



Approving a Proposal in Kuali Research

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Approve or Return

Approvers will see documents requiring their attention in their Action List (button in top righthand corner). Also, the user should receive an email notification depending on your institutional configurations. Once in a document the approver may click through the tabs in the Submit screen to view the summarized information in the proposal without having to leave this screen, however, they also can navigate to each tab of the proposal if they choose. The following are the approver options when a document is routed:

- **Approve:** This signifies your approval of the proposal and allows it to continue along the workflow path. You may receive a message asking if you wish to receive future approval requests if you also appear in a future workflow stop - clicking yes will require you to approve again at the future stop, whereas, clicking no will automatically approve on your behalf at the future stop.
- **Return:** If the proposal requires substantial corrections use the return action to return to the aggregator for necessary changes. Upon return you must then enter a reason for the action in the confirmation window that appears. Once returned, all of the proposal details, narratives, and budget can be fully edited by the aggregator and then resubmitted into the approval routing workflow for submission. FYI - some edits can be performed while the proposal is enroute (aka in workflow routing) such as:
 - Replacing existing narrative attachments (new attachment types cannot be added.)
 - Data Override actions (as determined in your local implementation).
- **Disapprove:** If you do not want this proposal to continue the disapprove action will make the proposal no longer a valid submission document; it will not be returned to the aggregator for corrections, nor will it continue in workflow. To return a proposal to the aggregator, use the Return button. Once Disapproved is clicked, a confirmation window will appear; enter the reason for the disapproval and then click "OK" to complete the action. Otherwise click 'cancel.'

Approving a proposal in Kuali is a simple and intuitive process. If you have any questions, then please email us at srs.era@uc.edu. We're happy to help!

First, you will receive an email asking you to please approve the proposal:

From: SRS.ERA=uc.edu@mx3.kuali.co <SRS.ERA=uc.edu@mx3.kuali.co> On Behalf Of SRS.ERA@uc.edu
<SRS.ERA@uc.edu>
Sent: Monday, April 12, 2021 8:19:59 PM (UTC-05:00) Eastern Time (US & Canada)
To: Sponsored Research Services (ospwest) <ospwest@ucmail.uc.edu>
Subject: Kuali Research Action - Proposal - APPROVE - PI: Janet Boyle - Due Date: null - Lead Unit: 60000027 - Sponsor: National Kidney Foundation, Inc. - Title: KMTTest0412-Lead A&S

Please complete the APPROVE action for Janet Boyle in Proposal for "KMTTest0412-Lead A&S"
Your timely action is requested.
Failure to act when an approval is requested will stop routing.

To review the requested action: [Document #613169](https://ucincinnati.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=613169&command=displayActionListView)
<https://ucincinnati.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=613169&command=displayActionListView>

Or, to see all actions requested: [Action List](#)
<https://ucincinnati.kuali.co/res/kew/ActionList.do>, and then click on the numeric Document ID: 613169 in the first column of the List.

Action Item sent to boylejn

Select the link to the proposal by clicking the document #. This will direct you to your Kuali Log-in/Central UC login screen.

Sign in to:
<https://saas1.kuali.co/auth>

University of
CINCINNATI

lampsoam

.....

Log In

Need Help?
[Get My Username](#)
[Change My Password](#)
[Forgot My Password](#)
Call the IT@UC Service Desk at 513-556-HELP(4357) option 2 or 866-397-3382 option 2.

By using this service you agree to adhere to
UC Information Security Policies

Enter your UC Central Log-in (6 + 2) and password.

Once you are signed in to Kualu, you will be at the proposal where you can go directly to **Approve** or **Reject** it. You can also view the proposal by selecting the appropriate link on the left navigation.

The screenshot shows the 'Submit' page for a proposal. The left navigation menu includes: Basics, Key Personnel, Compliance, Attachments, Questionnaire, Budget, Access, Supplemental Information, **Summary/Submit**, and Notifications History. The main content area is titled 'Submit' and shows a progress bar with three stages: Saved, Routing, and Approved. Below the progress bar are tabs for Proposal Summary, Personnel, Credit Allocation, Compliance, Attachments, Questionnaire, Supplemental Info, and Budget Summary. The 'Proposal Summary' tab is active, displaying the following details:

| | |
|------------------------|-----------------------------|
| Title | Kualu Routing Test |
| Principal Investigator | Patrick A Limbach |
| Lead Unit | 6000022 - A&S Chemistry |
| Proposal Type | New |
| Activity Type | Research |
| Proposal Number | 15619 |
| Project Start Date | 09/01/2021 |
| Project End Date | 08/31/2022 |
| Include Subaward(s)? | No |
| Sponsor Name | National Science Foundation |
| Prime Sponsor Name | |
| Sponsor Deadline Date | 03/29/2021 |
| Sponsor Deadline Type | |

Below the details is a paragraph of text explaining the approval process and a row of buttons: Send Adhoc, Ad Hoc Recipients, **Approve**, Return, View Route Log, More Actions, and Close.

