



UMBC

KUALI
PROPOSAL DEVELOPMENT
TRAINING GUIDE
OFFICE OF SPONSORED PROGRAMS

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Introduction to Proposal Development

Course Objectives

This training guide is designed to help UMBC Proposal and Budget Creators to

- Understand Proposal Development functionality
- Create and Manage Proposal Development Documents
- Maintain Personnel, Attachments and Questionnaires from Proposal creation to completion.

Conventions Used

The following typographical conventions are used throughout this guide:


Item	Convention	Example
Navigation	Bold, separated by an arrow '→'	Central Adm. link → Proposal Development menu group
Screen Elements (Field, Screen, Section, Window)	Bold	The Create Proposal Details window will
Clickable/selectable links	Bold in blue	Select Activity type from drop-down
User entered text and buttons	Bold in Red	In Description field, My Project Title
Numbered Exercises	Title in Red Background with White Letters	Searching for a Proposal – Exercise 1
Action Buttons	Button displayed	

Table 1 – Conventions Used

Prerequisites

There are no specific prerequisites for this training. No prior experience is required. However, it will be helpful if participants have the following qualifications:

- Some experience with higher education research administration business rules and practices
- Working knowledge of web-based software application systems.

Kuali Terminology

Kuali uses some terms interchangeably throughout the reference documentation.

Proposal Development document, Proposal document, Proposal e-doc all refer to the same document.

Document number, Doc number, Document ID are user interface terms used interchangeably.

Proposal Development - Getting Started

What is Kualu Proposal Development?

Kualu Proposal Development system gives users the tools to construct and route proposals, using a web-based application. Proposal Development is one of several "modules"¹ integrated with centrally stored data. The data accessed via searches (sponsor name, for example) is then consistent in every proposal using that sponsor name.

Proposal Development module allows a proposal creator (a department administrator or PI, usually) to create and manage proposal information, such as

- Personnel - PI, Co-Investigators, and other 'key' personnel
- Proposal Attachments (narrative, budget justification, bio-sketches, internal forms)
- Proposal Budget
- Questionnaires
- Subrecipient proposal documents
- Compliance-related Special Review items
- S2S Grants.Gov opportunity required and optional forms
- PI Certification
- Approval, Routing and Workflow signatures, date/timestamp.

The Proposal Development Module is a way to create an **electronic** proposal development document, track the progress and status of the proposal, facilitate the sharing of files, and give multiple users access to attachments and approvals.

Business Process

The proposal development document is used for the following purposes:

- Creates an electronic record of proposals, budgets, and attachments
- Allows for copying a proposal and budget to a new proposal and budget
- Maintains and permanently **stores an electronic record** of information of the proposal with existing or potential sponsor agencies for research award grants
- Associates proposal development documents with an award, subaward, and institutional proposal.

Proposal Development and Other Kualu Modules

Proposal Development is automatically linked to proposal budgets, awards, subawards, proposal logs, and institutional proposals.

¹ In software, a module is one of many computer programs, with a distinct functionality and purpose. For example, Kualu Budget Module is a separate group of programs, managing the budget functionality.



Figure 1 Kuali Module Relationships

Business Roles and Responsibilities

Below are the types of business roles used in Kuali Proposal Development:

Aggregator: Creates, edits and submits proposals and budgets for signature approval. At UMBC, this will be the Department Administrator or Principal Investigator.

Viewer: Anyone with permissions can view the proposal. By default, PI, key persons, approvers and OSP can always view the proposal.

OSP Administrator: Reviews and manages proposals and helps to facilitate data validation errors. OSP personnel have permission to submit via Grants.gov as part of their business role. OSP Administrator approves the final version that will become the UMBC proposal or record for the university.

Approver: Persons in the approval chain for the unit or center. The signature approval chain is unique to each department. OSP is the final stop in the approval process.

Login to Kualu Proposal Development Training

Log into UMBC SSO (single sign on) site. Kualu will function with any Browser, but Firefox and Chrome are the recommended Web browsers.

1. Click the **University of Maryland Baltimore County** logo
2. Use your eid/password to login
3. Click on Kualu Training Sandbox (per training instructor)

Kualu Main Menu Screen

MENU Tabs to indicate activities for a *specific business* role. In this example – “Researcher” Tab.

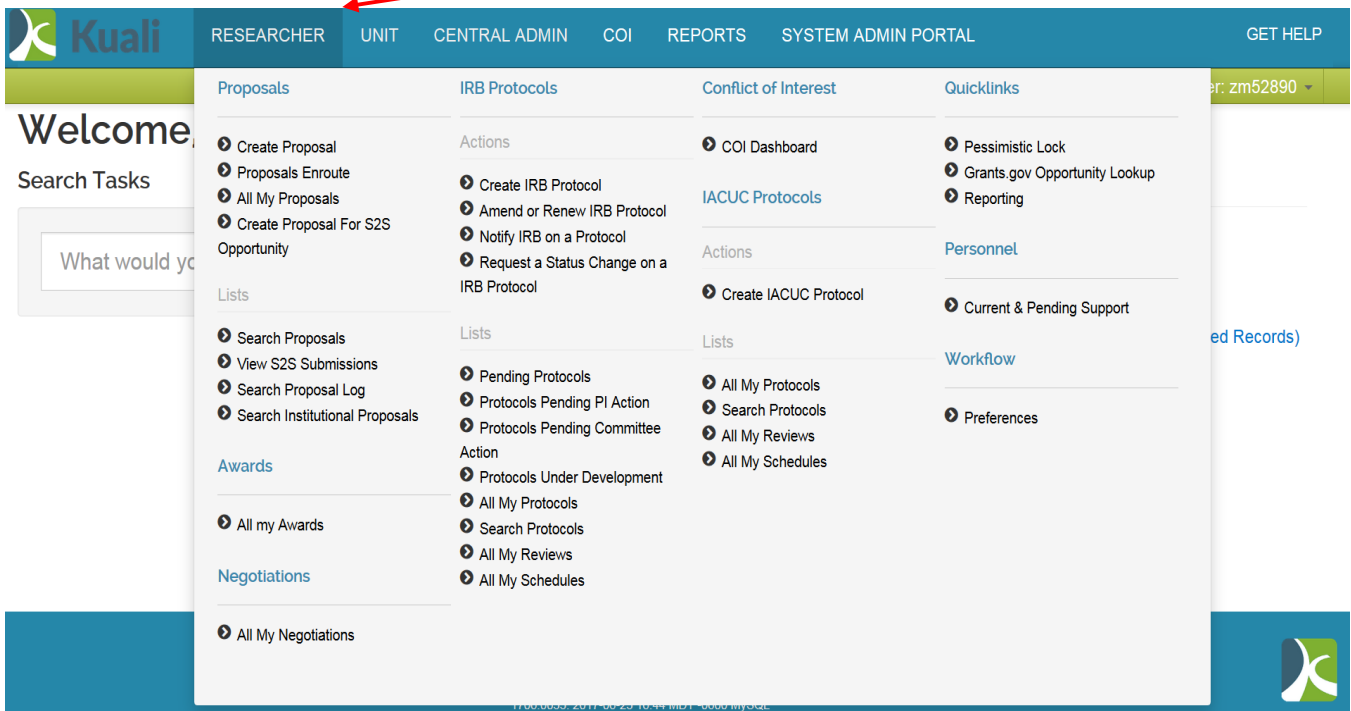


Figure 2 Main Menu

Main Menu Options

When on the Main Menu the user is presented with a Task Bar. Use this area to key in any word or short cut to a menu option.

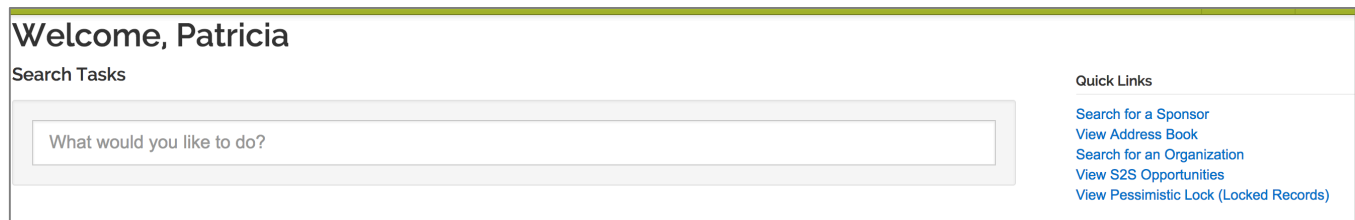


Figure 3 TASK BAR

In the example below, the user keyed in "proposal" to see available menu options.

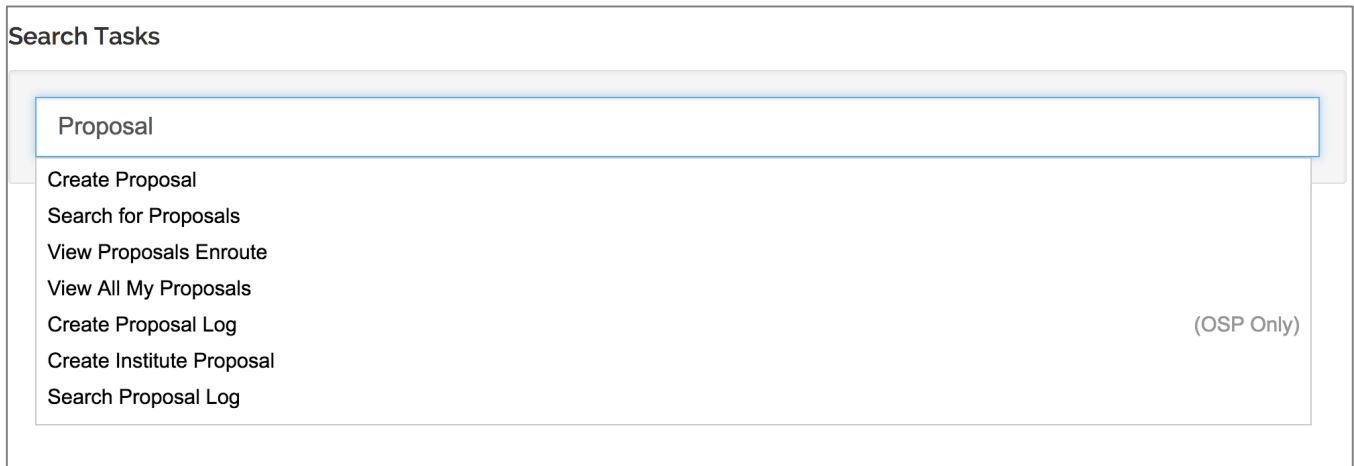


Figure 4 Search Menu Options from the Task Bar

Search by Document – a document is business transaction or maintenance action initiated in a web-based form.

Doc Search - search for any documents as authorized to access.

Action List - opens communications "inbox" and "outbox".

User – Who is signed on to this session.

GET HELP – sends email to ospa@umbc.edu

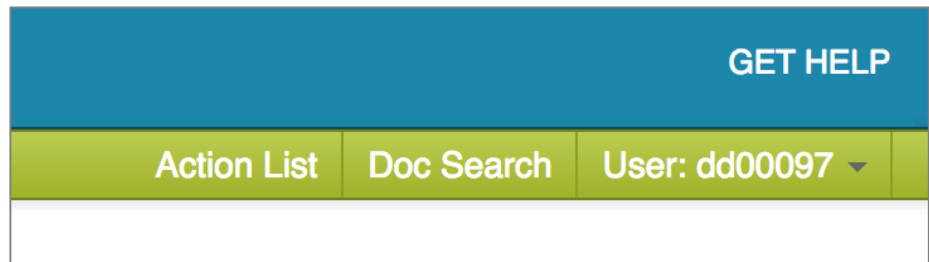


Figure 5 Menu Options Available from any screen

Use the **Doc Search** to find a proposal by date, or document initiator. This is useful if you are unable to find the proposal through the normal search, or as a shortcut by date or initiator. The doc search stores your **current day's work** as a default; or search by date to find older documents.

Action List manage proposal development documents approvals or "actions" that need to be taken by each user. For example, a department chair could click on the action list to see his or her pending approvals. A PI would see all the proposals needing certification or approval.

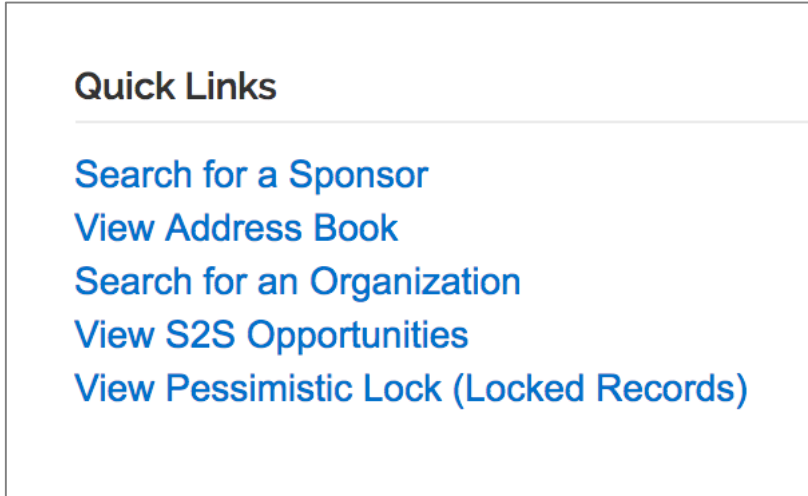


Figure 6 Quick Links

Kuali keeps track of 5 most recent search actions taken by user and available for user to select and repeat the action.

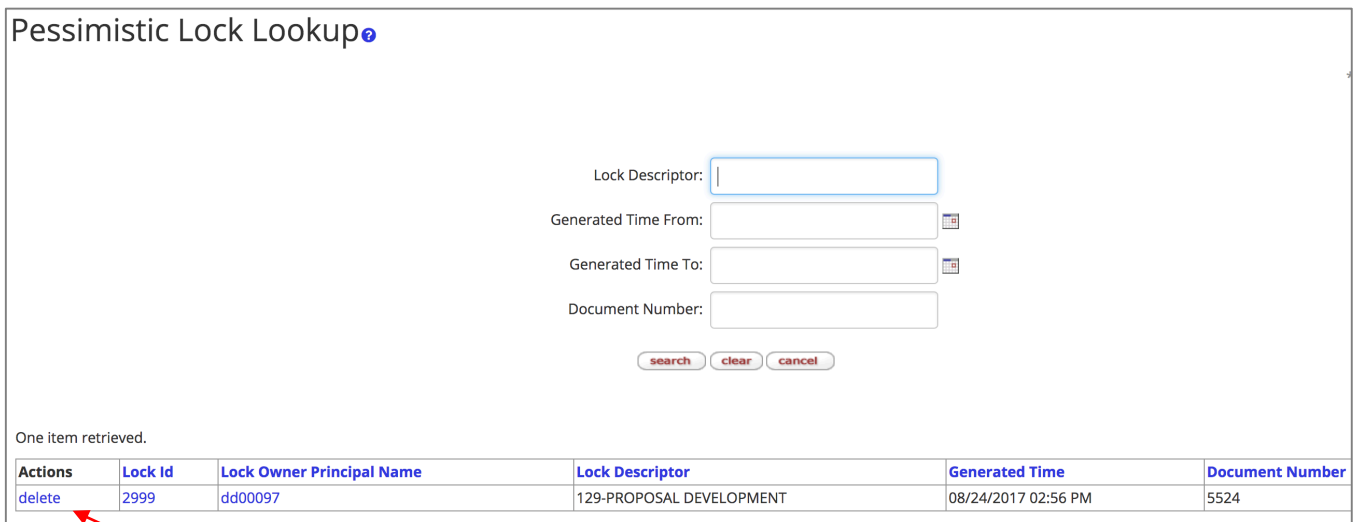
Search for a Sponsor, Address Book (Sub-contractors) and access your Pessimistic Lock.

What is a Pessimistic Lock?

Kuali offers the users shared access to the same record, such as a budget. But while one person has access to update the record, other may not be able to. This functionality locks the records. This is a necessary safeguard to insure data integrity.

To release the lock on a record, use the Pessimistic Lock Menu, to find the record, and Delete the Lock. Pessimistic Locks clears the system after 24 hours.

Another way a record becomes locked is if the user fails to **close** the record before signing off the system.



Click on the Delete Action to remove the record lock. This only removes the lock and does not delete the data.

When a record is locked, others with access may VIEW the records only. In this case, the user will notify the person who owns the record and ask that they close out of their work.

After the proposal is closed, any user can make edits while the proposal is in progress, if they have access as a proposal creator or aggregator.

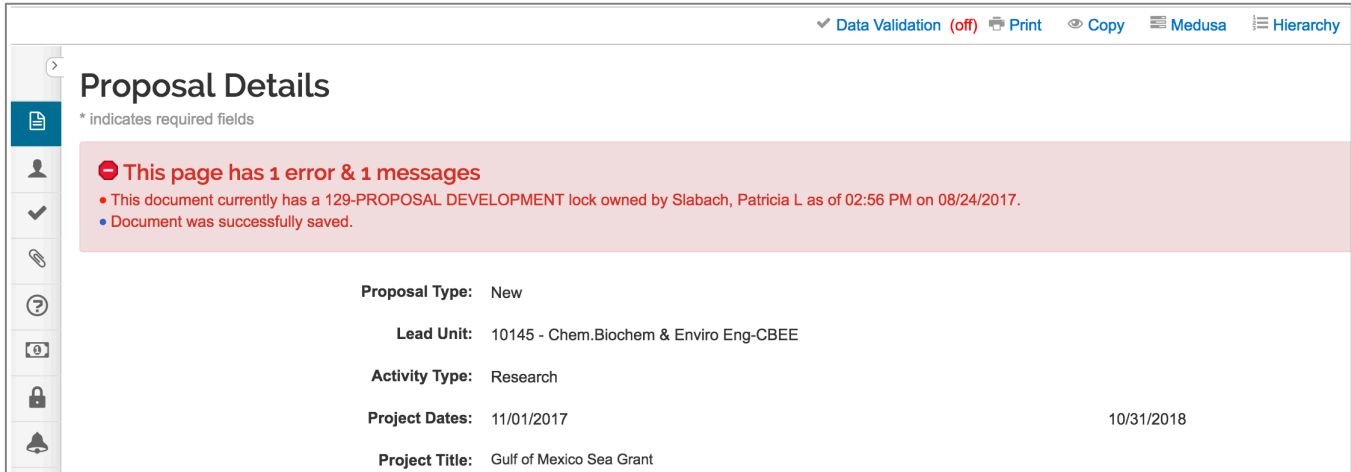


Figure 7 Locked Record Message



Click on the Kuali Logo from any screen to return to the Main Menu.

Accessing Proposals

When logging into Kualu the user has menu options at the top of the screen, depending on their UMBC business role.

