

Kuali Proposal Development Module

Creating and Submitting Follow-up Proposals
(Routing Packets) for a Project

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General Instructions

- a) Creating a proposal in Kualu is the electronic equivalent of preparing a routing package.
- b) This document provides instructions for preparing and submitting **follow-up proposals** (routing packets) for a project for which an **initial proposal** has already been submitted and approved. Instructions for creating and submitting the initial proposal for a project are provided in this [document](#).
- c) **Follow-up Proposals** are created by copying the **Initial Proposal** and then editing or adding relevant information.
- d) If you encounter any problems in creating follow-up proposals, please contact the Office of Grants & Contracts (OGC) at grants-NO@lsuhsc.edu.



Return
to TOC

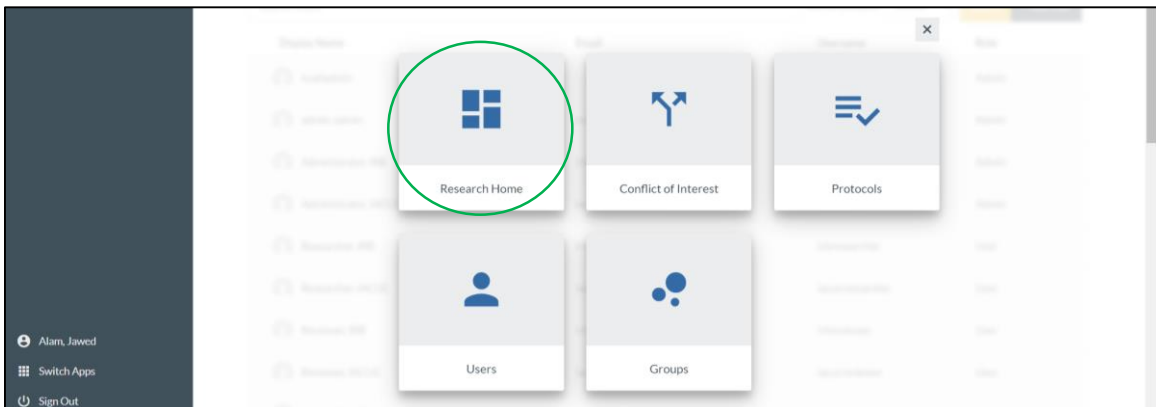
Identify Initial Proposal



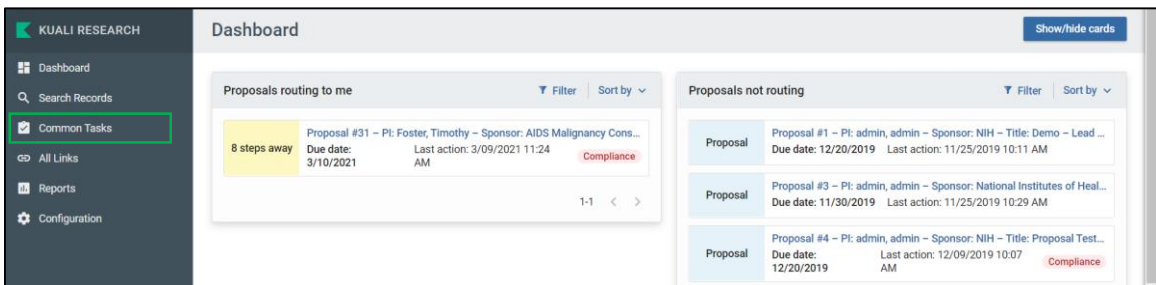
1. Log into Kuali:

- **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>.

