the search for collaborating **Organizations** (pp. 10-11).
 - Complete each applicable field in the **General** tab.
 - If applicable, enter **Prime Applicant Deadline** date and time.
 - Enter information about the **New Sponsor** if none was identified during the search for the research **Sponsor** (pp. 5-6).
150. When finished, click **Save and Continue**.

The screenshot displays the 'Supplemental Info' page in a web application. The top navigation bar includes options like 'Data Validation (off)', 'Print', 'Copy', 'Medusa', 'Hierarchy', 'Budget Versions', 'Link', and 'Help'. A notification banner at the top states 'Document was successfully saved'. The main content area features a tabbed interface with the following tabs: 'Submission Info', 'Keywords', 'Legacy Project', 'New Organization', 'General', 'Prime Deadline', and 'New Sponsor'. The 'Submission Info' tab is currently selected and shows two input fields: 'Grant ID:' and 'Date Grant Submitted:' with a date mask 'mm/dd/yyyy'. The left sidebar contains a navigation menu with items such as 'Basics', 'Key Personnel', 'Questionnaire', 'Compliance', 'Attachments', 'Budget', 'Access', 'Supplemental Information' (highlighted), 'Summary/Submit', and 'Super User Actions'. At the bottom of the page, there are four buttons: 'Back', 'Save', 'Save and Continue', and 'Close'.

Summary/Submit



151. Click on each of the **horizontal tabs** to view a summary of each panel of the proposal.
152. The proposal preparer has a number of **action options across the bottom of the page**. *A description of each action is available by clicking the down arrow on the **Help tab** and selecting **Summary/Submit** from the drop down menu.*
153. When the proposal is ready for routing, click **Submit for Review**.

The screenshot shows the 'Summary/Submit' interface. At the top, there are three progress bars: 'Saved' (blue), 'Routing' (grey), and 'Approved' (grey). Below these are horizontal tabs: 'Proposal Summary', 'Personnel', 'Compliance', 'Attachments', 'Questionnaire', 'Supplemental Info', and 'Keywords'. The 'Proposal Summary' tab is active, displaying a form with the following details:

Title	inhibition of breast cancer metastasis
Principal Investigator	Augusto Ochoa
Lead Unit	NO1497400 - Center of excellence-Cancer
Proposal Type	Pre-Award
Activity Type	Research
Proposal Number	32
Project Start Date	03/31/2021
Project End Date	03/30/2022
Include Subaward(s)?	Yes
Sponsor Name	NIH - NCI (National Cancer Institute)
Prime Sponsor Name	
Sponsor Deadline Date	03/19/2021
Sponsor Deadline Type	Receipt

At the bottom of the form, there is a row of action buttons: 'Submit for Review' (highlighted in blue), 'Ad Hoc Recipients', 'View Route Log', 'Cancel proposal', 'Delete Proposal', 'More Actions' (with a dropdown arrow), and 'Close'.

154. If the form is incomplete, Errors and Warnings will be listed.
155. Fix the Errors and again submit for review.

The screenshot shows the 'Data Validation' window. It has a 'Turn Off' button in the top right corner. Below the button, there is a 'Show 10 entries' dropdown and a search box. The main content is a table with columns: 'Area', 'Section', 'Description', 'Severity', and 'Actions'.

Area	Section	Description	Severity	Actions
Error				
Budget		You must mark a budget for submission.	Error	Fix It
Key Personnel		The Investigators are not all certified. Please certify Augusto Ochoa.	Error	Fix It
Questionnaire	Proposal Purpose	You must complete the questionnaire "Proposal Purpose"	Error	Fix It
Supplemental Information	Keywords	Keyword 1 is a required field.	Error	Fix It
Supplemental Information	Keywords	Keyword 2 is a required field.	Error	Fix It
Supplemental Information	Keywords	Keyword 3 is a required field.	Error	Fix It
Supplemental Information	Contact	Contact Phone is a required field.	Error	Fix It
Supplemental Information	Contact	Contact Email is a required field.	Error	Fix It
Supplemental Information	Contact	Administrative Contact is a required field.	Error	Fix It
Warnings				
Sponsor & Program Info		Sponsor deadline date is in the past, relative to the current date.	Warning	Fix It

156. The proposal will route for reviews and approvals. You can view the routing path and the current location of the proposal by clicking on **View Route Log** (see Step 157). A diagram of the path is shown on the next page, after which additional instructions are provided.