If you are a Researcher, from the **HOME** page click on → **Researcher**

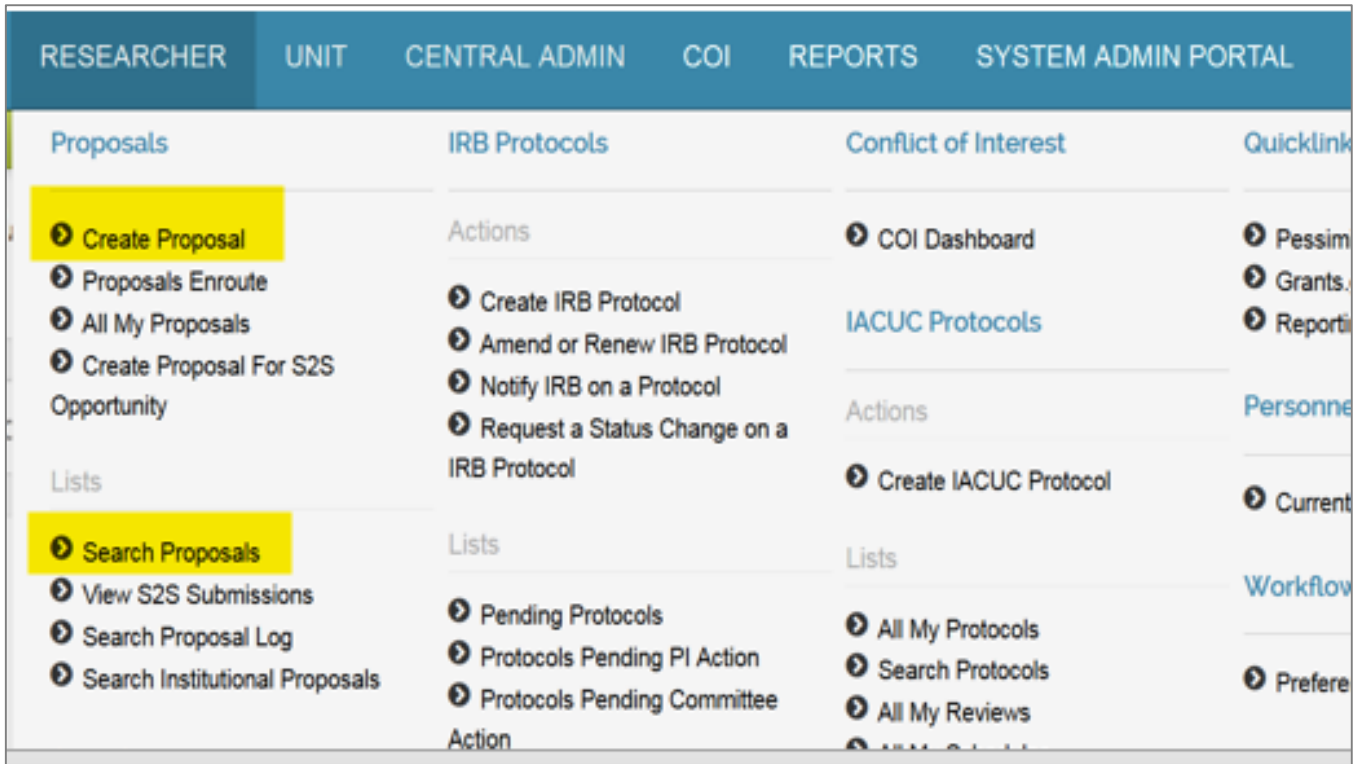


Figure 8 Main Menu Researcher

1. Click on → **Create Proposal**
Or
2. Click on → **Search Proposals**

If you are in a Unit, as a Department Administrator, the view is slightly different:

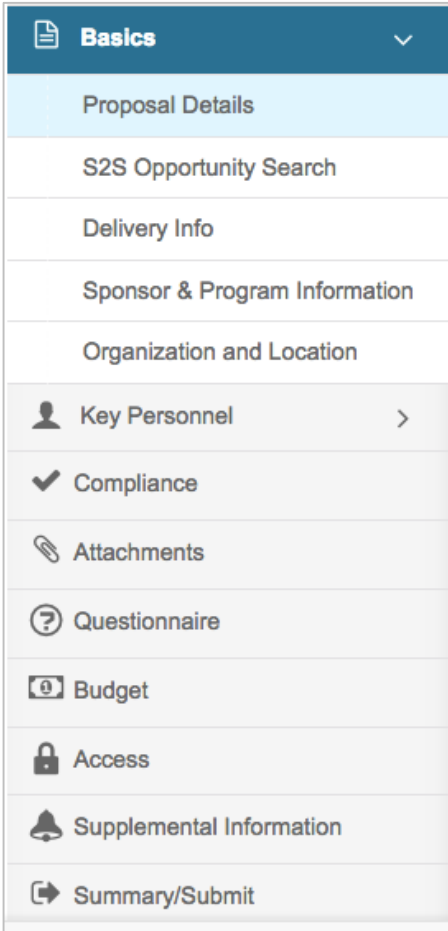
Pre-Award	Post-Award	Pre-Submission Compliance	Post-Submission Compliance
<ul style="list-style-type: none"> ➤ Proposal Development + Q ➤ Proposal Log + Q ➤ Institutional Proposal + Q ➤ Negotiations + Q ➤ All My Negotiations 	<ul style="list-style-type: none"> ➤ Award + Q ➤ Award Report Tracking ➤ Subaward + Q 	<p>Conflict of Interest</p> <ul style="list-style-type: none"> ➤ COI Administrator Dashboard ➤ COI Configuration <p>Protocols</p> <ul style="list-style-type: none"> ➤ Animals + Q ➤ Human Participants + Q 	<ul style="list-style-type: none"> ➤ IRB Committee + Q ➤ IACUC Committee + Q ➤ Protocol Submissions ➤ IACUC Submissions ➤ IRB Schedules ➤ IACUC Schedules
Quicklinks	Workflow	Business Rules	
<ul style="list-style-type: none"> ➤ Pessimistic Lock ➤ Grants.gov Opportunity Lookup ➤ Address Book ➤ Sponsor Lookup ➤ Keyword Lookup ➤ Current & Pending Support ➤ Perform Person Mass Change ➤ ISR/SSR Reporting ➤ Award Subcontracting Goals and Expenditures ➤ Subcontracting Expenditures Data 	<ul style="list-style-type: none"> ➤ People Flow ➤ Preferences ➤ Routing Report ➤ Rules ➤ Rule QuickLinks 	<ul style="list-style-type: none"> ➤ Agenda ➤ Context ➤ Attribute Definition ➤ Term ➤ Term Specification ➤ Category 	

1. Click > **Proposal Development**  (Creates a new proposal)
Or
2. Click > **Proposal Development**  (Searches existing proposals)

Navigation

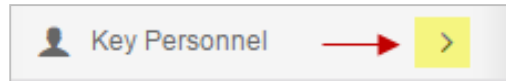
This menu appears after the initial proposal data has been entered on the first page.

Left Navigation panel:



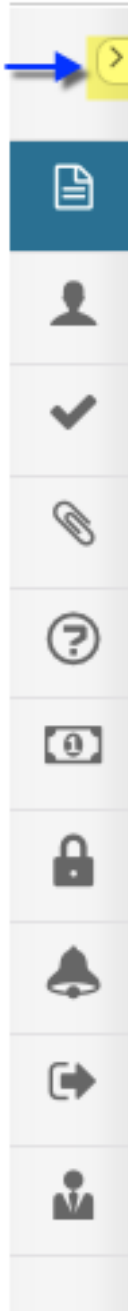
Click on any of the listed options in the left navigation panel to open and view the desired screen.

- Some options act as category headers denoted by the triangle on the far right (ex. Basics, and Key Personnel)



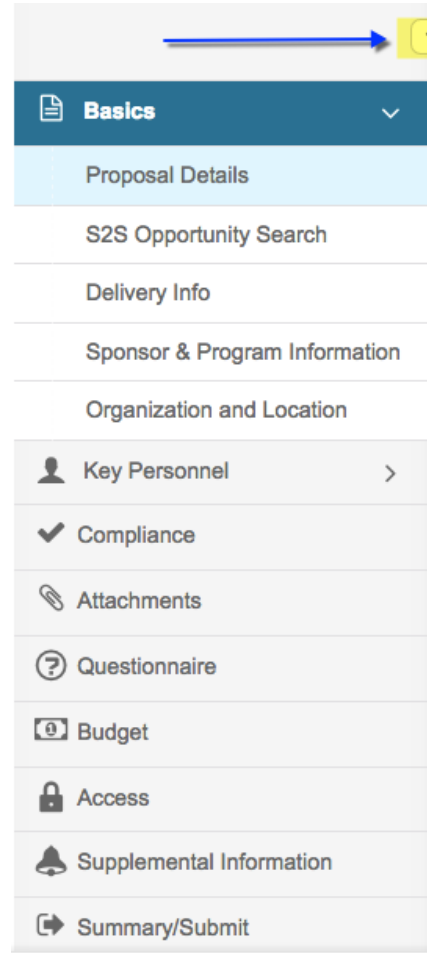
- Clicking on the **category header** when the triangle faces to the right will open a sub-menu, where you can then click on one of the items in the sub-menu to open the working screen
- Clicking the downward-facing triangle will collapse the sub-menu

Compressed Left Navigation Icon View:



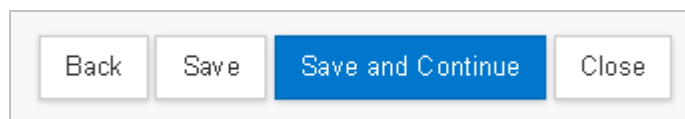
When screen space is at a premium, click on the **left-facing triangle** at the top of the navigation panel to compress the navigation panel to icon mode.

- When the panel is compressed, clicking on an icon will display a pop-up menu of the available options.



- To expand the navigation panel, simply click the right-facing triangle at the top of the icon panel

Proposal Action at Bottom of the Screen:







Item	Description
	Click to navigate to the previous listing on the left navigation bar.
	Click to save any entered data and to stay on the same screen.
	Click the Save and Continue button to navigate to the next section of the Proposal/Budget as listed in the Navigation panel.
	Click to close and exit the proposal.

Table 2 – Proposal Footer Action Buttons

Keyboard Navigation:

Users may navigate in the Proposal using the keyboard keys:




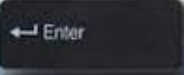
Key	Description
	Click the Tab button to navigate from one field to the next in the Proposal screen. The default tabbing sequence is left-to-right (across the first row, on to the second row, and so on). All editable fields for a given section are navigated to first, then all buttons.
	Click the Down or Up arrows while in the drop-down field to view the selection(s) available.
	Click a letter key while in a drop-down field to view available selection(s) that begin with that specific letter.
	Click the Enter button to either make a selection in a field or when an action button is select to perform that action.

Table 3 – Navigating Using Computer Keyboard

Icons









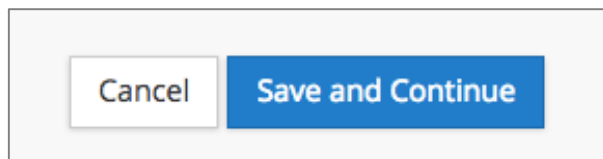
Icon	Description
	Calendar icon allows you to select a date from a calendar tool and populates the field.
	Direct Inquiry icon displays additional details about the information appearing in the field/screen. For example, clicking the icon next to the Sponsor Name/Sponsor Code will display the Sponsor's record.
	Lookup icon to search the reference table information to select from it and populate the field.
	Selection tools; Use the drop-down menus, checkboxes, and/or radio buttons to select options to specify information in the field.
	Expands the field and opens it as a pop-up window.
	Information icon appearing next to questions in a Proposal. It displays more information about the specific questions.
	Fields marked with asterisk are required fields .
	Delete icon.

Table 4 – Icons

A Quick Word on Action Buttons

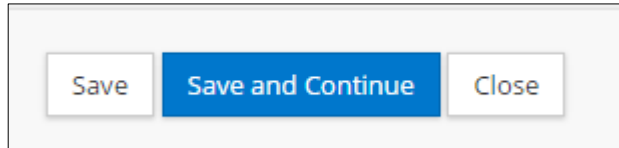
When a new proposal record is being created, the action buttons are:



Save and Continue – Saves your work and automatically navigates to the next screen for additional data entry on a new proposal.

Cancel – Takes the user back to the Main Menu and all data entered will not be accepted into the system.

In an open proposal, the bottom of the Proposal Development Screen, the Action buttons are:



Save – Maintains your work, keeps you on the same screen.

Save and Continue – Saves your work and navigates to the next screen (guided navigation).

Close – Closes the record – the user will be prompted to save when closing.

Search for a Proposal

Search for a Proposal – Detailed Instructions

Search for and open a proposal in the edit mode. If the user has edit rights, the Edit Action will be highlighted in **blue**.

Others may **view** depending on what **roles and permissions**² are granted.

From the **Home** screen, select **Search Proposals**.



Note – The User will only see proposal details on the proposal which he or she has access to view.

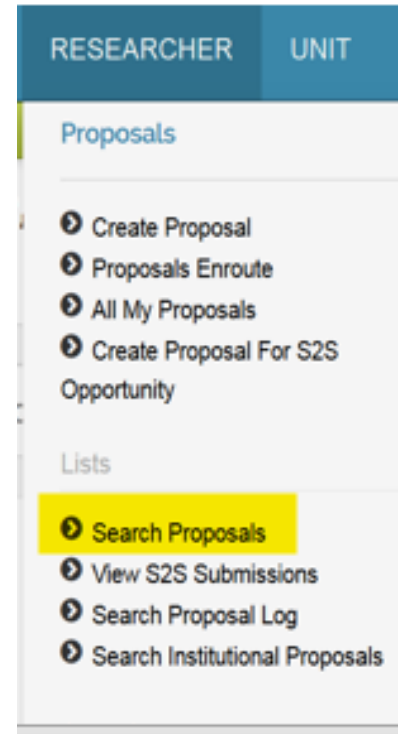


Figure 9 Search for Proposals

² Roles and Permissions to Kualii Proposals are granted by OSP System Administrator. Typically, Department Administrators have access to **all department** proposals. PI's have access only to their own proposals.

The **Development Proposal Lookup** window will automatically open.

Development Proposal Lookup

Proposal Number:	<input type="text"/>
Proposal Type:	<input type="text" value="select"/>
Proposal State:	<input type="text" value="select"/>
Project Title:	<input type="text"/>
Proposal Person:	<input type="text"/> <input type="button" value="📄"/> <input type="button" value="🔍"/>
Principal Investigator:	<input type="text" value="*blaney"/> <input type="button" value="📄"/> <input type="button" value="🔍"/>
Aggregator:	<input type="text"/> <input type="button" value="📄"/> <input type="button" value="🔍"/>
Participant:	<input type="text"/> <input type="button" value="📄"/> <input type="button" value="🔍"/>
Initiator Username:	<input type="text"/> <input type="button" value="📄"/> <input type="button" value="🔍"/>
Sponsor Deadline Date:	<input type="text"/> <input type="button" value="📅"/> to <input type="text"/> <input type="button" value="📅"/>

Figure 7 –using Wild Card * asterisks o PI Name

In the **Development Proposal Lookup** window, enter search terms in the appropriate fields and click the **Search** button (or hit the <Enter> key).

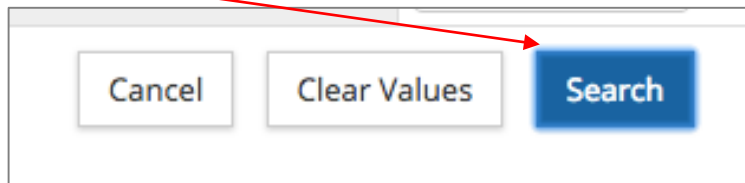


Figure 8 Search key at the bottom of the screen

- Search by Proposal Number, Proposal Type, PI Name, Title, and more.
- Combine searches (e.g. searching for all 'New' proposals for PI 'Burd').
- Enter partial values in any field by the use of a **wildcard asterisks** placeholder.



Note: Wildcards search criteria in place of one or more unknown characters. The asterisk (*) wildcard is especially helpful when searching names, titles, and organizations, etc. Since the data is entered in a very specific format, you must search in using the same format to retrieve the desired results. Use of the wildcard(s) allows for more flexibility.

Operator	Used to Locate	Examples
* (Asterisk)	Use the wildcard * at the beginning or end of a text string, to indicate there may be any number of characters before or after the text.	Entering: 1589* in the Proposal Number field. <i>(This will display all Proposals with Proposal Number starting with 1589.)</i>

Table 5 – Search Operators

Additionally, the **Proposal Lookup** window is built with various data fields:

- **Drop-down:** some fields have lists associated with them. Values are selected from the provided list.
- **Lookup Icon:** Some fields have search icons associated by selecting a value from a search table.
- **Calendar:** calendar tool associated to select a date.
- **Text Fields:** Some fields, like proposal title, are **free form text** fields, many up to 250-character limit.

In the fields that do not contain a drop-down list or a search icon, enter all or part of the value you are searching for. If you do not use one of the wild card values -- * or % -- the system will only look for the text entered, which can cause 'no results'.

The **search results** will appear at the bottom of the **Development Proposal Lookup** window and will display the proposals that match your search criteria. Sometimes you may need to scroll down to the bottom of the screen to view the full list.

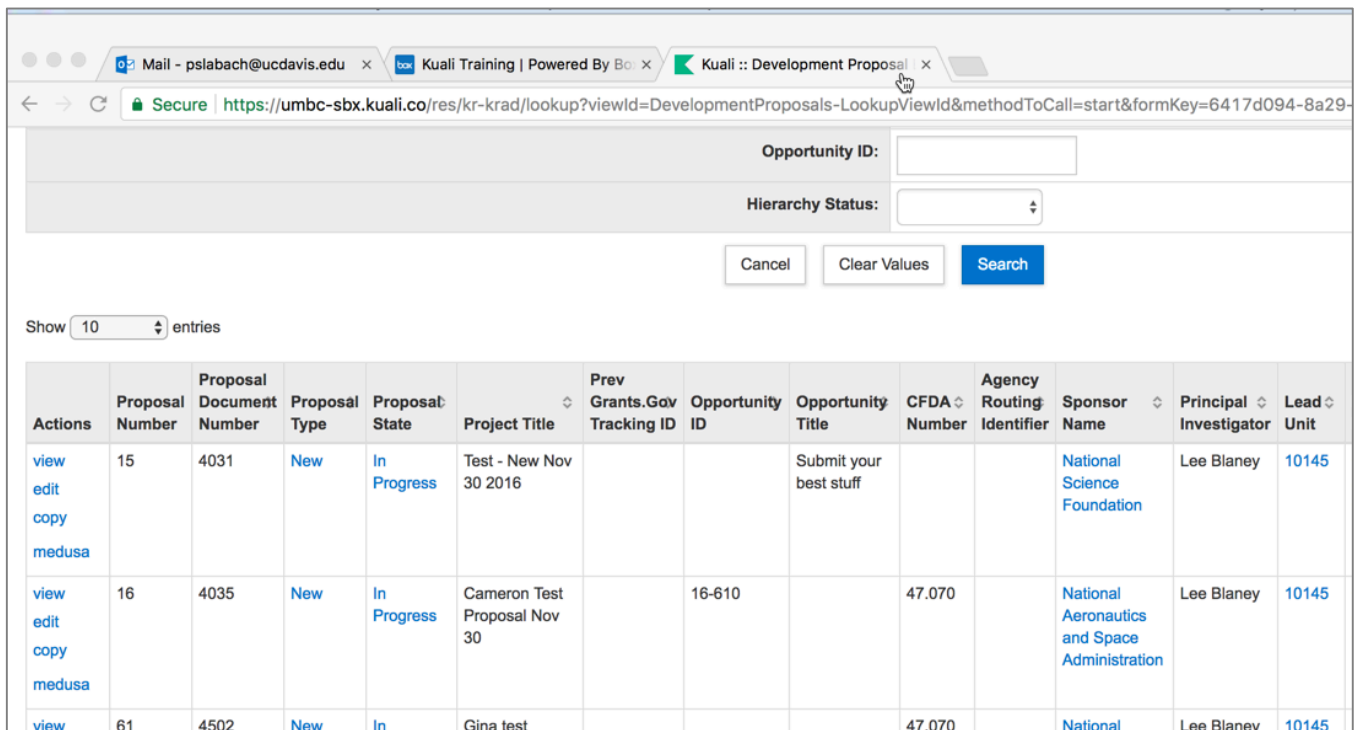


Figure 10 – Search Results

Action links to **View, Edit, Copy**, or access **Medusa** will display based on your role and security permissions for the proposal.