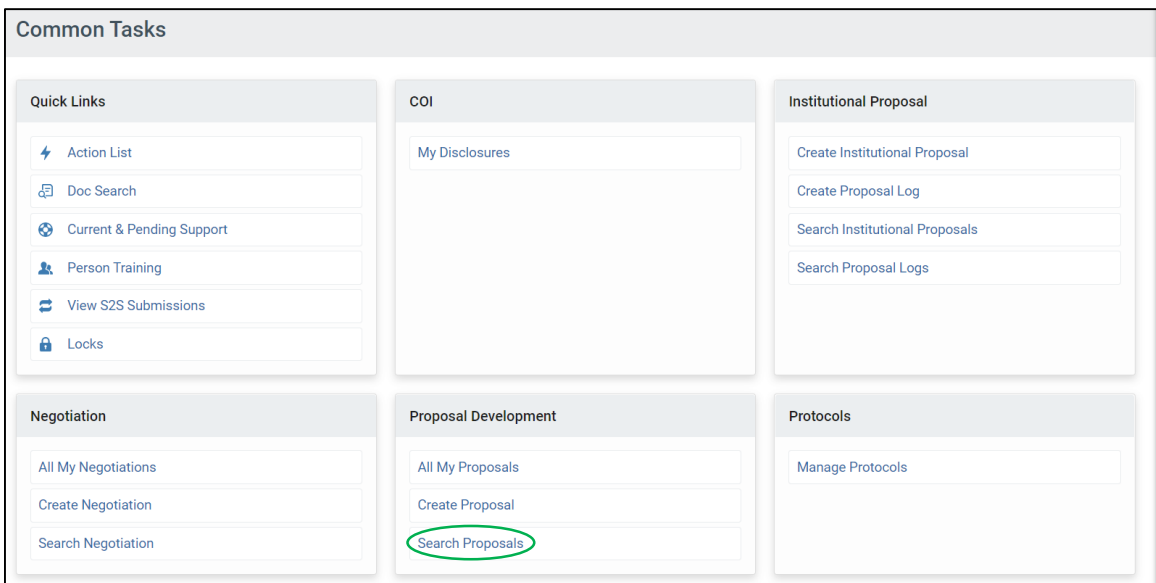
2. Click **Research Home**.



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



4. On the Common Tasks page, click **Search Proposals**.



Copy Initial Proposal



- From the list of your proposals, find the original, **approved initial submission** for which you want to submit a follow-up routing packet:
 - Click on **copy**

Kuali Research																
			Submission	Progress						NIH - NCI (National Cancer Institute)		therapy				
view edit copy medusa	45	4229	Initial Submission	In Progress	qwerty					NIH - NCI (National Cancer Institute)	Augusto Ochoa	NO1101500	Biochemistry			
view edit copy medusa	46	4260	Initial Submission	Approved and Submitted	Inhibition of breast cancer metastasis	13579	12345	Targeted therapy for breast cancer metastasis	2468	NIH - NCI (National Cancer Institute)	Augusto Ochoa	NO1497400	Center of excellence-Cancer	07/19/2021	12345	N h

- In the pop-up window, confirm the **lead unit**
 - Do not check "Include budget(s)"** if a revised budget is not relevant to the follow-up submission.
 - If you include the budget, select if you want to include all budgets or only the version originally submitted to the funding agency.
 - Answer all other questions.
 - Click **Copy**

All Proposal Development Document Lookup

Copy To New Document

Original Lead Unit
NO1497400 - Center of excellence-Cancer

Lead Unit: *
NO1497400 - Center of excellence-Cancer

Budget?
 Yes. Include budget(s).

Budget Version
For Submission Version

Questionnaires?
 Yes. Include questionnaires.

Copy... Close

Edit Copied Proposal Details



7. A duplicate proposal with a new number will be created. On the **Proposal Details** panel...
 - Change the **Proposal Type** to **Follow-up Submission** from Initial Submission.
 - Two new fields will appear: **Award ID** & **Original Institutional Proposal ID (OIPID)**.
 - **You do not need to enter or select entry in the Award ID field.**
 - When an **Initial Submission** (first routing packet for a project) is approved, the Quali system creates what is known as an **Institutional Proposal (IP)** for that proposal. IPs are used to link all **Follow-up Submissions** (subsequent routing packets) to the original **Initial Submission** for organizational and reporting purposes. Therefore, **OIPID** is a required field even if it is not marked as such.
 - Click the **magnifying glass** for the **OIPID** field.

Proposal Details

* indicates required fields

Proposal Type: * Follow-up Submission

Lead Unit: NO1497400 - Center of excellence-Cancer

Activity Type: * Research

Project Dates: * 01/01/2022 to 12/31/2025

Project Title: * Inhibition of breast cancer metastasis

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

Prime Sponsor Code:

Award ID:

Original Institutional Proposal ID:

Keywords: Nothing selected

8. In the IP Lookup window, click **Search**.

Lookup

Institutional Proposal Lookup

Institutional Proposal Number:

Proposal Development Number:

Proposal Type: select

Status:

Account ID:

Project Title:

Unit ID:

Unit Name:

Close Clear Values Search

Edit Proposal Details



- In the table listing your Institutional Proposals, **identify the IP** for which you are preparing this follow-up submission and click **select**.
 - Note:** When the initial routing packet for this project (Initial Submission) was approved, you should have received an email notification identifying the corresponding IP number.