To approve the proposal, simply select **Approve**:

After you approve you may click on view routing at the bottom of the screen to confirm your approval:

The screenshot shows a 'Route Status' window with the following information:

- Route Status: ENROUTE
- Last Approved: [blank]
- Document Status: Document Status Modified
- Node(s): PeopleFlows, JoinCostShare
- Finalized: Finalized

Under 'Actions Taken', there is a table:

| Action | Taken By | For Delegator | Time/Date | Annotation |
|-----------|--------------------|---------------|---------------------|------------|
| SAVED | Lampson, Amanda M | | 01:11 PM 03/29/2021 | |
| COMPLETED | Adams, Kellee E. | | 01:20 PM 03/29/2021 | |
| APPROVED | Limbach, Patrick A | | 02:19 PM 03/29/2021 | |

Under 'Pending Action Requests', there is a table:

| Action | Requested Of | Time/Date | Annotation |
|------------------------|--|---------------------|---|
| IN ACTION LIST APPROVE | AS Chemistry Dept Approver | 01:20 PM 03/29/2021 | PeopleFlow Name: AS Chemistry Dept Approver |
| PENDING APPROVE | Arts and Sciences College Approver - AOR | 01:20 PM 03/29/2021 | PeopleFlow Name: Arts and Sciences College Approver - AOR |

There is also a 'Future Action Requests' section with a 'show' button.

You can also see the full chain which shows who still needs to approve before the proposal can be sent to the sponsor.

If you need to return the proposal, then select **Return** from the first screen. You will need to enter a brief comment in order to return.

If you return the proposal, then you are sent to the main proposal screen. At this point you can log out of Kualu. The aggregator on the proposal received a message from the system stating that you returned the proposal. Once changes are made, then you will receive another email asking you to approve.

**When approving proposal, if you get the error "Validation errors exist. Please correct these errors prior to submitting to workflow routing.", click on the top right "Data Validation" blue ink.*

This will show the one error that exists. Clicking on "Fix it" should take them to the page where they can complete the certifications. After certifications are completed, PI can come back to the "Summary and Submit" section and Approve. This error occurs when the PI has not completed certifications.

*If you do not have the email with the link, you can get to the proposal following these steps.

- Log in to Kuali at this address: <https://ucincinnati.kuali.co/dashboard>
- After you login you are taken to a Dashboard. Look for the proposal on the "Proposals Routing to me?" card and click on it. This will take you directly to the approval screen for the proposal.

Viewing the Budget

The basics of the budget are on the Budget Summary tab you see after you log-in to Kuali to approve the proposal.

Budget Summary

| | | | |
|----------------------|------|-----------------------|------|
| Cost Sharing Amount: | 0.00 | Underrecovery Amount: | 0.00 |
| Program Income: | 0.00 | F&A Rate Type: | MTDC |

| | P1(09/01/2021 - 08/31/2022) | Totals |
|-------------------------------|-----------------------------|---------------------|
| Personnel | | |
| ▶ Salary | \$38,500.00 | \$38,500.00 |
| ▶ Fringe | \$11,819.50 | \$11,819.50 |
| Calculated Direct Costs | \$0.00 | \$0.00 |
| Personnel Subtotal | \$50,319.50 | \$50,319.50 |
| Non-personnel | | |
| ▶ Other Direct | \$50,000.00 | \$50,000.00 |
| Calculated Direct Costs | \$0.00 | \$0.00 |
| Non-personnel Subtotal | \$50,000.00 | \$50,000.00 |
| Totals | | |
| Total Direct Cost | \$100,319.50 | \$100,319.50 |
| Total F&A Costs | \$62,198.09 | \$62,198.09 |
| Totals Subtotal | \$162,517.59 | \$162,517.59 |

▶ F&A Rates

Send Adhoc Ad Hoc Recipients View Route Log Recall Submit to Sponsor More Actions Close

To see budget details, select Budget from the left navigation tab. Then from the new screen select the name of the budget version that has (for submission) under it, then open budget document.

1.

2.

| Name | Version | Direct Cost | F&A |
|------------------------|---------|-------------|-----------|
| V1 (for submission) | 1 | 100,319.50 | 62,198.09 |

3.

Open Version

You are about to open a budget document attached to this proposal document. Are you sure you want to do this?