Medusa Link

From search screen see a **Medusa** link action button, a hierarchical view of related documents to this Proposal Development.

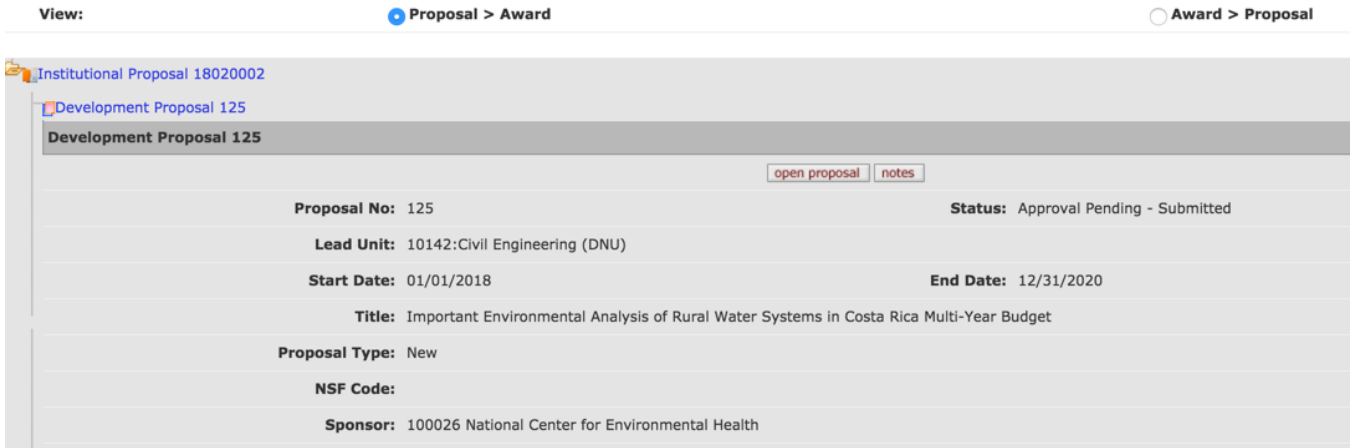


Figure 11 Open the Medusa from Search

The arrowhead icon changes from clear to black to show all documents associated with the proposal.

Click on the Proposal, Institutional Proposal, or Award number, which will expand a details panel and allow the user to open the documents based on permissions.

Proposal Development Screen Overview

Proposal Development Document screen is comprised of a document header, nine general panels – referred to as Navigation Headers/Buttons – located on the left side of the screen (with subpanels within each panel), a Proposal Tool Bar located at the top of the screen, and Proposal Footer with **Action Buttons** appearing at the bottom (some of which are unique to specific pages).

The **Proposal Development** creates an electronic version of the proposal, but it also includes access to the functionality of the **Budget** Document, a separate document used in conjunction with the proposal. These pages will accommodate all of the information required by the sponsor and the institution for a full proposal submission.

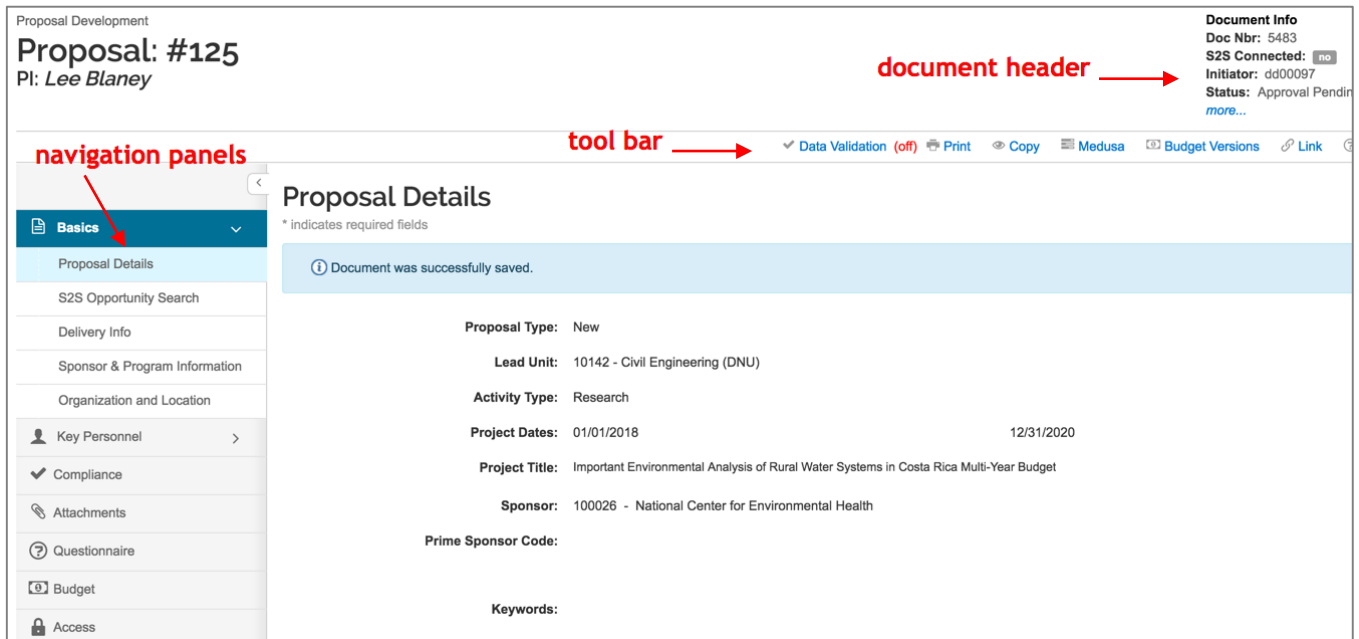
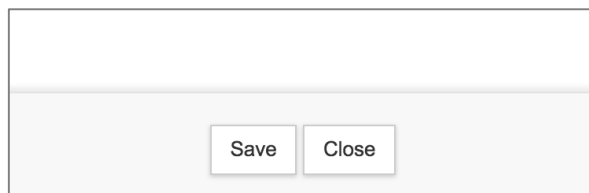


Figure 12 – Proposal Development Document

Proposal Footer with **Action Buttons** appearing at the bottom (some of which are unique to specific pages).



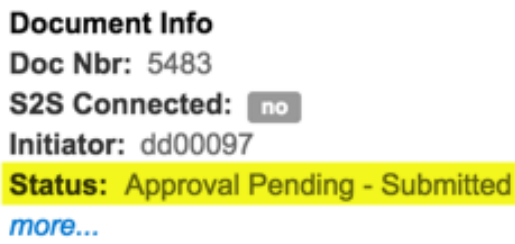
Document Header

The **Document Header** in the Proposal document (top, right corner of screen) displays four fields of identifying information about the proposal.

The new Proposal Development document is automatically assigned a **Document Number** (Doc Number) by the system with a status of '**In Progress**'. This information is displayed in the upper, right corner of the screen.

The **Document Header** also includes a '**more...**' link that displays additional information about the Proposal.

As the **Proposal Development** document goes through various stages, the proposal **status** will be automatically changed by the system.





Document Info
Doc Nbr: 5483
S2S Connected: no
Initiator: dd00097
Status: Approval Pending - Submitted
[more...](#)

[Budget Versions](#) [Link](#) [Help](#) ▾

Figure 13 Document Details

Search for a Proposal – Exercise 1

In this exercise, use Kualu to search for and view a Proposal using the information and steps outlined below.

Step No.	Instructions
1	<p>From the Research Menu Click > Search Proposals.</p> <p>Or</p> <p>From the Unit Menu, click the magnifying glass  next to Proposal Development item.</p>
2	<p>In the Development Proposal Lookup window select/enter:</p> <p>Proposal Type: “NEW”</p> <p>Proposal State: “In Progress”</p> <p>Enter Blaney in the Principal Investigator field (last name or any part of a principal investigator in your unit)</p> <p style="text-align: center;"></p> <p>Click the search button.</p>
3	<p>See the proposals at the bottom of the screen. You may need to page down to see all the proposals selected.</p> <p>In the displayed search results, click the view link to open the Proposal Development.</p>

Reading Sponsor Instructions/RFP Pre-Work

Reading Sponsor Instructions/RFP – Detailed Instructions

The key to successful proposal preparation process is to read the RFP thoroughly no matter what type of solicitation you are responding to. Critical information needs to be reviewed, such as the following:

- Eligibility (both Institutional and Individual)
- Due Date
- Is a Letter of Intent/Pre-Application Required? If so, what is the due date? Has it already been submitted?
- Earliest/Anticipated Start Date
- Application Types Allowed (New, Resubmission, Revision, etc.)
- Project Period/Minimum and Maximum Number of Years for the Project
- Funds Available/Budget Restrictions/Cost Sharing Requirements
- Overhead/F&A/Indirect Costs limitations
- Content and Form of Application Submission/Required Attachments (including formatting and page limits)
- Special Requirements

Remember OSP will also be reading the Sponsor Instructions and may return the proposals for correction if requirements are not met. Identifying requirements in advance will reduce the corrections needed and may result in a faster submission.

Reading Sponsor Instructions/RFP – Exercise 2 (Pre-Work)

A research website has posted an announcement for a new grant, including details on forms, instructions and the application.

A researcher in your department has informed you that he will submit a proposal to the sponsor.

You print a copy of the announcement and highlight important details.

Identify the following information based on reviewing the sample announcement:

Data	Instructions
Due Date and Time	What is the date and time the proposal is due? _____
Attachments	What documents are required to be attached to this proposal (SOW, CV, Budget, etc.) and in what format? _____
Overhead	Are there exclusions, restrictions, or limits on overhead? _____
Project Period	What is the project period (start and end dates)? How many years? _____
Amount	How much funding can be requested? _____
PI & Co-PI Support	What is the limit on the PI and Co-PI Support? _____
Student Support	How much of the Budget should be used for Student Support? _____
Capital Equipment	What’s encouraged when Capital Equipment is requested? _____

Creating a New Proposal

Initiating a Proposal in Kualu – Detailed Instructions

To start a new proposal, the following is required:

- Proposal Creator role in the unit where the proposal/award is being managed, usually determined by the principal investigator's unit. (This will be the LEAD Unit, and is not editable once the record has been saved.)
- Sponsor
- RFP Number
- Sponsor's Opportunity instructions

1. From the Researcher **Home** screen in the **Proposals** group, select **Create Proposal** (*)

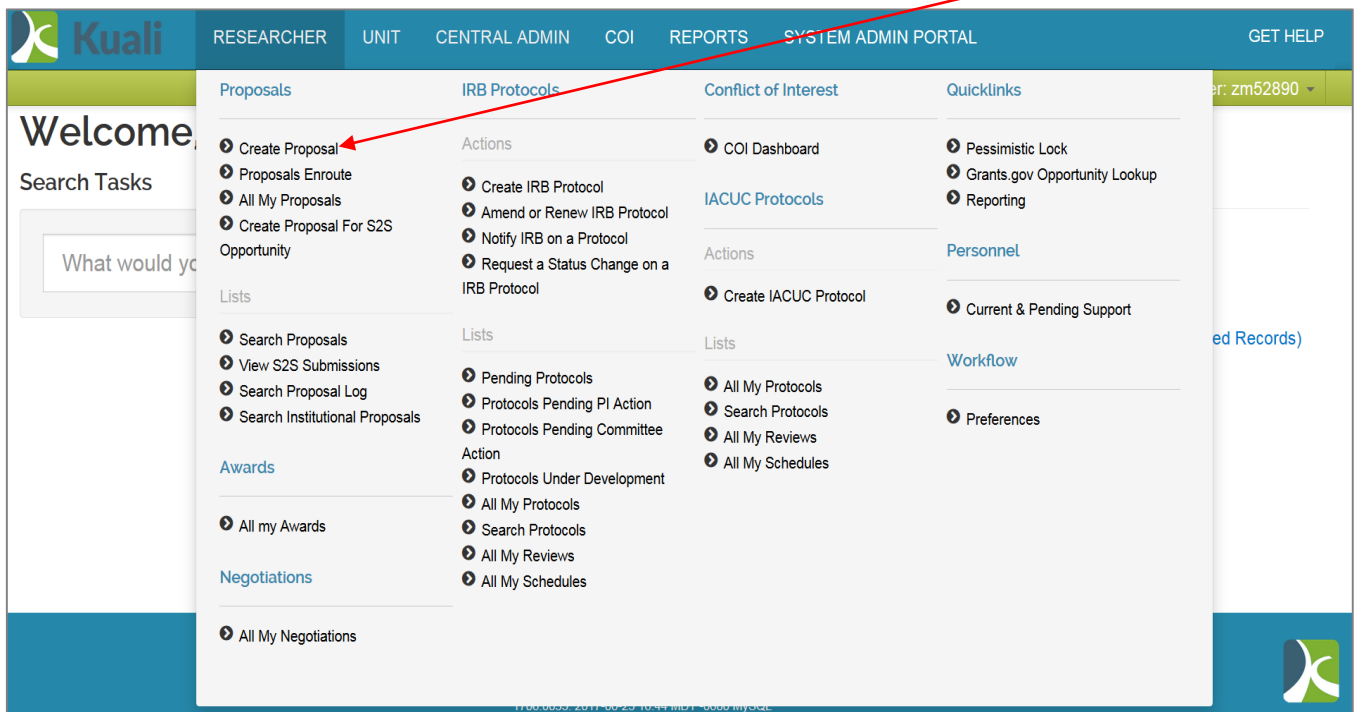


Figure 14 – Creating A Proposal

The **Create Proposal** window will open with six required fields for saving the Proposal Document displayed (marked with red asterisks).

Figure 15 – Create Proposal Window

2. Use the information and steps below to complete the **Create Proposal** fields:

Enter data in the following fields: **Proposal Type, Lead Unit, Activity Type, Project Dates, Project Title, and Sponsor:**


Field Name	Description
Proposal Type	Required. Select the appropriate type from the drop-down list.
Lead Unit	Required. Select the applicable unit from the drop-down list. If your User Account has authorization for more than one unit, all of those units will be displayed in the drop-down list. If you have authorization to one unit, only that unit will be displayed. Please note: After clicking the Save and Continue button, the Lead Unit field will become read only and will no longer be editable.
Activity Type	Required. Select the appropriate entry from the drop-down list.
Project Dates	Required. The Project Start and End Date. Use date format or the Calendar tool that appears as you click in the fields to select the date.
Project Title	Required. Enter Title (refer to the sponsor instructions). For electronic submission, the Title cannot contain special characters. 200-character maximum; individual sponsors may require shorter titles.
Sponsor	Required. The organization providing funding. Start typing either the sponsor name or the specific 6-digit code, and the system will show a dropdown list of possible choices. To search for the sponsor value, click the magnifying glass to open a separate lookup window. 

Table 6 – Create Proposal Fields

Data entered in the **Sponsor** field should be the sponsor that is providing funds to University of Maryland Baltimore County. If UMBC is the *subcontractor* for the proposal, then the organization to which you are submitting your proposal is your **Sponsor** and the **Prime Sponsor** is the agency providing the funds to that organization.



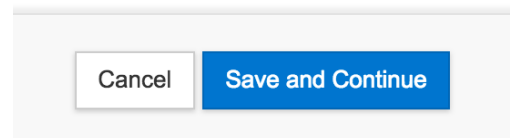
Note: If Sponsor is not found in the search, TBD (to be determined) Then contact OSP, at ospa@umbc.edu to provide the information needed to create a new sponsor in the system. The sponsor code must be corrected to a real sponsor code before the proposal can be submitted to review (routing for approvals).

Proposal Type: *	New	
Lead Unit: *	10145 - Chem.Biochem & Enviro Eng-CBEE	
Activity Type: *	Research	
Project Dates: *	01/01/2018	to 12/31/2018
Project Title: *	Studying the Effects of Sea Turtle Diets in Urban Coastal Areas	
Sponsor: *	128	

Figure 16 – Create Proposal - completing required fields

Quick Tip: start typing all of part of the sponsor name in the sponsor field, then scroll down for available sponsor name options. Example above “a” for all sponsors beginning with the letter “A”.

3. Click the **Save and Continue** button





Proposal Details appears. System will assign the next available proposal number in sequence.

Additionally, the fields completed in the prior screen will be automatically populated with the entered information.

Creating a New Proposal – Exercise 3

Your Turn! In this exercise, create your Proposal Development Document. Enter the details below:

Step No.	Instructions
1	From the Home Page, select Create Proposal (Researcher) or Proposal Development  (Unit)
2	In the Create Proposal Development window select/enter: Proposal Type: New Lead Unit: This field is restricted based on the logged-in user's home unit. Unit information will appear in a dropdown menu. Click to select. Activity Type: Research Project Dates: 01/01/2018 (start date) - 12/31/2020 (end date) Project Title: Sustainable Water Analysis Systems for Rural Tropical Farms Sponsor: National Science Foundation (Quick Tip: start entering the sponsor name and the available options will display in the dropdown).
3	Click Save and Continue button. 
4	The Proposal Development Document has now been created in the system. The proposal screen will open to display the Basics section, allowing the user to add additional information to the record.

Completing the Proposal Basics

Complete the remaining basic information about the project in the **Basics** panel in the following subpanels:

- Proposal Details (most fields have been completed in the Create Proposal screen)
- S2S Opportunity Search (**required ONLY for S2S Proposals**)
- Delivery Info
- Sponsor & Program Information
- Organization/Location

Proposal Details Subpanel

This subpanel contains the basic information about the project. Most of the fields in this subpanel have already been completed in the Create Proposal screen. However, if any of those fields must be updated/modified, then the function can be performed in this section.

1. Complete/modify the fields in the **Proposal Details** subpanel:

Figure 17 – Proposal Details Subpanel

2. Modify as needed data in the following fields: **Proposal Type, Activity Type, Project Dates, Project Title,** and **Sponsor.** Also, if applicable add the **Prime Sponsor.**

Field Name	Description
Prime Sponsor Code	The Prime Sponsor is the agency providing funds to UMBC sponsor. If not applicable, leave this field blank. (Quick Tip: you can also start typing the prime sponsor name in the prime sponsor field and the available options for selection will display.)