Actions	Institutional Proposal Number	Proposal Type	Activity Type	Status	Lead Unit ID	Lead Unit Name	Account ID	Project Title	Sponsor ID	Sponsor Name	Prime Sponsor
select	00000001	Initial Submission	Research	Pending	NO1580700	EPIDEMIOLOGY		The Impact of the Environment stressor	100000	NIH	
select	00000006	Initial Submission	Research	Pending	000001	Louisiana State University Health Sciences Center - NO		Demo	100000	NIH	
select	00000021	Initial Submission	Research	Pending	NO1497400	Center of excellence-Cancer		Inhibition of breast cancer metastasis	100591	NIH - NCI (National Cancer Institute)	

- The **OIPID** field will have an entry. Click **Save**.

Document was successfully saved.

Proposal Type: Follow-up Submission

Lead Unit: NO1497400 - Center of excellence-Cancer

Activity Type: Research

Project Dates: 01/01/2022 to 12/31/2025

Project Title: Inhibition of breast cancer metastasis

Sponsor: 100591 NIH - NCI (National Cancer Institute)

Prime Sponsor Code:

Award ID:

Original Institutional Proposal ID: 00000021

Keywords: Nothing selected

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

Edit Questionnaire



11. Click the **Questionnaire** panel tab and then click the **Proposal Type(s)** tab.
 - **Note:** The options on this page are completely different than for the Initial Submission so no selections will have carried over during copying of the Initial Proposal.
 - Select all applicable items and complete all fields.
 - Click **Save**.

The screenshot shows the 'Questionnaire' form with a sidebar on the left containing various tabs like 'Basics', 'Compliance', and 'Questionnaire'. 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 list of options with checkboxes. The 'Just-in-Time' option is selected. At the bottom, there are buttons for 'Back', 'Save', 'Save and Continue', and 'Close'. The 'Save' button is highlighted with a green box.

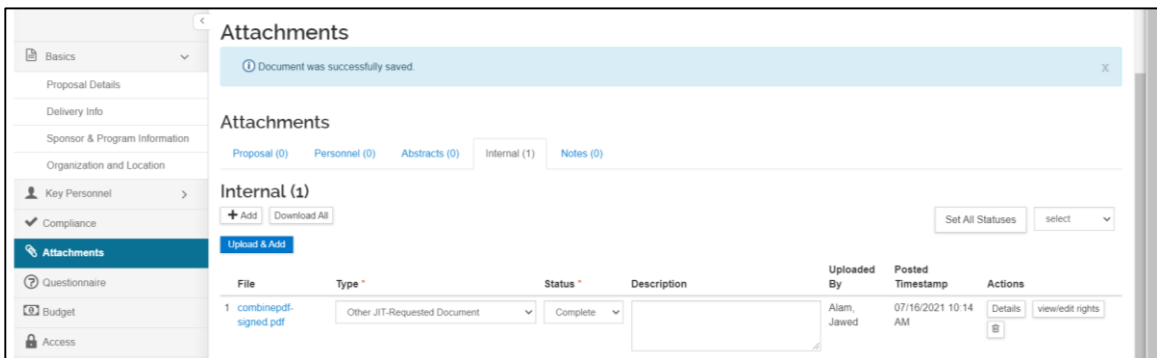
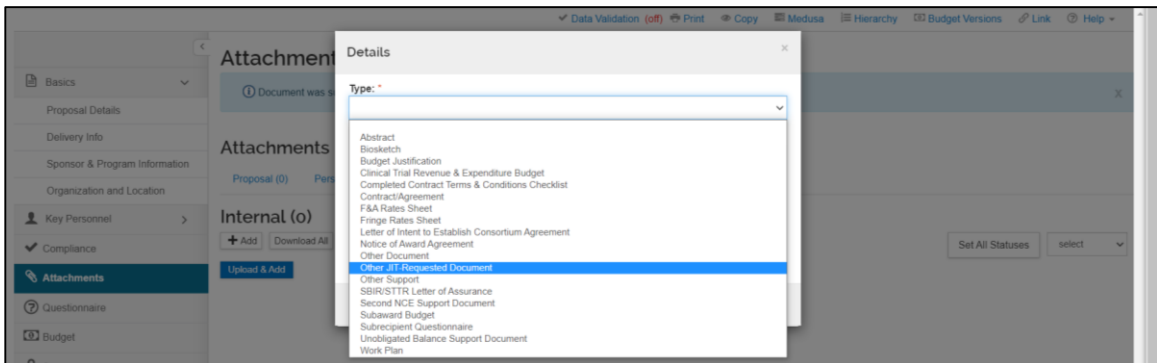
12. Depending on the type of Follow-up Submission you are routing, additional panels may require editing.
13. For instance, in the current example (a JIT submission), click on the **Attachments** tab.
 - On the Attachments page, click the **Internal** tab.
 - Click **+Add**.