Open Budget Document Cancel

Select what you would like to see from the navigation menu on the left:

Kuali Research

Proposal #15618 > Budget #1

Budget #1: V1

Marked For Submission: Yes
Created: 03/29/2021
Proposal: #15618
[more...](#)

[Data Validation \(on\)](#) [Budget Settings](#) [Summary](#) [Budget Versions](#) [Autocalculate Periods](#) [Data Override](#) [Help](#)

59364

[Return to proposal](#)

- Periods & Totals**
- Rates
- Personnel Costs
- Non-Personnel Costs
- Subawards
- Institutional Commitments
- Project Income
- Modular
- Budget Notes
- Budget Summary

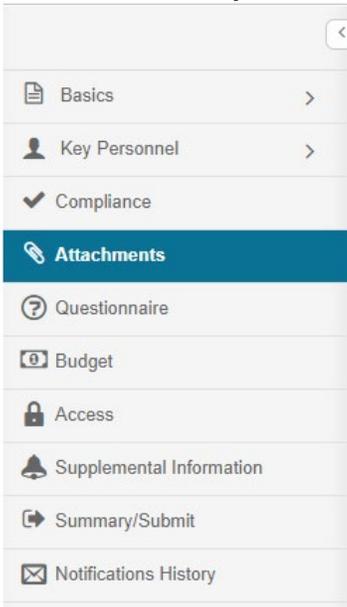
Periods & Totals

[Recalculate with changes](#) [Reset to period defaults](#)

| 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 |
|---------------------|-----------------|---------------------|--------------------------|--------------------------|-------------------------|--------------------|--------------------|--------------------|-------------------|
| 09/01/2021 | 08/31/2022 | 12.0 | 162,517.59 | 100,319.50 | 62,198.09 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | Total: 12.00 | Total: 162,517.59 | Total: 100,319.50 | Total: 62,198.09 | Total: 0.00 | Total: 0.00 | Total: 0.00 | |

Attachments

From the Summary Submit screen, select **Attachments**



Once on the Attachment screen, you will see four types of attachments and an abstracts tab: Proposal attachments, Personnel abstract and Internal attachments. *Biosketches and Other Support will be in the personnel tab.

Kuali Research

Proposal Development
Proposal: #15618
PI: *Patrick A Limbach*

Document Info
Doc Nbr: 604125
S2S Connected: no
Initiator: lampsoam
Status: Approval Pending
[more...](#)

[Data Validation \(off\)](#) [Print](#) [Medusa](#) [Budget Versions](#) [Link](#) [Help](#)

Attachments

Attachments

Proposal (1) Personnel (0) Abstracts (1) Internal (0) Notes (0)

Proposal (1)

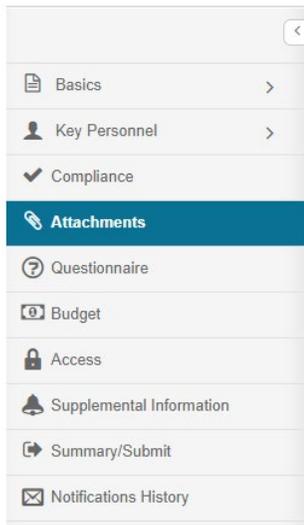
Add attachments to this proposal

[Download All](#)

| File | Type * | Status | Description | Uploaded By | Posted Timestamp |
|--|-----------|----------|-------------|-------------------|---------------------|
| 1 ResearchPlanLimbachNSF.pdf | Narrative | Complete | | Lampson, Amanda M | 03/29/2021 12:16 PM |

Viewing Other Proposal Details

From any Proposal screen, select the section you would like to view from the menu on the left..



Note: The UC Policy Questionnaire is required for all proposals. Other questionnaires may be answered depending on sponsor requirements.

Full Routing Map View sample:

| Future Action Requests | | hide | |
|--------------------------------------|---|----------------------|---|
| Action | Requested Of | Time/Date | Annotation |
| show PENDING APPROVE | Limbach, Patrick A | 12:06 PM 03/29/2021 | Role: KC-PD PI from PeopleFlow Name: Proposal Development Standard Workflow |
| show PENDING APPROVE | AS Chemistry Dept Approver | 12:06 PM 03/29/2021 | PeopleFlow Name: AS Chemistry Dept Approver |
| show PENDING APPROVE | Arts and Sciences College Approver - Natural Sciences | 12:06 PM 03/29/2021 | PeopleFlow Name: Arts and Sciences College Approver - Natural Sciences |
| show PENDING APPROVE | Arts and Sciences College Approver - AOR | 12:06 PM 03/29/2021 | PeopleFlow Name: Arts and Sciences College Approver - AOR |