Table 7 – Proposal Details Fields

3. Click the **Save** or the **Save and Continue** button.



Note: Lead Unit cannot be modified. This is because the lead unit number drives other system functionality, such as roles and permissions. For users with permission to create proposals for multiple units, the proposal can be copied and the correct unit selected for the new proposal.

Proposal Delivery information - Optional, but helpful

Delivery Info Subpanel – Detailed Instructions

The **Delivery Info** subpanel is where Proposal delivery instructions are given: submission by, submission type, number of copies, etc.

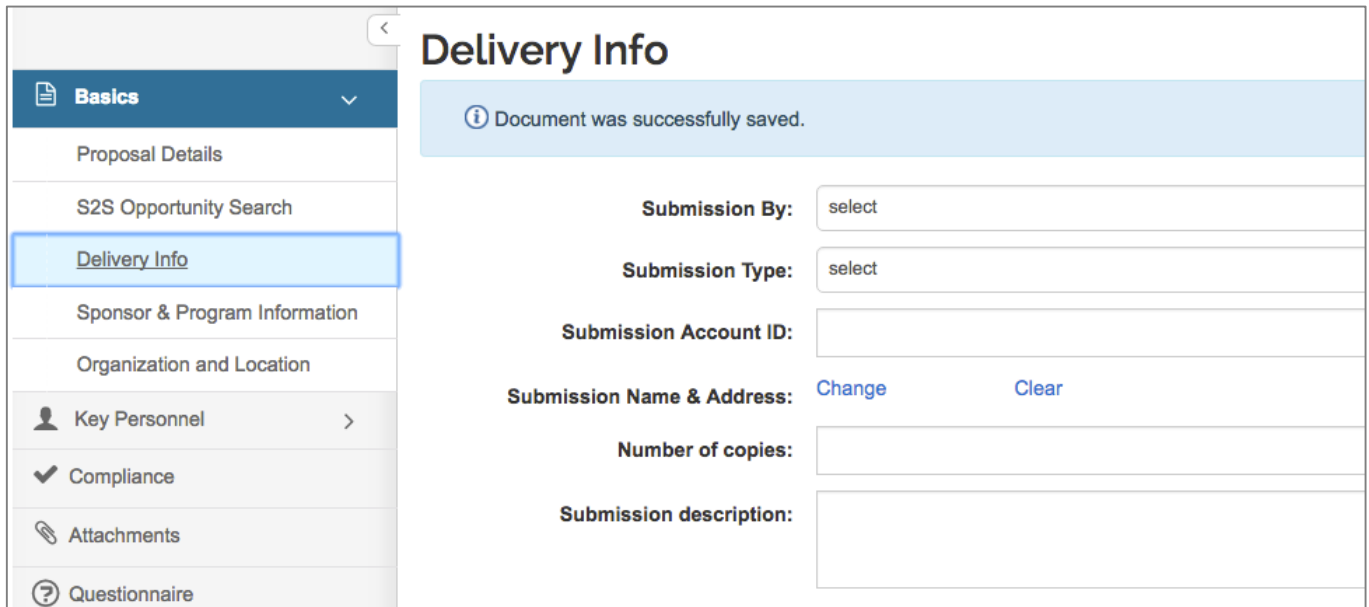


Figure 18 – Delivery Info Subpanel

To Complete the Delivery Info Subpanel:

1. Click the **Delivery Info** subpanel.
2. Complete the following optional fields:


Field Name	Description
Submission By	Select OSP if this is an S2S submission or if the Sponsor requires OSP submission.
Submission Type	Method of delivery of the proposal (e.g. Delivery Service, Electronic, or Postal Service).
Submission Account	Text field for the accounting ID for mail costs.
Submission Name & Address	Look up field for the delivery name and address.
Number of Copies	Indicates the number of copies for the proposal that must be submitted to the sponsor.
Submission description	Description of instructions from the sponsor.

Table 8 – Delivery Info Fields

3. Click the **Save** or the **Save and Continue** button.

Delivery Information – Exercise 4

In this exercise, we will review and make modifications to the delivery information.

Delivery Information	
1	While in the Proposal click Delivery Info panel.
2	In the Delivery Info screen: Submission by: Department Submission Type: Electronic
3	Click Save and Continue button. 

Sponsor and Program Information

Sponsor & Program Information Subpanel – Detailed Instructions

The Sponsor and Program information subpanel is used to enter deadline and proposal delivery information. Additional sponsor information can be identified in the panel as well.

Figure 19 – Sponsor & Program Information

To complete the Sponsor & Program Information Subpanel:

1. Click the **Sponsor & Program Information** subpanel.
2. Complete the following fields (based on proposal requirements):

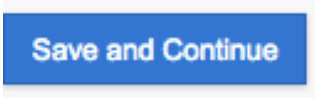
Field Name	Description
Sponsor Deadline	Date field – Required if specified by Sponsor . A text field or users can utilize the calendar lookup functionality to specify the deadline date for the proposal. Time field – Optional. A text field that allows users to specify the deadline time for the proposal.
Sponsor Deadline Type	Required before the proposal is submitted to review (routing). Options specifying the type of deadline required by the sponsor. The available selections are: Postmark, Receipt, or Target.
Notice of Opportunity	Select an entry from the drop-down list to identify how this funding opportunity was announced.
Opportunity ID	This is a text field that allows you to enter the Funding Opportunity (FOA) Number of the announcement that the proposal is being submitted in response.
CFDA Number	Even though this is a text field that you can enter the Catalog of Federal Domestic Assistance code to identify the research opportunity, it is best practice to not manually complete this field for S2S Proposals. If the proposal is being submitted S2S and it is connected to Grants.gov, the field will be automatically populated by the system.

Field Name	Description
Subawards	Required if the PI plans to contract out any portion of work. If there are no subcontracts, leave it unchecked.
Sponsor Proposal ID	Enter specific identifier used by the Funding Agency, if applicable.
NSF Science Code	Select code from the drop-down list for all proposals , not just NSF submissions. Used for federal and institutional annual reporting requirements.
Anticipated Award Type	Optional
Agency Routing Identifier	This only applies to S2S submission. Enter specific identifier used by the Funding Agency, if applicable. The Funding Agency will specify what they want to see in this field.
Prev. Grants.gov Tracking ID	This only applies to S2S submission. Enter the Previous Grants.gov Tracking ID of the previous proposal that was submitted and received errors/warnings at the Agency. At this time, this field is only required to be completed for Change/Corrected applications being submitted S2S to NIH.
Opportunity Title	Enter the sponsor assigned title of funding opportunity, if applicable. If the proposal is being submitted S2S and it is connected to Grants.gov, the Opportunity Title will be automatically completed by the system.

Table 9 – Sponsor & Program Information Fields

- Click the **Save** or the **Save and Continue** button.

Sponsor & Program Information – Exercise 5

Step No.	Instructions
1	While in the Proposal click the Sponsor & Program Information panel.
2	<p>In the Sponsor & Program Information screen select/enter:</p> <p>Sponsor Deadline: 11/30/2017 Sponsor Deadline Time: 5:00pm Sponsor Deadline Type and select: Receipt Notice of Opportunity: Non-Federal Solicitation Check the Subawards Check Box: NSF Science Code: Humanities- Non-Science and Engineering Fields: J.03 Opportunity Title: Sustainable Water Analysis Systems for Rural Tropical Farms</p>
3	<p>Click Save and Continue button.</p> 

Organization and Location

The **Organization & Location** subpanel contains the official contacts for UMBC and other sites involved in the project. The panel is comprised of the following four tabs:

- Applicant Organization
- Performing Organization
- Performance Site Locations
- Other Organizations

The **Applicant Organization** and **Performing Organization** default to University of Maryland Baltimore County.

The **Performance Site Locations** and **Other Organization** tabs should be used to add other locations where the project will take place.

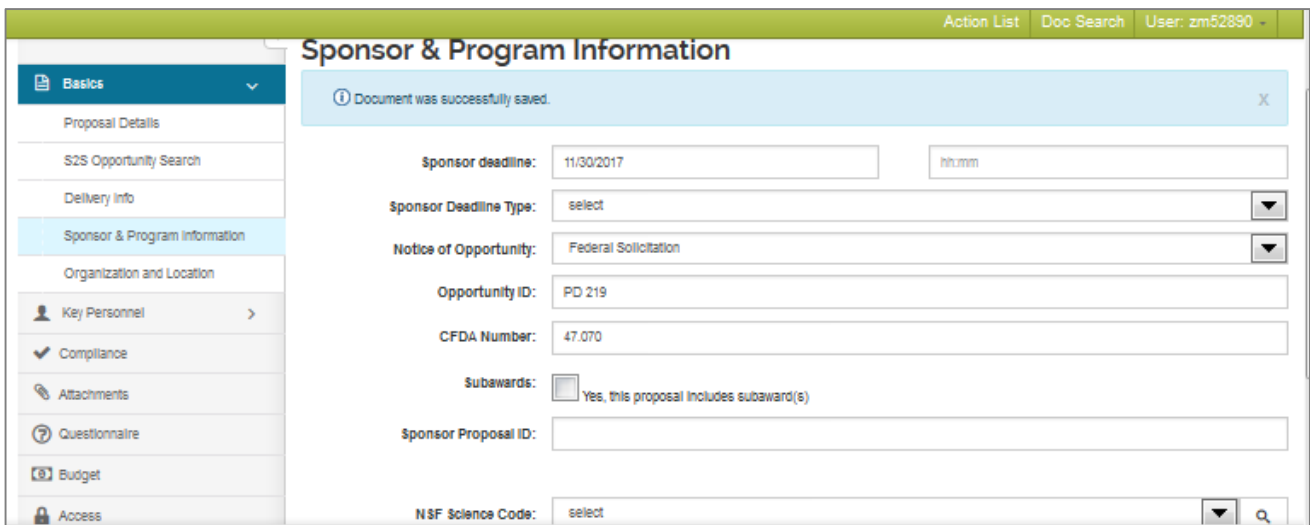


Figure 20 – Organizations & Locations Subpanel

Adding Other Organizations

To add an Organization where Subaward work will be performed:

1. In the **Organization & Location** subpanel, click **Other Organizations** tab.

The **Other Organizations** screen will open.

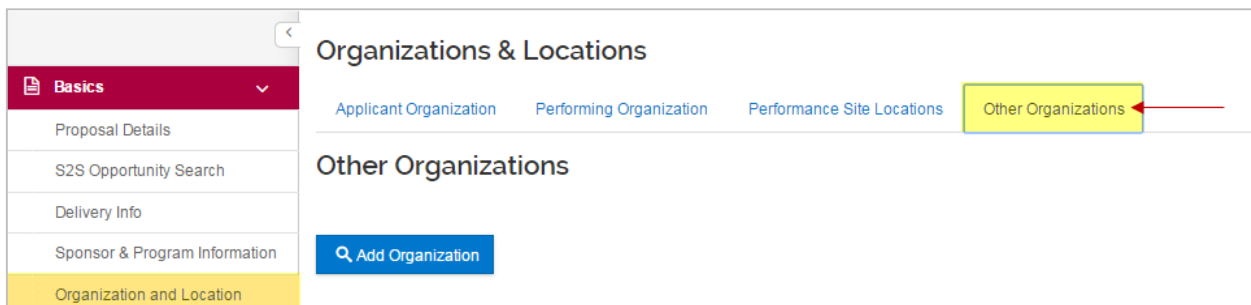


Figure 21 – Other Organizations Tab

2. Click the **Add Organization** button. The **Organization Lookup** window will open.
3. In the **Organization Lookup** window, enter all or part of the name of the Organization in the **Organization Name** field (e.g. *Harvard*) and click the **Search** button.

Organization Lookup

Organization Id:	<input type="text"/> <input type="button" value="📄"/>
Organization Name:	<input type="text" value="*Eastern Shore*"/>
Address:	<input type="text"/>
Federal Employer Id:	<input type="text"/>
Congressional District:	<input type="text"/>
DUNS Number:	<input type="text"/>
DUNS Plus Four Number:	<input type="text"/>
Human Sub Assurance:	<input type="text"/>
CAGE Number:	<input type="text"/>
DODAC Number:	<input type="text"/>
Number Of Employees:	<input type="text"/>

Figure 22 - Organization Lookup

4. Select the organization from the results list by selecting the checkbox next to the **Organization Id** and clicking the **return selected** button.

Organization Lookup

• One item retrieved.

Show entries

	Organization Id	Organization Name	Address	Federal Employer Id	Congressional District	Contact Address Id
<input type="checkbox"/>	149	Eastern Shore Area Health Education Center		52-1987075	MD-001	3024

Showing 1 to 1 of 1 entries


[return selected](#)

Figure 23 – Selecting Organization


5. The **name**, **address**, and the **Congressional District** of the organization will display.

Organization Name:	Eastern Shore Area Health Education Center	<input type="button" value="x"/>
Contact Address Id:	PO Box 795	
Contact Address Line2:	814 Chesapeake Drive	
Contact Address Line3:		
Contact Address city:	Cambridge	
Country Code:	USA	
+ Add Congressional District		
	MD-001	<input type="button" value="x"/>

Figure 24 – Added Organization

6. To remove an **Organization** from this section, click the  next to the **Organization Name**.

7. Click the **Save** or the **Save and Continue** button.

 **Note:** If an Organization is not found in the search, contact ospa@umbc.edu who will provide the information needed to create a new organization in the system. Once the organization record has been created, you can then add it to the proposal.



Note: Clicking the **Save and Continue** button will automatically bring you to the next section/screen of the proposal (Key Personnel).

Adding Performance Site Locations



Note: This is used when there are UMBC performance locations in other Congressional Districts

To add Performance Site where work will be performed:

1. In the **Organization & Location** subpanel, click **Performance Site Locations** tab.

The **Performance Site Locations** screen will open.

Click the **Add Performance Site** button.

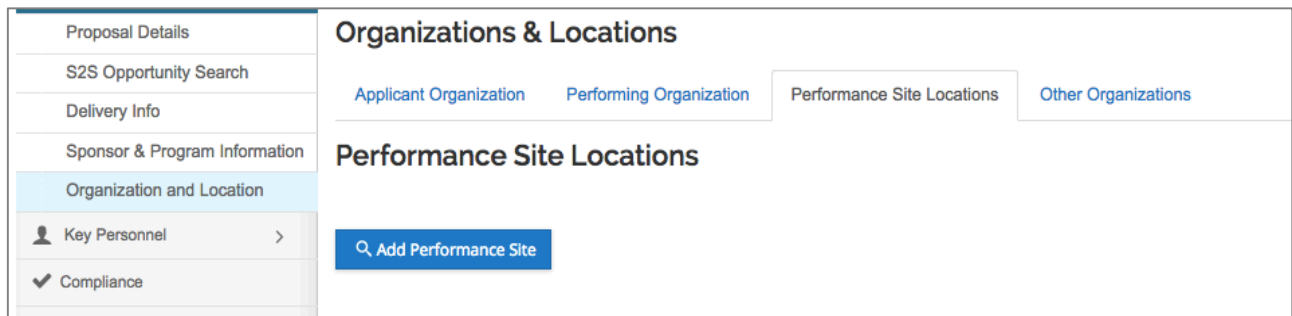


Figure 25 Performance Site Screen

The **Address Book Lookup** window will open. See below.

2. In the **Address Book Lookup** window, enter the search criteria for the Organization/Address of the **Performance Site** and click the **Search** button.

Address Book Lookup

[Add New Address Book](#)

Address Book Id:	<input type="text"/> <input type="checkbox"/>
Sponsor Code:	<input type="text"/> <input type="text"/>
Sponsor:	<input type="text"/> <input type="text"/>
Sponsor Address Flag:	<input type="checkbox"/>
Organization:	<input type="text" value="*UMB*"/> <input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>

Figure 26 - Address Book Lookup

3. Select the address book entry from the results list by selecting the **checkbox** next to the **Address Book Id** and clicking the **return selected** button.

Address Book Lookup

[Add New Address](#)

Show entries

[CSV](#)

<input type="checkbox"/>	Address Book Id	Organization	Last Name	First Name	Middle Name	Address Line 1	Address Line 2	Address Line 3	City	County	State	Country Code
<input type="checkbox"/>	3077	District of Columbia Govt				801 North Capitol NE			Washington, DC			USA
<input type="checkbox"/>	3189	Columbia University				710 West 168th St.			New York		NY	USA
<input type="checkbox"/>	6888	UMB Infectious Disease	DeMasi	Leon		20 Penn Street HSF 2	Room S405		Baltimore		MD	USA
<input type="checkbox"/>	104926	Columbia University	Marshall	Randolph		710 W. 168th St., 6th Floor			New York		NY	USA
<input type="checkbox"/>	6902	UMB	Shays			PHSR			Baltimore		AL	USA
<input type="checkbox"/>	6937	UNIVERSITY OF MISSOURI-Columbia	McKinney	Dona	R.	Office of Sponsored Programs Administration	310 Jesse Hall		Columbia	USA	MO	USA

Figure 27 – Selecting Address Book Entry

4. The **name** and **address** of the organization will display.

Organization:	UMB Infectious Disease	
City:	Baltimore	
State:	MD	
Address Line 1:	20 Penn Street HSF 2	
Address Line 2:	Room S405	
Postal Code:		


Figure 28– Added Performance Site Location

To remove a **Performance Site** from this section, click the next to the **Name**.

Click the **Save** or the **Save and Continue** button.

If the location is not in the Address Book, use TBD, then contact ospa@umbc.edu who will provide the information needed to create a new organization in the system.

Organization & Location Information – Exercise 6

Organization & Location Information	
Step No.	Instructions
1	While in the Proposal click the Organization and Location panel
2	In the Organization and Location click the Other Organization Tab.
3	In the Other Organizations Tab: Click the Add Organization button.
4	Lookup up Other Organization: Search for " UMB " and select. This will return "UMB Infectious Disease" Click the radio button to select this organization.
5	Click the Save and Continue button. 

Remember to use the wild-card search, and place the text in between * for best results.

Adding PI and Key Personnel – Instructions

The **Key Personnel** panel contains the **Personnel subpanel** where the Principal Investigator, Co-Investigators, and Key Personnel are specified. These individuals contribute in a substantive way to the scientific development or execution of the project, *whether or not they receive compensation* from the grant supporting the project.

If the initiator is unsure of who will be listed on the proposal, the creator may use the Budget Personnel Line Items, which can be “TBD” or unnamed.



Note: Only one individual may be designated as the PI. In the case of a multiple PI project, only one individual can be assigned a role of PI/Contact. Currently, the Multi-PI option is used only for NIH.

Add people to your proposal in one of two ways:

- **Person Table:** Click the **Employee** radio button to search for UMBC faculty and staff.
- **Address Book:** Click the **Non-Employee** radio button to search for all known investigators who are not UMBC faculty and staff (system-to-system (S2S) only)



Note: Adding non-employees is used only for S2S proposal submissions. If a person needs to be added to the Address Book, contact ospa@umbc.edu.