The screenshot shows the 'Attachments' form with a sidebar on the left. The main content area is titled 'Attachments' and has a notification bar at the top that says 'Document was successfully saved'. Below that, there are tabs for 'Proposal (0)', 'Personnel (0)', 'Abstracts (0)', 'Internal (0)', and 'Notes (0)'. The 'Internal (0)' tab is active and highlighted with a green box. Below the tabs, there are buttons for '+ Add', 'Download All', and 'Upload & Add'. The '+ Add' button is highlighted with a purple box.

Other Edits



14. In the pop-up window, select the attachment type (e.g., Other JIT Requested Document).
15. Complete all other fields and upload the document(s). **If the attachment is related to a contract or agreement, such as an amendment, enter the Quali Negotiation ID/Number (assigned when the amendment was first submitted for review by ORS) in the Description field.**



16. Navigate to all applicable panels of the proposal and edit or add information as appropriate.
17. **Please pay particular attention to the following:**
 - If you carried over a budget when copying the Initial Submission, revised that version of the budget or created a new version, one budget needs to be selected for submission(see Steps 18-20).
 - The PI certification will need to be completed again even though the proposal was copied from a certified Initial Submission (see Steps 21-23).

Budget & Certification



- Go to the **Budget** panel and identify the **budget** to be included in the submission if there are multiple versions.
- If the status of the budget is **Incomplete**, click on the **Action** button and select **Complete Budget**.
- Click on the **Action** button again and select **Include for Submission**. The budget selected for submission will be highlighted in green.

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	Incomplete		Action

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

- Click on the **Key Personnel > Personnel** tab.
- Click the **side arrow** next to the PIs name, click the **Proposal Person Certification** tab and carry out the **certification**
- If the PI prefers to do his/her own certification, click on **Notify PI** to send an email notification to the PI requesting certification of the proposal.

Key Personnel

Search for and add key personnel

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

Augusto Ochoa (PI/Contact) (Certification Completed and Answered By Jalam - 07/16/2021 10:25 AM) [Notify Augusto Ochoa](#)

Project Status: Disclosure Not Required Annual Disclosure Status: Expired Project Disposition: None

Eileen Mederos (Key Person: Research nurse manager) [Notify Eileen Mederos](#)

Project Status: Disclosure Not Required Annual Disclosure Status: Expired Project Disposition: None

Augusto Ochoa (PI/Contact) (Certification Completed and Answered By Jalam - 07/16/2021 10:25 AM) [Notify Augusto Ochoa](#)

Project Status: Disclosure Not Required Annual Disclosure Status: Expired Project Disposition: None

[Details](#) [Organization](#) [Extended Details](#) [Degrees](#) [Unit Details](#) [Person Training Details](#) [Proposal Person Certification](#)

[Clear All Answers](#)

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.

I certify

(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-LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

I certify

(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.

Submit for Review



24. Once all revisions and additions have been made and the proposal/routing packet is complete, click the **Summary/Submit** panel tab.
25. Click **Submit for Review**.
26. Fix any errors that show up in the pop-up window and again click **Submit for Review**.
27. The proposal will route for reviews and approvals. You can view the path and the current location of the proposal by clicking on **View Route Log**. A visual depiction of the path is shown on the next page.

Proposal Summary	
Title	Inhibition of breast cancer metastasis
Principal Investigator	Augusto Ochoa
Lead Unit	NO1497400 - Center of excellence-Cancer
Proposal Type	Follow-up Submission
Activity Type	Research
Proposal Number	55
Project Start Date	01/01/2022
Project End Date	12/31/2025
Include Subaward(s)?	Yes
Sponsor Name	NIH - NCI (National Cancer Institute)
Prime Sponsor Name	
Sponsor Deadline Date	08/02/2021
Sponsor Deadline Type	Receipt

[Submit for Review](#) [Ad Hoc Receipts](#) [View Route Log](#) [Cancel proposal](#) [Delete Proposal](#) [More Actions](#) [Close](#)

Review & Approval Path