Review & Approval Path



Review & Approval Path



157. Sometimes the Proposal Creator and a Proposal Approver may be the same person (e.g., a dept business manager (BM)).

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	admin, admin		09:24 AM 03/11/2021	
COMPLETED	Ellis, Jonna	BM	08:43 AM 07/22/2021	Completed

Pending Action Requests

Action	Requested Of	Time/Date	Annotation	
IN ACTION LIST APPROVE	Foster, Timothy	PI	08:43 AM 07/22/2021	Role: KC-PD PI from PeopleFlow Name: Department Level Approval
PENDING APPROVE	Ellis, Jonna	BM	08:43 AM 07/22/2021	Role: KC-PD Business Manager - Approver from PeopleFlow Name: Department Level Approval
PENDING APPROVE	Ramsay, Alistair	Chair	08:43 AM 07/22/2021	Role: KC-PD Department Head - Approver from PeopleFlow Name: Department Level Approval

158. In this situation, when you submit the proposal for review, you will have the option to bypass your own future approval.

Please Select

Do you want to receive future approval requests?

159. When the person next on the approval path (e.g., PI) logs on to Kuali, the proposal will appear on the approver's dashboard.

Dashboard

Proposals routing to me

You're up! Proposal #34 - PI: Foster, Timothy - Sponsor: AIDS Malignancy Cons...
Due date: 7/31/2021 Last action: 7/22/2021 8:43 AM Compliance

Proposals not routing

All Clear!

Review & Approval Path

156. Once the approver clicks on the proposal on the dashboard, he/she will be taken to the Summary/Submit panel to take action. **Note:** the approver also can navigate to this page directly from the email notification.



Submit

Progress: Saved (green bar) | Routing (blue bar) | Approved (grey bar)

Proposal Summary | Personnel | Compliance | Attachments | Questionnaire | Supplemental Info | Keywords

Proposal Summary

Title	AIDS research
Principal Investigator	Timothy Foster
Lead Unit	NO1102500 - Microbiology & Im
Proposal Type	Initial Submission
Activity Type	Research
Proposal Number	34
Project Start Date	03/31/2021
Project End Date	03/31/2022
Include Subaward(s)?	Yes
Sponsor Name	AIDS Malignancy Consortium (NIH-NCI)
Prime Sponsor Name	
Sponsor Deadline Date	07/31/2021
Sponsor Deadline Type	Receipt

CERTIFICATION REGARDING LOBBYING. The undersigned certifies, to the best of his or her knowledge and belief, that: (1.) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2.) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3.) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Sections 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. CERTIFICATION REGARDING SIGNIFICANT FINANCIAL INTEREST DISCLOSURE. As described in Chancellor's Memorandum #35, each Investigator is required to disclose any significant financial interest of the Investigator that would reasonably appear to be directly and significantly affected by the research or educational activities funded, or proposed for funding. Regardless of the above minimum requirement, a faculty or staff member, in his or her own best interest, may choose to disclose any other financial or related interest that could present an actual conflict of interest or be perceived to present conflict of interest. Disclosure is a key factor in protecting one's reputation and career from potentially embarrassing or harmful allegations of misconduct. Each person who has significant financial interests requiring disclosure must complete a CM35 Significant Financial Interests Disclosure Form, attach all required supporting documentation, including a copy of any relevant PM-11 disclosure, and place the materials in a sealed envelope addressed to the Office of Research Services and clearly marked "CONFIDENTIAL, Significant Financial Interests Disclosure", and identified with the name of the person making the disclosure, the name of the sponsor, and the project name.

[Send Adhoc](#) [Ad Hoc Recipients](#) [Approve](#) [Return](#) [View Route Log](#) [Recall](#) [More Actions](#) [Close](#)