To Add a Principal Investigator (PI) to your proposal:

1. Click the **Key Personnel** → **Personnel** subpanel on the **Navigation** panel.

Proposal: #130
PI: *Not yet assigned*

✓ Data Validation (off) Print

Proposal Details

* indicates required fields

Proposal Type: *	New
Lead Unit:	10145 - Chem.Biochem & Enviro Eng-CBEE
Activity Type: *	Research
Project Dates: *	01/01/2018
Project Title: *	Studying the Effects of Sea Turtle Diets in Urban Coastal A
Sponsor: *	128

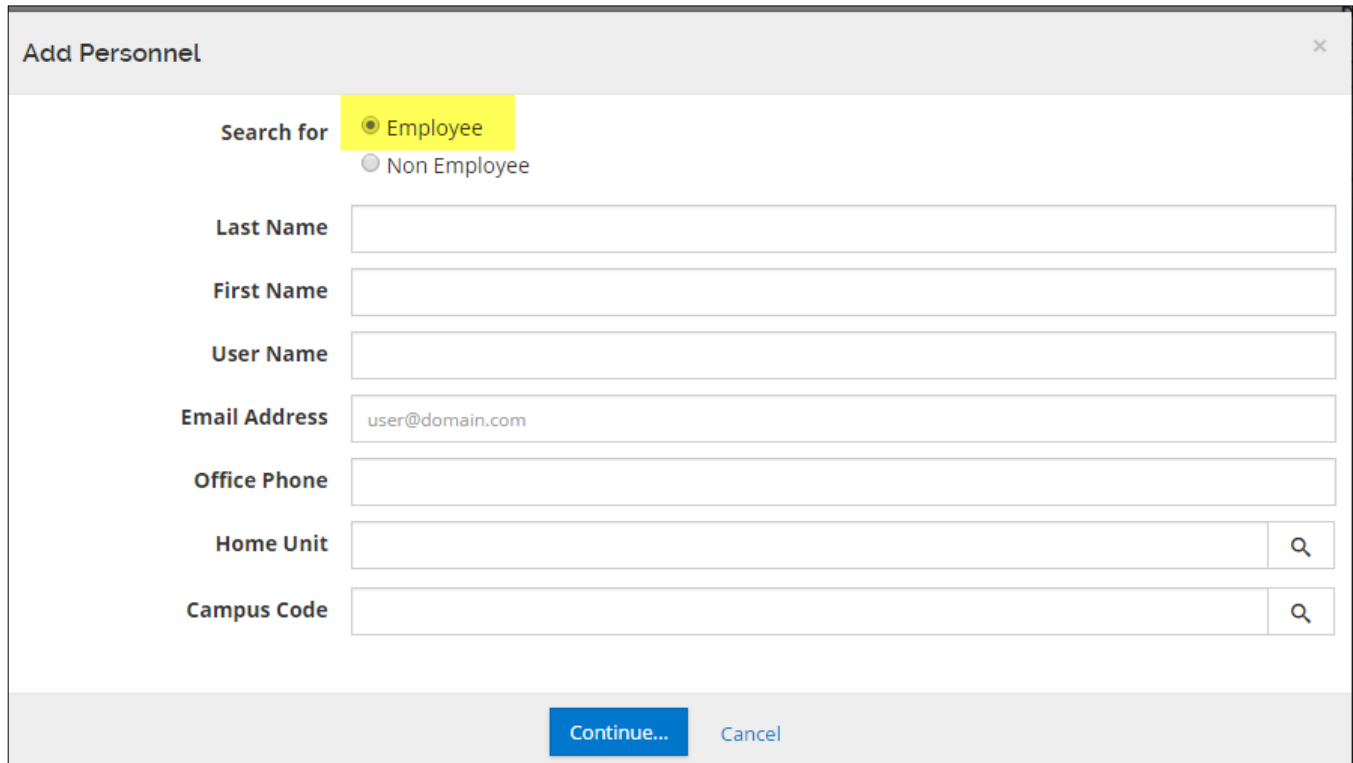
Basics (dropdown menu)
Proposal Details
S2S Opportunity Search
Delivery Info
Sponsor & Program Information
Organization and Location

Key Personnel (dropdown menu)
Personnel

Figure 29 Add Personnel

Key Personnel screen will open.

2. Click the **Add Personnel** button. An **Add Personnel** window will open.
3. In the **Add Personnel** window, in the **Search for** section, select the **Employee** radio button.



The screenshot shows a web form titled "Add Personnel" with a close button (X) in the top right corner. The form contains the following fields and options:

- Search for:** Two radio button options: "Employee" (selected and highlighted in yellow) and "Non Employee".
- Last Name:** A text input field.
- First Name:** A text input field.
- User Name:** A text input field.
- Email Address:** A text input field containing the placeholder text "user@domain.com".
- Office Phone:** A text input field.
- Home Unit:** A text input field with a search icon (magnifying glass) on the right.
- Campus Code:** A text input field with a search icon (magnifying glass) on the right.

At the bottom of the form, there are two buttons: a blue "Continue..." button and a grey "Cancel" button.

Figure 30 Personnel search fields

4. Enter the search criteria for the PI and click the **continue** button.

Add Personnel

Search for Employee
 Non Employee

Last Name

First Name

User Name

Email Address

Office Phone

Home Unit

Campus Code

Figure 31 Return Search for Personnel

5. Select the **PI** from the search results by clicking the **radio button** next to the Name and click the **continue** button.

Add Personnel

Only the top 500 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="radio"/> Lee Blaney	cx38219	blaney@umbc.edu	10145	Chem.Biochem & Enviro Eng-CBEE	Chem.Biochem & Enviro Eng-CBEE	Baltimore
<input type="radio"/> Stephanie H Blaney	he92573	stephb4@umbc.edu	10590	Athletics Home Event	Athletics Home Event	Baltimore

Showing 1 to 2 of 2 entries

6. In the **Assign a role** window, select the radio button next to the role that you want to assign, in the case of adding Principal Investigator, select the **Principal Investigator** and then click the **Add Person** button.

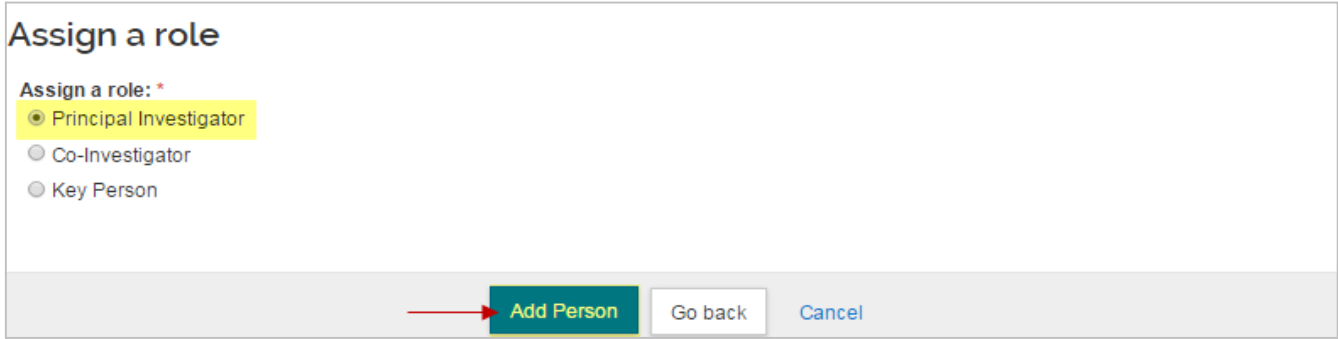


Figure 32 – Assigning Role

Two things to note on the Key Personnel - **Role**, in this case, **Principal Investigator**, and **Certification Status Incomplete**. This will be important when the proposal is submitted for approvals.

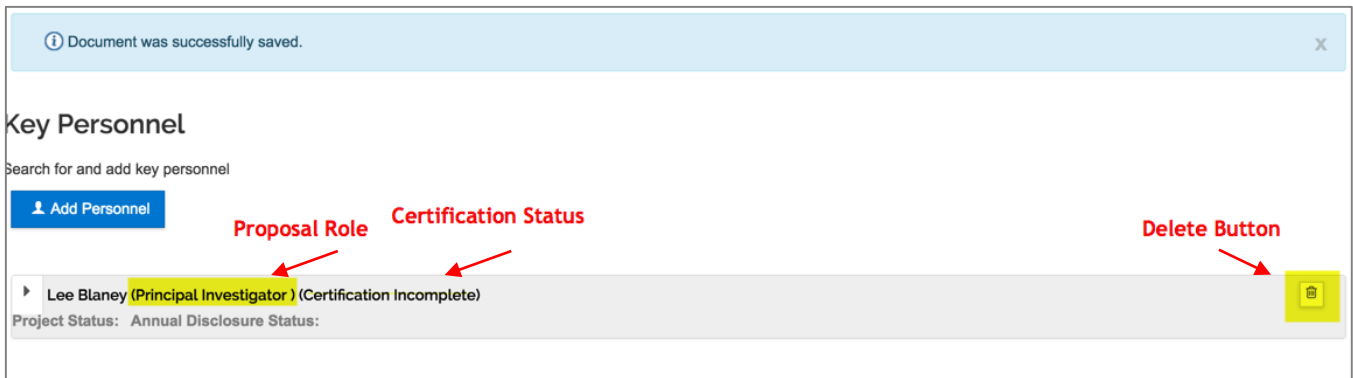




Figure 33 Role Details

1. The selected individual is added to the **Key Personnel** screen with seven tabs across the top (**Details, Organization, Extended Details, Degrees, Unit Details, Person Training Details** and **Proposal Person Certification**) that displays additional information about the individual.

 **Note:** Click the  next to the **Person's** name to display the **Person Details** information.

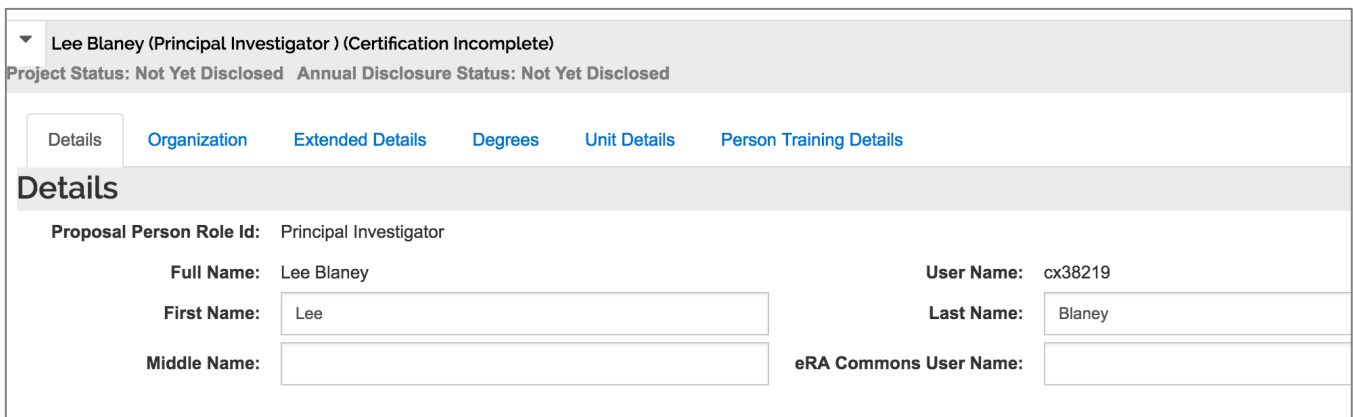

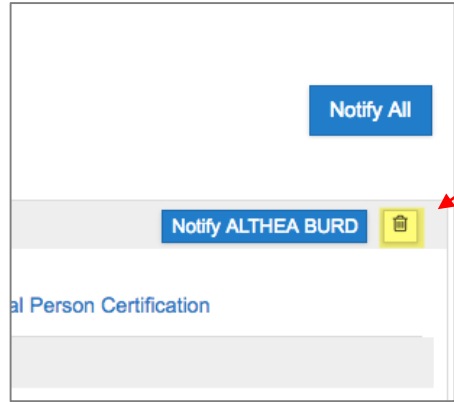


Figure 34 – Added Key Personnel Additional Tabs

7. Click the **Save** button.



Note: To remove added **Key Personnel**, click the  located in the name header of the individuals.



The following section is for S2S (system-to-system) ONLY:

To add Key Study Person (non-UMBC person; e.g. Subaward Investigator):

1. While in the **Personnel** subpanel, click the **Add Personnel** button. An **Add Personnel** window will open.
2. In the **Add Personnel** window, in the **Search for** section, select the **Non-Employee** radio button.
3. Enter the search criteria for the Non-UMBC person and click the **Continue** button.

The screenshot shows the 'Add Personnel' window with the following elements:

- Search for:** Radio buttons for 'Employee' and 'Non Employee'. 'Non Employee' is selected and highlighted in yellow.
- Add New Address Book:** A button in the top right corner.
- Form Fields:**
 - First Name: Empty
 - Middle Name: Empty
 - Last Name: rutherford
 - Email Address: user@domain.com
 - Phone Number: Empty
 - Organization: Empty
 - Title: Empty
- Buttons:** 'Continue...' (highlighted in green with a red arrow pointing to it) and 'Cancel'.

Figure 35 – Adding Personnel Window

4. Select the **Non-UMBC Person** from the search results by clicking the **radio button** next to the Full Name and click the **Continue** button.

The screenshot shows the 'Add Personnel' window displaying search results:

- Message:** Only the top 200 results were returned. If you cannot find what you are looking for, please refine the search criteria.
- Search Criteria:** Full Name, Email Address, Organization, City.
- Results Table:**

Full Name:	Email Address:	Organization:	City:
<input type="radio"/> Rutherford, Gene	gene@jhu.edu	Johns Hopkins University	Baltimore
<input checked="" type="radio"/> Rutherford, Violet		Harvard	
- Navigation:** 'Showing 1 to 2 of 2 entries' and pagination buttons: First, Previous, 1, Next, Last.
- Buttons:** 'Continue...' (highlighted in green with a red arrow pointing to it), 'Go back', and 'Cancel'.

Figure 36 – Search Results

5. In the **Assign a role** window, select the radio button next to the role you want to assign. In the case of adding Subaward Investigator, you should select the **Key Person** radio button, enter **Subaward Investigator** in the 'Key Person's role will be' field, and click the **Add Person** button.

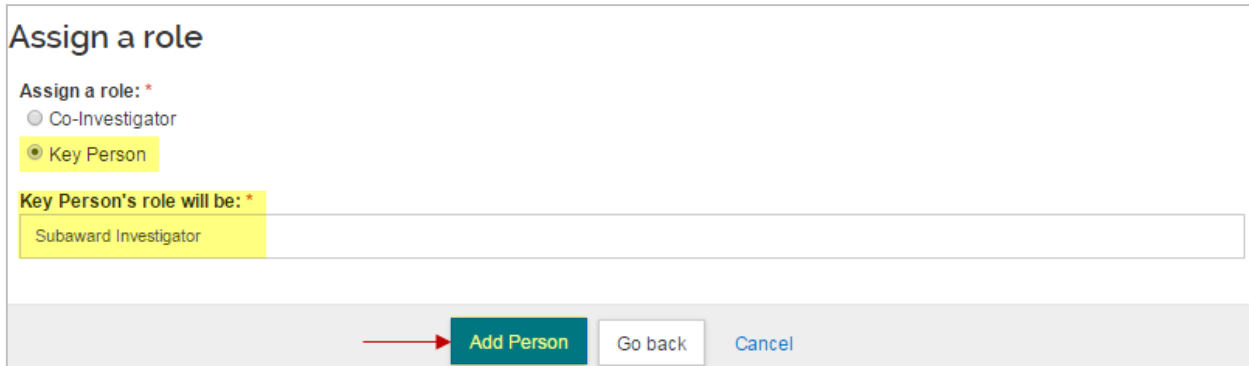




Figure 37 – Assigning Role

The selected individual is added to the **Key Personnel** screen with six tabs across the top (**Details**, **Organization**, **Extended Details**, **Degrees**, **Unit Details**, and **Person Training Details**) that displays the additional information about the individual.

2. Click the **Save** button.



Note: For two or more Key Persons, use the **Up** and **Down** arrows   to sort. Kualii will print the names listed on the forms in the order in which they appear on this panel.

Adding Principal Investigator – Exercise 7

Now let’s practice adding personnel – the principal investigator.

Step No.	Instructions
1	While in the Proposal, click Key Personnel → Personnel subpanel.
2	<p>Add the PI in the Key Personnel screen:</p> <p>Click the Add Personnel button</p> <p>In the Add Personnel window:</p> <p> Select Employee radio button</p> <p> Last Name: Blaney or use your PI’s last name or portion of last name</p> <p> Click the Continue button</p> <p>In the Search Results window:</p> <p> Select the radio button for your PI name</p> <p> Click the Continue button</p> <p>In Assign a role window:</p> <p> Select the radio button for Principal Investigator</p> <p> Click the Add Person button.</p>
3	Click the Save button at the bottom of the page.

Update Details for Key Personnel – Instructions

Sometimes it is necessary to update the unit details that automatically pull in when the Investigators and Key Persons are added.

The unit associated with the Investigator and Key Person will determine which unit(s) the proposal will route to for approvals. The default unit is listed, but can be changed, or additional units can be added.

To update the details for your **Key Personnel**:

1. While in the **Key Personnel** screen, click the arrow to expand the person details.

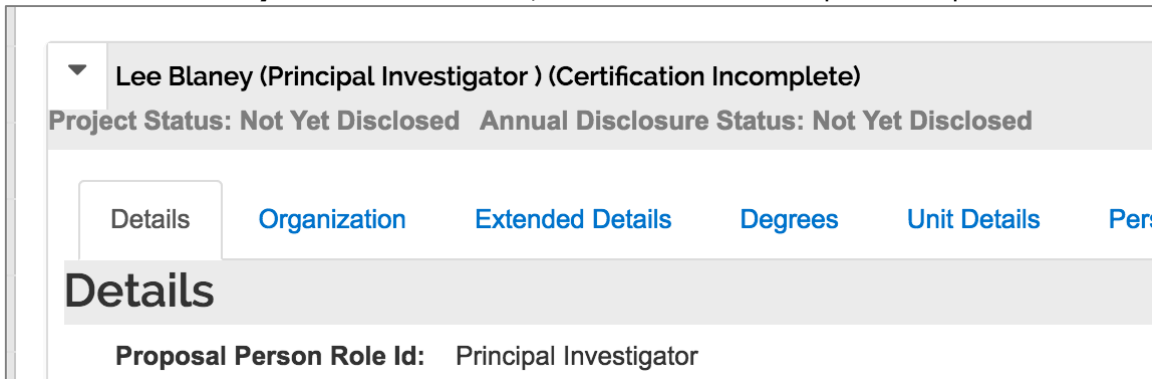


Figure 38 Person line item (expand)

2. Click on the tabs (**Details, Organization, Extended Details, Degrees, Unit Details, Person Training Details**) for individuals added, which display additional information about the person.

For example, to modify the **Unit Information** (e.g. if the proposal should route to additional units for approval), click the **Unit Details** tab, then add additional units to the personnel unit details.

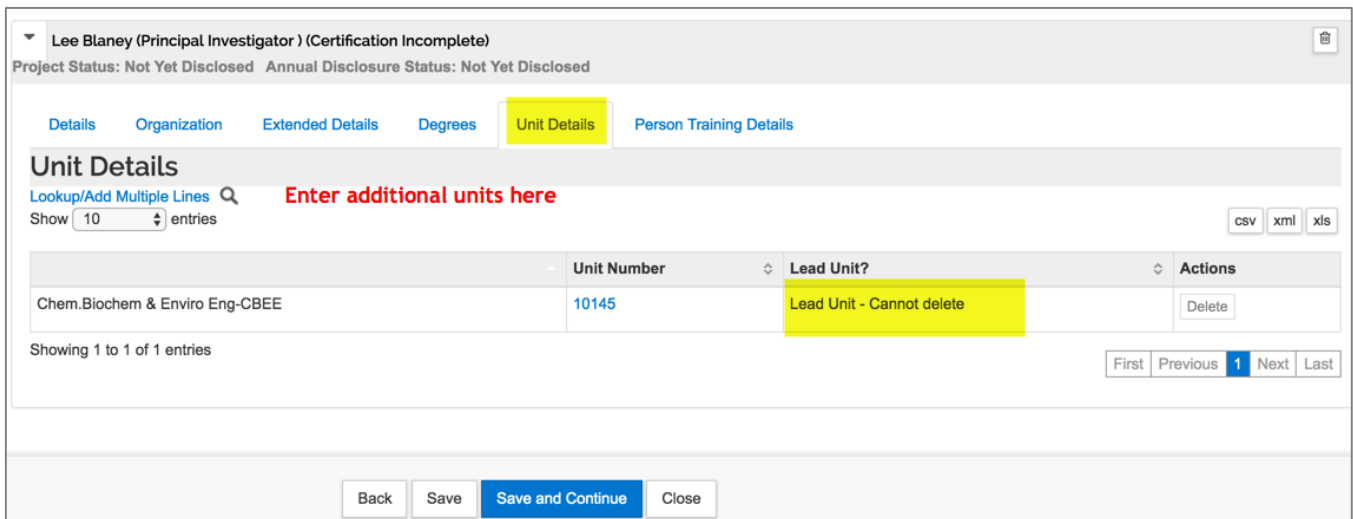


Figure 39 Unit Details



Note: The default unit for the individual will be listed.

- If the proposal should route to additional units for approval, click the **Lookup/Add Multiple Lines** link and search for and return the Unit(s) you want to add. In the example below, Lee is assigned to 2 units, where both units will need to review and approve this proposal.

Lee Blaney (Principal Investigator) (Certification Incomplete)
 Project Status: Not Yet Disclosed Annual Disclosure Status: Not Yet Disclosed

Details Organization Extended Details Degrees Unit Details Person Training Details

Unit Details

Lookup/Add Multiple Lines

Show 10 entries csv xml xls

Unit Name	Unit Number	Lead Unit?	Actions
Biology - Academic	10423		Delete
Chem.Biochem & Enviro Eng-CBEE	10145	Lead Unit - Cannot delete	Delete

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Figure 40 Example Multiple Units for one PI

- Alternatively, if a Unit is listed that should not be included in the routing for approval, click the **Delete** button in the **Actions** column for the Unit to remove.
- Click the **Save** button.

The information in the **Details, Organization, Extended Details, Degrees, and Person Training Details** tabs can also be updated (as needed for each individual listed).



Note: Adjustments made to the default Person information in these tabs is **only valid** for this proposal and not saved to the permanent HR Data.

Updating Key Personnel Details – Exercise 8

Step No.	Instructions
1	Open the Personnel for the PI , click the Unit Details tab.
2	<p>In the Unit Details tab:</p> <p style="padding-left: 40px;">Click the Lookup/Add Multiple Lines link</p> <p style="padding-left: 40px;">In the Unit Lookup window enter:</p> <p style="padding-left: 80px;">Unit Number: (enter a unit here)</p> <p style="padding-left: 40px;">Click the Search button</p> <p style="padding-left: 40px;">In the Search Results window:</p> <p style="padding-left: 80px;">Select the checkbox for the unit that was selected</p> <p style="padding-left: 40px;">Click the return selected button</p>
3	Click the Save button.

Sending Certification Request – Detailed Instructions

The PI and Co-I(s) listed in your proposal *can* complete the self-certification in Kualu before the proposal is submitted for review, but if it not completed before the proposal is routed for approvals, it **MUST** be completed at the PI/co-I/Key Person approval stop. (NIH and other PHS sponsors also require Key Study Persons to Certify).

Send the certification request early in the proposal preparation process to ensure that all Investigators have sufficient time to complete the certification.

To send Certification Request:

1. While in the **Key Personnel** screen, click the **Notify (PI Name)** button, to send an email notification to an individual Investigator regarding required certification.

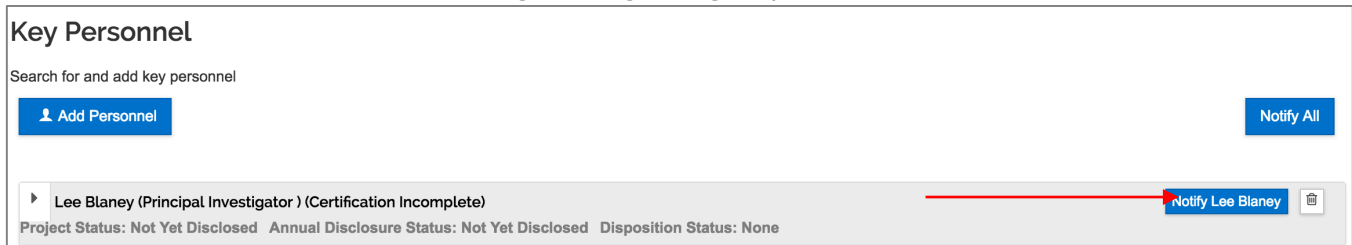


Figure 41 – Notify Specific Individual

2. The **Notify All** button will notify all individuals who are required to be certified. An email will appear in the PI’s mailbox. Select the individuals to whom you want to send the Certification Notification to, by selecting the appropriate **checkbox** next to the person’s name, and then click the **Notify** button. Investigators selected for notification will receive an email requesting they complete the certification for the proposal. The email contains a direct link to certify the proposal in Kualu.
3. All required Certifications **must** be completed either prior to routing, or at the PI/co-I/Key Person approval stop. Return to the **Key Personnel** screen to monitor progress, and send repeated notifications if necessary.

A **Certification Complete** message next to the person’s name indicates the Investigator/Key Person has completed the Certification.

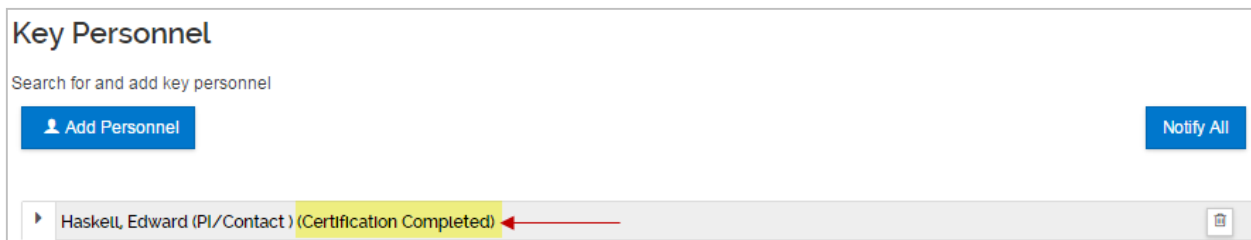


Figure 42 – Certification Complete

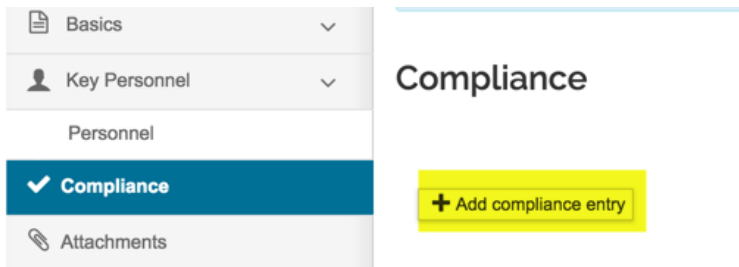
Sending PI Certification Request – Exercise 9

Step No.	Instructions
1	While in the Key Personnel panel, click the Notify All Button
2	In Notify All window: Click the checkbox for the PI Click the Notify Button
3	If this were a production system, the PI would get both an email and an action in the action list instructing he or she to certify the proposal.

Adding Compliance Information- Detailed Instructions

The Compliance panel is used to identify research that requires special review and approval, and records approvable status and information. **Discuss the statement of work with the PI to determine if any special reviews apply to this project.** A table listing the possible **Review Types** can be found in the table below. If applicable, choose a special review category (Human Subjects, Vertebrate Animals, etc.) as well as an approval option for that selection.

1. Click on the **Compliance** panel on the **Navigation** panel.



The **Compliance** screen will open.

2. Click the **Add compliance entry** button. The **Add Compliance Entry** window will open.

Figure 43 – Add Compliance Entry Window

3. From the **Type** drop-down, select the appropriate review category (e.g., Animal Subjects).

Add Compliance Entry

Type: *

- Export Controls
- Animal Usage
- Biohazard Materials
- Human Subjects
- International Programs
- Radioactive Isotopes
- Recombinant DNA
- Select Agents

Approval Status: *

Protocol Number:

Application Date:

Approval Date:

The available **Review Types** are:

Review Type	Description
Export Controls	
Animal Usage	Projects that involve the use of vertebrate animals, must be registered and reviewed by the Animal Care and Use Committee.
Biohazard Materials	
Human Subjects	Projects that involve the use of Human Subjects must be registered and reviewed by UMBC’s Office of Research Protections and Compliance.
International Programs	
Radioactive Isotopes	Projects that involve the use of radioactive isotopes must be registered and reviewed by the _____
Recombinant DNA	.
Select Agents	

Table 10 – Special Review Types

4. From the **Approval Status** drop-down, select the appropriate approval status (e.g. **Pending**).

Add Compliance Entry

Type: *


Approval Status: *


- Approved
- Exempt
- Link to IACUC
- Link to IRB
- Not yet applied
- Pending

Protocol Number:


Application Date:

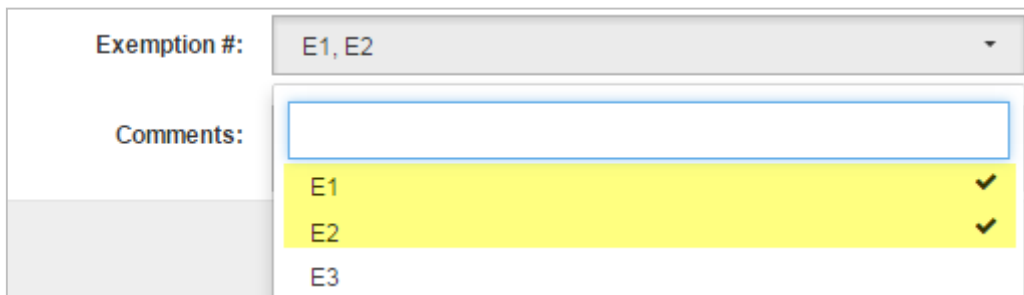
Approval Date:

 **Note:** At the proposal stage, most applicable Special Review items (particularly Animal Subjects and Human Subjects) should be listed in **Pending** or **Not yet applied** status. Approvals and protocols are usually not required until the Award stage for the project. **Approved** status indicates that the protocol has been approved for this specific proposal.

 **Note:** The 'Do Not Use – Link to IRB' and 'Do Not Use – Link to IACUC' are placeholders for future integration of those modules with the Proposal Development module.

5. Complete the **Protocol Number**, **Application Date**, **Approval Date**, and **Expiration Date** fields as appropriate.
6. Select the **Exemption #** as appropriate.

 **Note:** To add multiple Exemption numbers, select all the Exemption numbers that apply from the drop-down by simply clicking on them.




Exemption #:	E1, E2
Comments:	
	E1 ✓
	E2 ✓
	E3

Figure 44 – Selecting Multiple Exemption Numbers

7. Enter **Comments** as needed.
8. Click the **Add Entry** button.

The Compliance entry will be added to the **Compliance** screen.

9. To remove the added compliance entry, click the  next to the entry you want to delete.
10. **Save** or the **Save and Continue** button.

Adding Compliance Information**Adding Compliance Information – Exercise 10**

Step No.	Instructions
1	While in the Proposal, click the Compliance Panel
2	In the Compliance Panel Screen : Click the Add compliance entry button In the compliance entry window: Select: Human Subjects Approval Status: Pending Click the Add Entry Button
3	Click the Save Button

Adding Attachments & Abstracts – Detailed Instructions

The **Attachments** panel is an important part of the proposal preparation process. Here is where to upload files, such as proposal, personnel, and internal attachments, from your computer and attach them to your electronic proposal.

Additionally, Abstracts and Notes (if needed) can be captured here. The **Attachments** panel is comprised of five tabs located at the top of the screen:

Attachments




Proposal (0)

Add attachments to this proposal



Figure 45 – Attachments Panel

 **Note:** Read the sponsor instructions carefully for attachments' guidelines, including the file format and length. Please follow sponsor or system specifications for filenames. Also note, special characters in filenames will cause a warning to appear, but does not prevent the user from attaching a file.

The Attachments section provides two methods of uploading attachments:

- Via the **+Add** button that opens the attachment upload to add *one attachment*
- Via the **Upload & Add** button to upload *multiple attachments* at once.

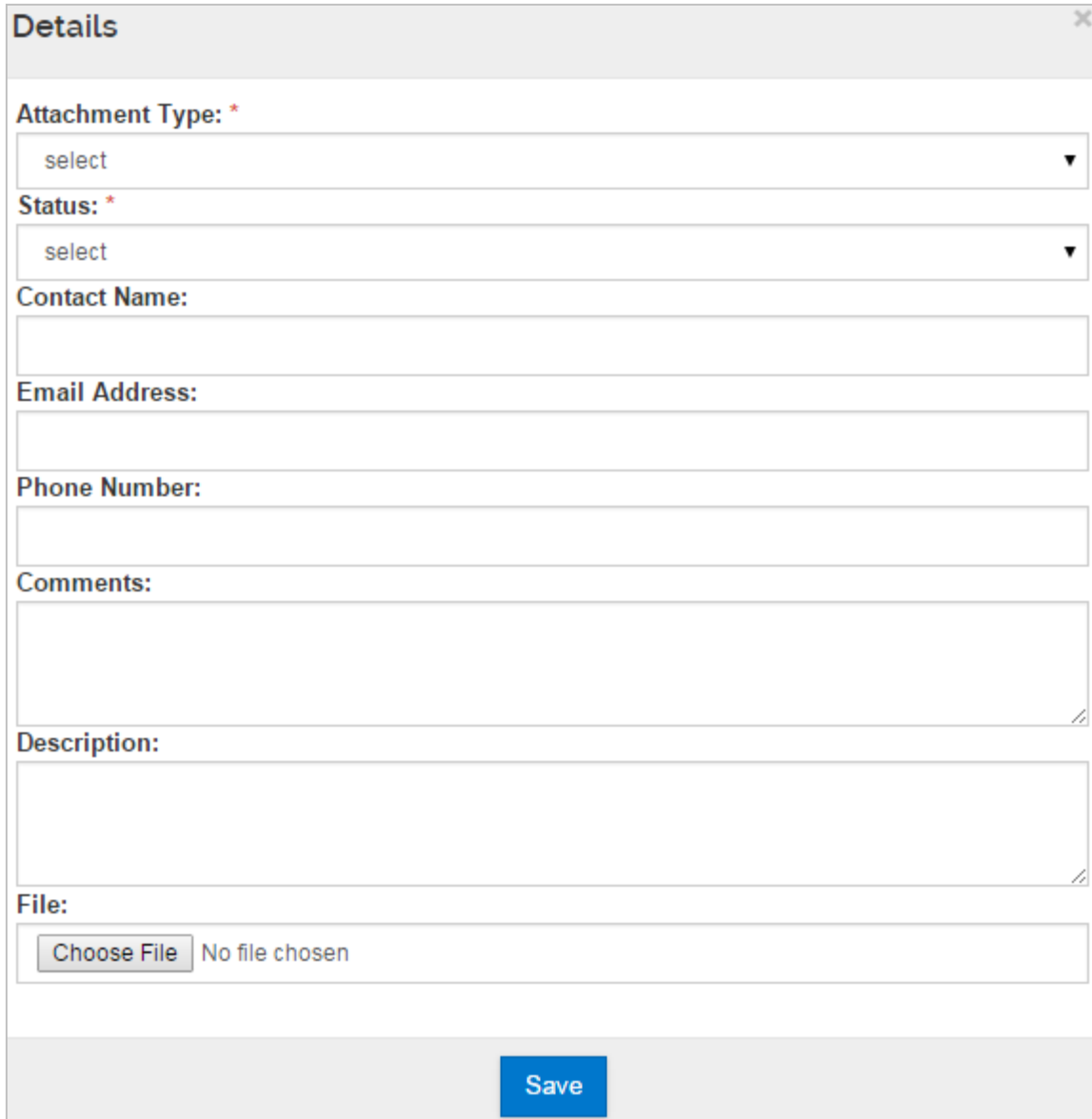
Uploading Proposal Attachments

Upload and attach in the file format specified in the sponsor instructions for your opportunity. Please do not use special characters in filenames.

To upload Proposal Attachments utilizing the **+ Add** button:

1. Click on the **Attachments** panel on the **Navigation** panel.

- In the **Proposal** tab, click the **+ Add** button. The **Details** window will open.



Details

Attachment Type: *

select

Status: *

select

Contact Name:

Email Address:

Phone Number:

Comments:

Description:

File:

Choose File No file chosen

Save

Figure 46 – Proposal Attachments Details Window

- In the **Details** window, from the **Attachment Type** drop-down, select the attachment type being uploaded.



Note: For Non-S2S Proposals, a standard set of attachment types will be listed. For S2S Proposals, the dropdown list will contain only those attachments required by the opportunity that has been attached to the proposal record.

- From the **Status** drop-down, select whether the attachment is **Complete** or **Incomplete**. The attachments must be marked complete before the proposal can be submitted into routing. However Attachments can be replaced during the routing process.
- Complete **Contact Name**, **Email Address**, **Phone Number**, and **Comments** fields as needed.

6. In the **Description** field, enter a brief description of the attachment being uploaded (e.g. Narrative with Scope and Budget)
7. Click the **Choose File** (Chrome) or **Browse** (Firefox) button. Your computer search window will open, locate the proposal attachment you want to upload and click the **Open** button.
8. Click the **Save** button to save the attachment and close out of the **Details** window.
9. The file will be added to the **Proposal** screen.

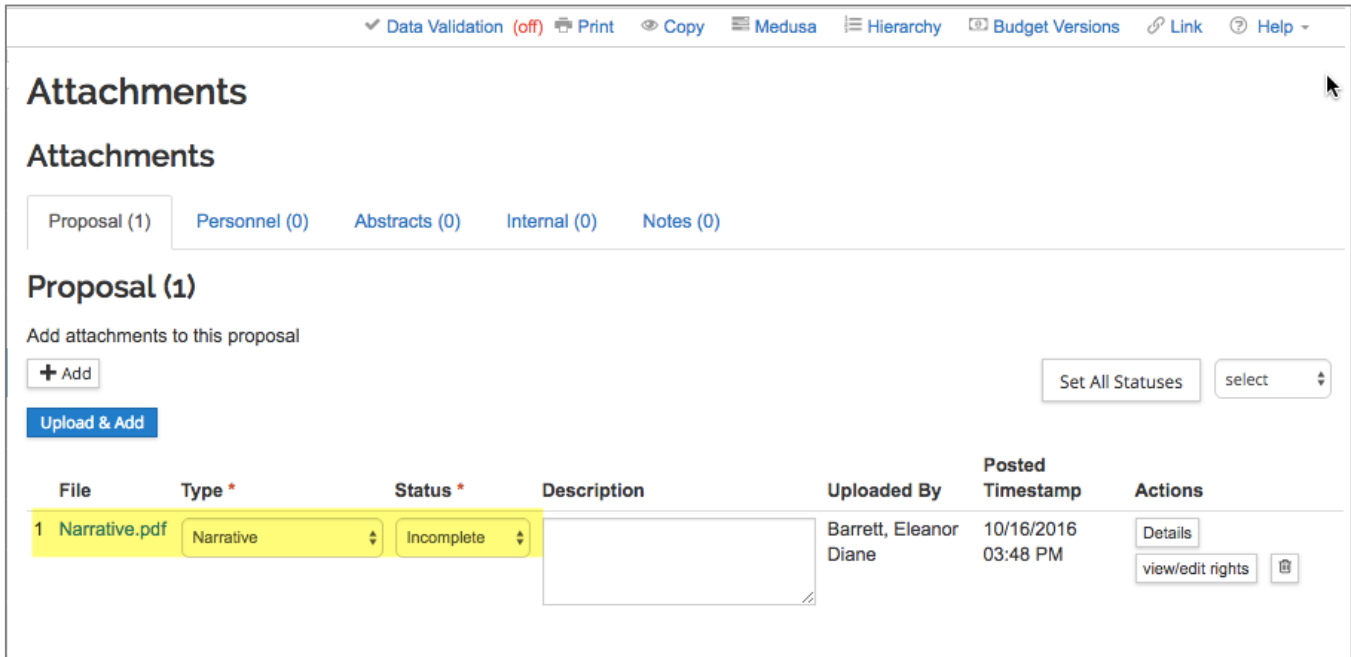



Figure 47 – Proposal Attachment

10. Click the **Save** button.
11. Repeat these steps to add more proposal attachments.

Note: If the Attachment Type is allowed to be used multiple times, enter specific information about what the attachment is in the **Description** field. **If only one attachment of this type is allowed, the type of attachment will disappear from the drop-down list after use.**

To upload Proposal Attachments utilizing the Upload & Add button:

1. In the **Proposal** tab, click the **Upload & Add** button.
2. Locate/select the proposal attachment(s) you want to upload and click the **Open** button. The file(s) will be added to the **Proposal** screen.

 **Note:** Use the appropriate multi-click option for your computer (ex. Ctrl-click for PC vs. Command-click for Mac) to select multiple files at one time.

Attachments

Attachments

Proposal (2) Personnel (0) Abstracts (0) Internal (0) Notes (0)

Proposal (2)

Add attachments to this proposal

+ Add Set All Statuses select ▼

Upload & Add

File	Type *	Status *	Description	Uploaded By	Posted Timestamp	Actions
1 Proposal.pdf	select ▼	select ▼		Szulec, Katarzyna	02/09/2015 10:15 AM	Details view/edit rights 🗑️
2 Summary.pdf	select ▼	select ▼		Szulec, Katarzyna	02/09/2015 10:15 AM	Details view/edit rights 🗑️

Figure 48 – Added Attachment

- From the **Type** drop-down, select the attachment type being uploaded.
- From the **Status** drop-down, select whether the attachment is Complete or Incomplete.



Note: If Attachment Type is allowed to be used multiple times (e.g., "Other") you must enter information in the **Description** field, either typing directly into the field, or clicking on the **Details** button in the Actions column for the attachment to open a lightbox for easier editing of multiple fields.

- Click the **Save** button.

Repeat these steps to add more Proposal attachments.

Uploading Personnel Attachments

Some sponsors require Personnel Attachments, such as a Biosketch and/or Current & Pending documents. Please make sure to check the instructions for your opportunity.

To upload Personnel Attachments utilizing the + Add button:

- While in the **Attachments** panel, click the **Personnel** tab.
- In the **Personnel** tab, click the **+ Add** button. The **Details** window will open.

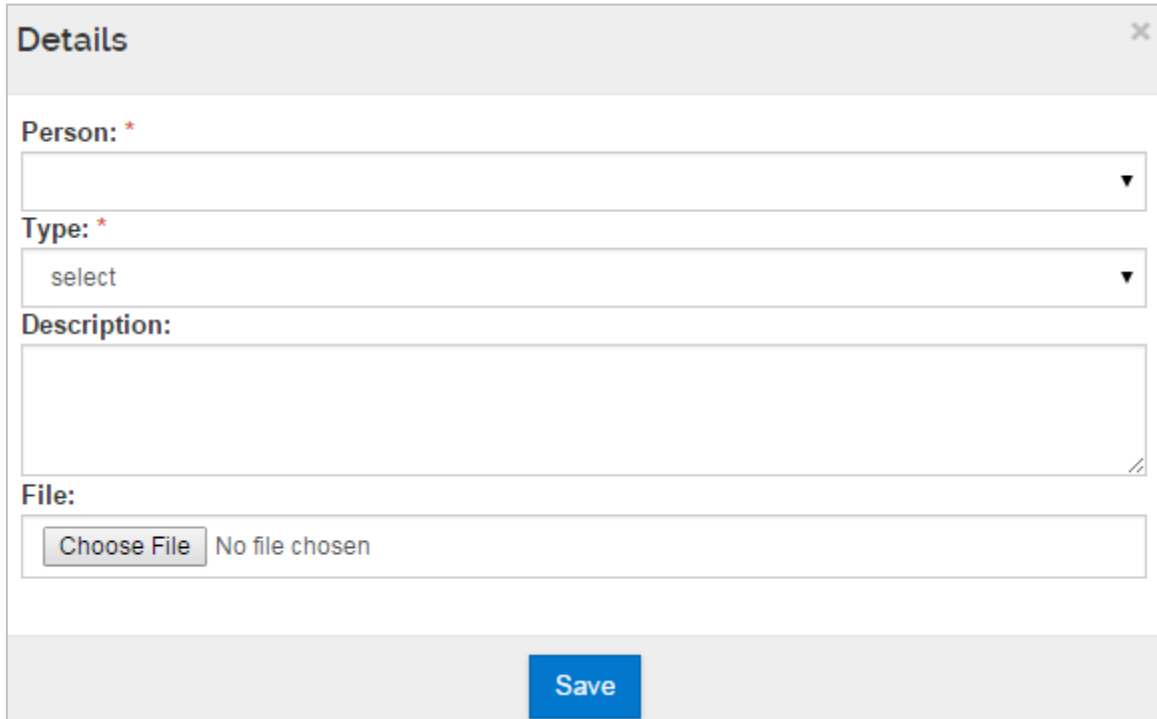


Figure 49 – Personnel Attachments Details Window

3. In the **Details** window, from the **Person** drop-down, select the individual for whom you are uploading the attachment.
4. From the **Type** drop-down, select the attachment type being uploaded (e.g. Biosketch, Current pending, etc.).
5. In the **Description** field, enter a brief description of the attachment being uploaded (e.g. PI Biosketch).
6. Click the **Choose File** button. Locate the personnel attachment to upload and click the **Open** button.
7. Click the **Save** button to save the attachment and close out of the **Details** window.

The file will be added to the **Personnel** screen.



Note: The individuals available in this drop-down list are the individuals listed in the **Key Personnel** panel.

The screenshot shows the 'Attachments' section of a proposal development system. At the top, there are tabs for 'Proposal (0)', 'Personnel (1)', 'Abstracts (0)', 'Internal (0)', and 'Notes (0)'. The 'Personnel (1)' tab is active. Below the tabs, there is a section titled 'Personnel (1)' with the instruction 'Add attachments to this proposal'. There are two buttons: a yellow '+ Add' button and a blue 'Upload & Add' button. Below these buttons is a table with the following columns: File, Person *, Type *, Description, Uploaded By, Posted Timestamp, and Actions. The table contains one row with the following data: File: Biosketch.pdf, Person: Lee Blaney, Type: Biosketch, Description: (empty text area), Uploaded By: admin, admin, Posted Timestamp: 08/25/2017 01:57 PM, and Actions: Details, Delete.

File	Person *	Type *	Description	Uploaded By	Posted Timestamp	Actions
1 Biosketch.pdf	Lee Blaney	Biosketch		admin, admin	08/25/2017 01:57 PM	Details

Figure 50 – Add Personnel Attachment

8. Click the **Save** button.

Repeat these steps to add more Personnel attachments. Remember that personnel attachments also identify which person the attachment is related to.

Alternatively, you can click the **Upload & Add** button to upload personnel attachments (multiple at a time).

To upload Personnel Attachments utilizing the **Upload & Add** button:

1. While in the **Attachments** panel, click the **Personnel** tab.
2. In the **Personnel** tab, click the **Upload & Add** button.
3. Locate/select the personnel attachment(s) you want to upload and click the **Open** button.



Note: Use the appropriate multi-click option for your computer (ex. Ctrl-click for PC vs. Command-click for Mac) to select multiple files at a time.

4. From the **Person** drop-down, select the individual for whom you are uploading the attachment.
5. From the **Type** drop-down, select the attachment type being uploaded (e.g. Biosketch, Current pending, etc.).
6. Click the **Save** button.

Adding Abstracts – Optional for non-S2S Submissions

Abstracts are required for S2S submissions to certain agencies such as NSF. Copy and paste text into this screen (copy from a text-only editor to avoid hidden special characters). Abstracts include: Relevance, Reviewers Not to Include, Deviation Authorization, Project Summary, Technical Abstract, Layman Abstract, Labs, Clinical, Animal, Computer, Office, Other Facilities, Equipment, Other Resources, Suggested Reviewers, Publications, and Areas of Research.

To add Abstracts:

1. While in the **Attachments** panel, click the **Abstracts** tab.
2. Click the **Add Abstract** button. The **Add Line** window will open.
3. Select the **Abstract Type** from the **Abstract Type** drop-down and enter the abstract text in the **Abstract Details** field.
4. Click the **Add** button to add the **Abstract** to your proposal.
5. The Abstract will be added to the **Abstracts** screen.

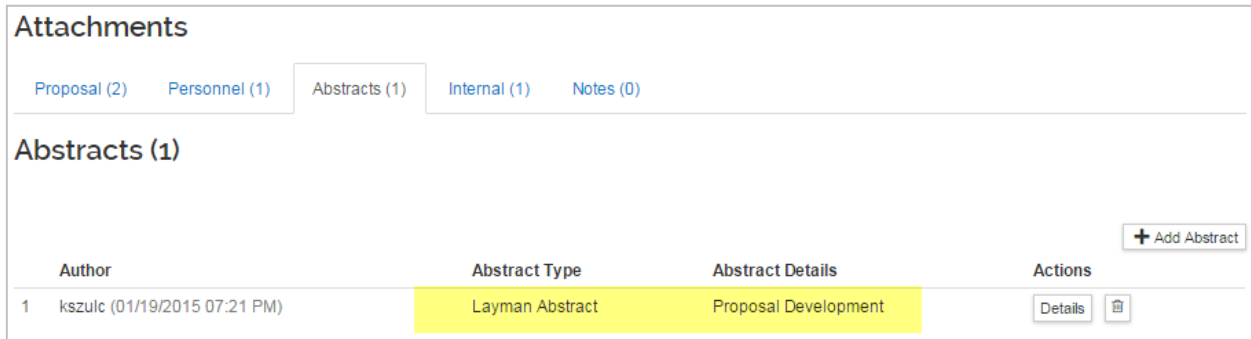


Figure 51 – Added Abstract

6. Click the **Save** button.

Adding Attachments – Exercise 11

Step No.	Instructions
1	While in the Proposal, click the Attachments panel.
2	<p>In the Attachments screen → Proposal tab:</p> <p>Click the + Add button</p> <p>In the Details window:</p> <p>Type: Narrative</p> <p>Status: Complete</p> <p>Description: Narrative with Scope and Budget</p> <p>Click the Choose File from your computer and upload</p> <p>Click the Save button.</p>
3	<p>In the Attachments screen → Internal tab:</p> <p>Click the Upload & Add button</p> <p>In your computer search window:</p> <p>Locate the appropriate PDF files:</p> <p>Click the Open button</p> <p>Add to Internal screen:</p> <p>List the names of each document type</p> <p>Click the Save button.</p>

Completing the Questionnaire(s) – Detailed Instructions

Depending on the Sponsor/Opportunity to which you are submitting, and the **Proposal Type** selected, you may be required to complete the **Questionnaire** section.

To complete the Questionnaire:

1. Click on the **Questionnaire** panel on the **Navigation** panel.
2. The **Questionnaire** screen will display.
3. Answer **all the required questionnaires**, and click the **Save** or the **Save and Continue** button.

At this point the questionnaire can be printed or save as a PDF file.

Clicking the **Save and Continue** button will navigate to the next section/screen (Budget)

Note that there may be more than one questionnaire to complete, depending on the opportunity id in S2S processing.

If there are multiple questionnaires present, click the **Save** button and then navigate to the next questionnaire by clicking the appropriate Questionnaire Tab to answer those questions before proceeding to the next proposal section.

The screenshot shows a web interface for a questionnaire. At the top, there is a dropdown menu labeled "UMBC Proposal Questions" with a downward arrow. Below this is the title "UMBC Proposal Questions (Incomplete)". The main content area contains four questions, each with two radio button options: "Yes" and "No".

UMBC Proposal Questions ▾

UMBC Proposal Questions (Incomplete)

Are there additional resources required to complete this project (such as space, operating or equipment funds, utility service, funds to run a new or in your lab? ⓘ

Yes

No

Do you anticipate that program income will be generated from this application? (Contact your OSP manager for guidance in answering this quest

Yes

No

Have lobbying activities been conducted on behalf of this proposal? Disclosure of Lobbying Activities (Uniform Guidance: 200.450 Lobbying) ⓘ

Yes


No

Does this project involve activities outside of the United States or partnerships with international collaborators? ⓘ


Yes

No

Figure 52 Example of Questionnaire

Some questions provide additional details on the questions, when clicking the  button.

See example below:

Do you anticipate that program income will be generated from this application? (Contact your OSP manager for guidance in answering this question) 

Question Id : 10103 Explanation : If there will be income from paid participation through fees, ticket sales, etc. this question should be answered 'yes' and additional information may need to be included in the budget, budget justification or other parts of the proposal.


Yes

No

Figure 53 Additional Information

When the Questionnaire(s) has been answered correctly, Questionnaire will be marked complete.

Questionnaire

UMBC Proposal Questions 

UMBC Proposal Questions **(Complete)**

Figure 54 Completed Questionnaire



Note that the Questionnaire can be printed, but all answers must be marked before the proposal can be submitted for signatures.

Assigning Proposal Access Roles

Other qualified users can assist you with the preparation of your proposal. Once the Proposal is initiated in Kualii, you give others full access to edit all sections of your proposal, limit their role to edit the budget, narrative, or to view the proposal.

To add users to your proposal, they must already have authorization to perform that function as a part of their role in the system. Make a request to your OSP system Administrator to add that role for that person, if not already authorized.


To assign Proposal Roles:

1. While in the Proposal, click the **Access** panel from the left navigation panel.
2. To add a user, click the **Add User** button. The **Add Permission** window will open, this is where you should enter the search criteria for the individual and then click the **Continue** button.
3. From the search results displayed, select the individual you want to grant a role on this proposal by clicking the radio button next to the person's name.
4. Then, in the **Assign a role** screen, select the proposal role you want to assign to the user selected in the prior step.
5. Click the **Add Permission** button.
6. The user will be added with **edit** and **delete** buttons available in the **Actions** column.
7. To modify user's assigned role, click the **edit** button and make the necessary changes. Make sure to click the **Save** button in the **Actions** column once you are finished making the change.
8. To remove a person from an assigned role/permission section, click the **delete** button.


Assign a role

- Aggregator Only Document Level
- Budget Creator Only Document Level
- Viewer Document Level
- Budget Creator Document Level
- Narrative Writer Document Level
- Aggregator Document Level

Figure 55 Roles Available

 **Note:** A proposal document must have at least one aggregator.

9. Repeat these steps to add assigned proposal roles to other users.
10. Click the **Save** button or the **Save and Continue** button at the bottom of the screen.

 **Note:** Search for the user by last name in the **Last Name** field i.e., *Johnson* (to search for all users with the last name Johnson). If the person cannot be found, contact your OSP System Administrator.

Proposal Access roles	Use Case
Aggregator Document Level	Full edit permissions, including budget rates, plus submit to review permission
Aggregator Only Document Level	Full edit permissions, except for budget rates, plus submit to review permission
Budget Creator Document Level	Permission to create and edit budget versions, plus modify proposal data
Budget Creator Only Document Level	Permission to create and edit budget versions, except for rates, plus modify proposal data
Narrative Writer Document Level	Permission to edit proposal data, add/replace/delete attachments
Viewer Document Level	Permission to view all sections of a proposal

Assigning Proposal Roles – Exercise 12

In this scenario, assign the Budget Creator role on your proposal to another UMBC Employee. Use the following information:

Step No.	Instructions
1	While in the Proposal, click the Access panel.
2	In the Permission screen: Click the Add User button In the Add Permission window, search for and return a user Assign a role: Budget Creator Document Level Click the Add Permission button
3	Click the Save button at the bottom of the Permissions screen.

Validating Proposal – Detailed Instructions

Finalize your proposal before submitting it for approval routing. To finalize the proposal, do the following:

- If the proposal contains a budget, mark your budget as **Complete** and 'for submission'
- **Validate** for any issues and review for proposal completeness
- **Submit for Review.**

To run the Proposal Validation checks:

1. While in the **Proposal** screen, click the **Data Validation** link located at the top of the screen.



Figure 56 – Data Validation

2. The **Data Validation** window will open. If you see a message in the window that states, “**Data Validation is currently off**” click the **Turn On** button.



Figure 57 – Turning on Data Validation

3. If Errors and/or Warnings on the proposal, they will be displayed.

Area	Section	Description	Severity	Actions
Error				
Supplemental Information	Proposal Data	Impacts Chesapeake Bay? is a required field.	Error	Fix It
Supplemental Information	Proposal Data	You have indicated the Activity Type on this proposal is Research. You must complete the Research Type field on the Supplemental Information page.	Error	Fix It
Warnings				
Budget		Proposal 130 does not have a budget.	Warnings	Fix It

Showing 1 to 3 of 3 entries

Previous Next

Figure 58 – Validation Errors/Warnings.

Next to each Error/Warning you will see a **Fix It** link that appears in the **Actions** column, when you click **Fix It**, it will bring you to the section of the Proposal where the error/warning is appearing.

If you receive **Error(s)**, user **must make corrections** and validate again to confirm the error has been fixed. You will not be allowed to submit a proposal with an error.

If you receive **Warning(s)**, review to see if there are corrections that can be made. The system will allow a proposal to be submitted with a warning, but a budget is required for all full proposals being reviewed by UMBC Sponsored Programs.



Note: Additional Validation take place when you click the **Submit for Review** button.

Validating the Proposal – Exercise 13

In this scenario, set data validation to “on” for your proposal. Enter the information as shown below:

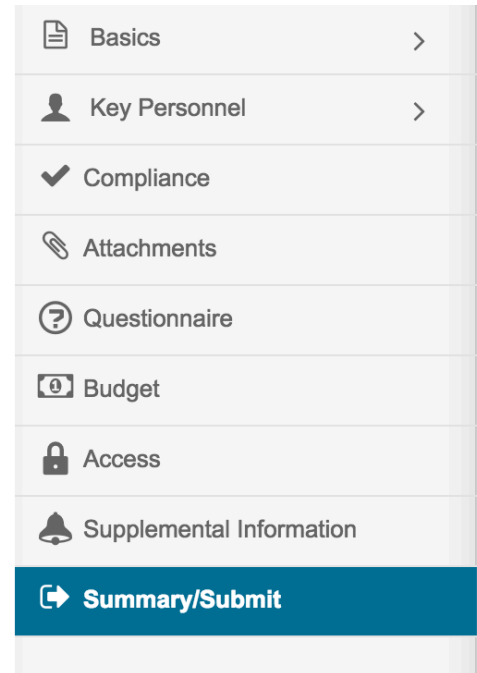
Step No.	Instructions
1	While in the proposal screen, click Data Validation located on top of the screen in the menu bar
2	In the Data Validation link: Click the Turn On button
3	Review the displayed errors/warnings, if any.
4	Click the Fix It button link for one of the errors/warnings

Reviewing Proposal Summary – Detailed Instructions

The Proposal Summary is used by Approvers during the approval process for an overview of essential proposal data.

To review Proposal Summary:

1. Click on the **Summary/Submit** panel on the **Navigation** panel.
2. The **Submit/Proposal Summary** screen will display with tabs at the top of the screen. Each tab stores a summary of information that was entered in the various parts of the KC Proposal. See Also Routing Status.



The screenshot displays the 'Proposal Summary' screen. At the top, a 'Routing Status' section shows a progress bar with 'Saved' and 'Routing' labels. Below this is a navigation bar with tabs for 'Proposal Summary', 'Personnel', 'Compliance', 'Attachments', 'Questionnaire', 'Supplemental Info', and 'Keywords'. A red arrow points to 'Quick Views' next to the 'Keywords' tab. The main content area is titled 'Proposal Summary' and contains a table of proposal details. At the bottom, there is a row of action buttons: 'Submit for Review' (highlighted in yellow), 'Ad Hoc Recipients', 'View Route Log', 'Cancel proposal', 'Delete Proposal', 'More Actions' (with a dropdown arrow), and 'Close'.

Title	Studying the Effects of Sea Turtle Diets in Urban Coastal Areas
Principal Investigator	Lee Blaney
Lead Unit	10145 - Chem.Biochem & Enviro Eng-CBEE
Activity Type	Research
Proposal Number	130
Project Start Date	01/01/2018
Project End Date	12/31/2018
Include Subaward(s)?	No
Sponsor Name	National Science Foundation
Sponsor Deadline Date	11/01/2017
Sponsor Deadline Type	Receipt

Figure 59 – Proposal Summary Screen

Submitting Proposal for Review – Detailed Instructions

When you are ready to submit your proposal for approvals,

- mark your budget as **Complete** and **'for submission'**
- review Data Validation to insure issues have been resolved
- If PI Certify is incomplete, send Certification request to PI and Key Persons.



Note: DO NOT submit for review until you are sure your proposal is complete and SUCCESSFULLY VALIDATES. Once the proposal is submitted for review, the proposal is locked and no more edits, updates, or corrections are allowed. Proposals with validation errors in process of approval must be returned back to the aggregator before updates and corrections can be made.

To submit proposal for review:

1. Click on the **Summary/Submit** panel on the **Navigation** panel. The **Submit/Proposal Summary** screen will display with tabs at the top of the screen. Each tab stores a summary of information that was entered in the various parts of the Proposal. Other action buttons will also appear at bottom of the screen.
2. Click the **Submit for Review** button.

Proposal Summary	
Title	Studying the Effects of Sea
Principal Investigator	Lee Blaney
Lead Unit	10145 - Chem.Biochem &
Activity Type	Research
Proposal Number	130
Project Start Date	01/01/2018
Project End Date	12/31/2018
Include Subaward(s)?	No
Sponsor Name	National Science Foundati
Sponsor Deadline Date	11/01/2017
Sponsor Deadline Type	Receipt
<div style="display: flex; justify-content: space-between; align-items: center;"> Submit for Review Ad Hoc Recipients View Route Log Cancel proposal Dele </div>	



Note: When you click the **Submit for Review** button, if any errors or warnings are present, they will be displayed. all errors will need to be fixed before a proposal can be routed for approval. Warnings are allowed.

Figure 60 Proposal Summary Example

Additionally, the following action buttons are displayed in the Summary/Submit screen:

Action Button	Description
Submit for Review	Starts the proposal into workflow for review and approval.
View Route Log	Displays the routing log/map.
Cancel Proposal	Only works when the Proposal is 'In Progress' status. Will take the proposal out of "In Progress" and moves to "Cancelled" status. A cancelled proposal cannot be edited.
More Actions	Sends Notification: can be used to communicate with other proposal aggregators, PIs, department and college personnel, or OSP regarding the proposal. Reload Proposal: when a recall or return for edit action is taken, the system may generate an error 'locked document' message. Reload will clear this error.
Close	Closes the proposal and brings the user back to the Home screen.

Table 11 – Summary Screen Action Buttons

Checking Proposal Status (Internal Routing) – Detailed Instructions

Kuali tracks the status of proposals that are in the electronic approval process.

Users can check when a proposal has been approved, waiting for approval, and see the entire approval route as determined by the content, participants, and sponsor.

1. Search for a submitted proposal open it.
2. Click on the **Summary/Submit** panel on the **Navigation** panel. The **Submit/Proposal Summary** screen will display.
3. Click the **View Route Log** link located at the bottom of the screen. The **Route Log** window for the proposal will open.

Future Action Requests ▼ hide				
	Action	Requested Of	Time/Date	Annotation
▶ show	PENDING APPROVE	Marten, Mark R	02:44 PM 08/25/2017	PeopleFlow Name: 10145 PD Approvers
▶ show	PENDING APPROVE	Fischer, Gina	02:44 PM 08/25/2017	Role: KC-PD ADMINISTRATIVE_REVIEWER from PeopleFlow Name: 10145 Administrative Reviewers
▶ show	PENDING APPROVE	Blaney, Lee	02:44 PM 08/25/2017	Role: KC-PD Investigators from PeopleFlow Name: Proposal Development PI Approval
▶ show	PENDING APPROVE	Farabaugh, Philip J	02:44 PM 08/25/2017	Role: KC-PD Proposal Department Unit Heads from PeopleFlow Name: 10423 PD Approvers
▶ show	PENDING APPROVE	Kelly, Jacinta Dorsell	02:44 PM 08/25/2017	Role: KC-PD Proposal Department Unit Heads from PeopleFlow Name: 10600 PD Approvers
▶ show	PENDING APPROVE	Bowman, Keith J	02:44 PM 08/25/2017	Role: KC-PD Proposal Department Unit Heads from PeopleFlow Name: 10143 PD Approvers
▶ show	PENDING APPROVE	Drake, Dean	02:44 PM 08/25/2017	Role: KC-PD Proposal Department Unit Heads from PeopleFlow Name: 000001 PD Approvers

Figure 61 Route Log Example

Accessing Proposal Returned for Corrections

Accessing Proposal Returned for Corrections – Detailed Instructions

When the Proposal that is in workflow has to be substantially edited, the user must click the **'Return for Edit'** button to take the proposal out of workflow and make it editable by a proposal aggregator. The new status is **Revisions Requested**, which allows the proposal to be modified. The proposal is sent back to the aggregator(s), not to the previous approval stop. The proposal should be corrected accordingly, and resubmitted for approval.

When the proposal is 'Returned for Revisions:

- The Approver returning it must enter comments/reasons why the proposal is being returned and they can also upload an attachment
- Those return comments can be seen in the proposal **Route Log** (in **Annotation** field next to the individual that returned the proposal).

Title	Studying the Effect; Proposal No: 130; PI: Lee Blaney; Sponsor: National Science Foundation; Due Date: 11/01/2017		
Type	Proposal Development Document	Created	03:55 PM 08/24/2017
Initiator	admin, admin	Last Modified	02:55 PM 08/25/2017
Route Status	SAVED	Last Approved	
Document Status		Document Status Modified	
Node(s)	Initiated	Finalized	
Actions Taken ▼ hide			
Action	Taken By	For Delegator	Time/Date Annotation
SAVED	admin, admin		04:09 PM 08/24/2017
▶ show COMPLETED	admin, admin		02:48 PM 08/25/2017
▶ show RETURNED TO PREVIOUS ROUTE LEVEL	Marten, Mark R		02:55 PM 08/25/2017 DOCUMENT RETURNED: We need more statistical data on more than one location that will be included in the study. Thanks Lee.

Figure 62 – Return Comments (Appear on Email and on the Route Log)

Accessing Proposal Returned for Corrections – Exercise 14

In this scenario, search for a proposal that was returned to you for corrections. Follow the steps outlined below:

Step No.	Instructions
1	From the Home screen select Search Proposals .
2	In the Development Proposal Lookup window: Proposal State: Revisions Requested Principal Investigator: Sponsor: Click the search button
3	In the displayed search results, click the view link to open the proposal.
4	Navigate to the Summary/Submit screen and click the View Route Log link Note the rejection comments included in the Annotation field next to the Approver that returned the proposal for correction: _____

Copying a Proposal – Detailed Instructions

To expedite work, Kuali has a copy function where the user can copy existing **Kuali** proposals, budgets, questionnaires and attachments. As a safeguard, the attachments will need to be reviewed and marked complete, before the copied proposal can be submitted for review (routing).

To copy a proposal:

1. Search for a Proposal that you want to copy.
2. In the **Search Results** window, click the **copy** link in the **Actions** column for the Proposal.

view	24807	1111826	New	In Progress	Theobromine and its effect of Dopamine production					V Foundation	Haskell Edward	150001	Center for Coeus Training	05/01/2015
edit														
copy														
medusa														

Figure 63 – Copy Link

3. The **Copy** window will open.

Original Lead Unit
150001 - Center for Coeus Training

Lead Unit *

select ▼

Budget?

Yes. Include Budget(s).

Budget Version

All Versions ▼

Attachments?

Yes. Include attachment.

Questionnaires?

Yes. Include questionnaire



Figure 64 – Copy Window

4. Complete the fields as needed to indicate what information you want to copy over to the new proposal and click the **Copy** button.
5. A copy of your proposal will automatically open in the active window; notice a new proposal number has been created.

Initiating an S2S Proposal

Now that you are familiar with How to create a Kuali Proposal, let’s create a Proposal for a S2S Opportunity. First, we will create the S2S Proposal Document.

Creating an S2S Proposal – Exercise 15

Step No.	Instructions
1	<p>From the Home Page, select Create Proposal (Researcher) or Proposal Development  (Unit)</p>
2	<p>In the Create Proposal Development window select/enter:</p> <p>Proposal Type: New</p> <p>Lead Unit: This field is restricted based on the logged-in user's home unit. Unit information will appear in a dropdown menu. Click to select.</p> <p>Activity Type: Research</p> <p>Project Dates: 01/01/2018 (start date) - 12/31/2020 (end date)</p> <p>Project Title: Sustainable Water Analysis Systems</p> <p>Sponsor: National Institutes of Health (Quick Tip: start entering the sponsor name and the available options will display in the dropdown).</p>
3	<p>Click Save and Continue button. </p>
4	<p>The Proposal Development Document has now been created in the system. The proposal screen will open to display the Basics section, allowing the user to add additional information to the record.</p>

S2S Opportunity Search

Next, Use the Opportunity Search to make the connection to Grant.Gov and review the mandatory and optional forms. Let’s find the opportunity first. Click on the S2S Opportunity Search Panel.

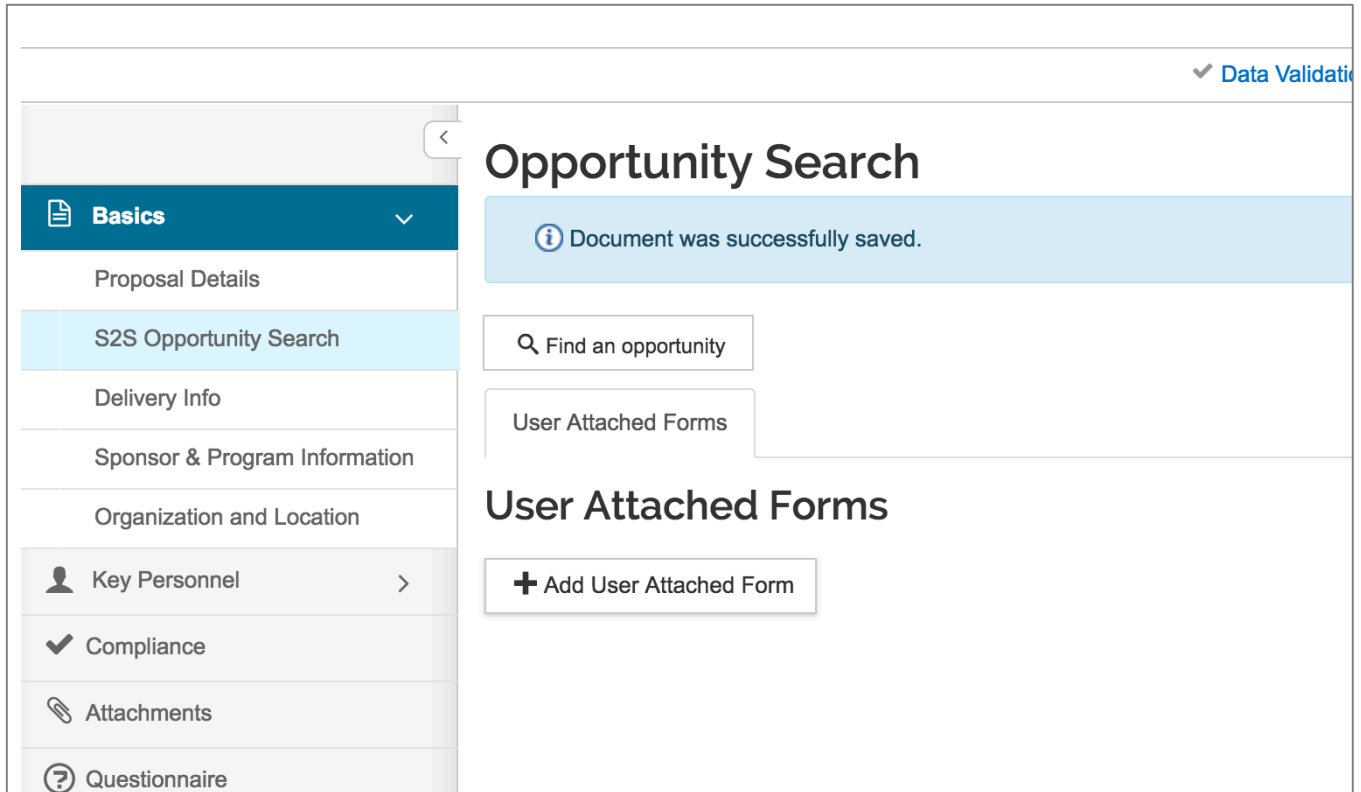


Figure 65 Opportunity Search

Select Grants.Gov and "PA-C-R01" to retrieve Test Proposal FORM D Packets.

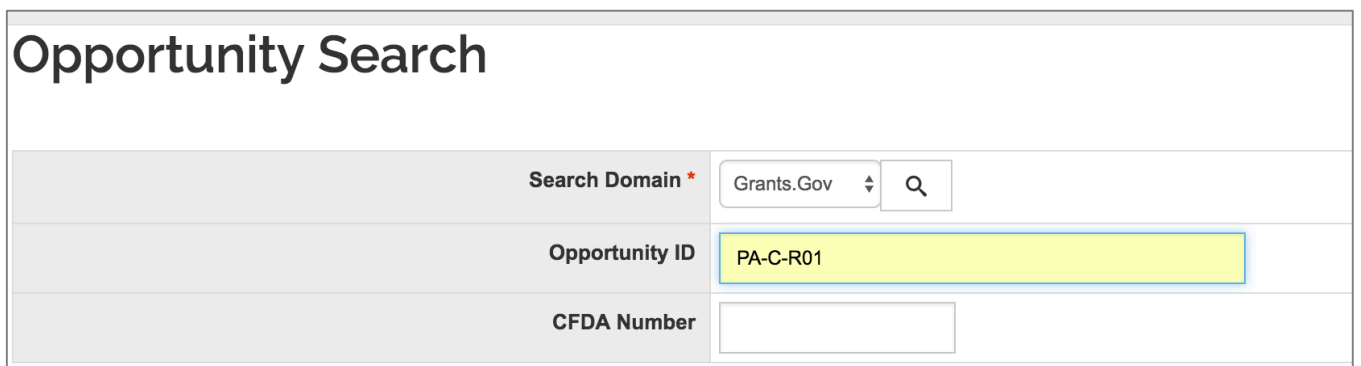


Figure 66 Select Opportunity ID

Opportunity Search

Show entries [csv](#) [xml](#) [xls](#)

Actions	CFDA Number	Opening Date	Closing Date	Competition Id	Opportunity ID	Opportunity Title	Schema URL
select	93.855	03/09/2016	03/09/2019	FORMS-D	PA-C-R01	G.g AT07 and NIH Ext-UAT FOA (R01)	https://trainingapply.grants.gov/apply/opportunities/scheC-R01-cfda93.855-cidFORMS-D.xsd
select		06/25/2013	06/25/2018	FORMS-C	PA-C-R01	G.g AT07 and NIH Ext-UAT FOA (R01)	https://trainingapply.grants.gov/apply/opportunities/scheC-R01-cidFORMS-C.xsd
select	00.000	10/17/2016	10/17/2017	FORMS-D	PA-C-R01	G.g AT07 and NIH Ext-UAT FOA (R01)	https://trainingapply.grants.gov/apply/opportunities/scheC-R01-cfda00.000-cidFORMS-D.xsd

Figure 67 Return Search for Forms D Packet

After selecting the Opportunity, the Packet and Forms will be available to your proposal. See example below:

Opportunity [Forms](#) [Submission Detail](#) [User Attached Forms](#)

Opportunity

Opportunity ID	PA-C-R01
Opportunity Title	G.g AT07 and NIH Ext-UAT FOA (R01)
Submission Type:	<input type="text" value="Application"/>
S2S Revision Type:	<input type="text" value="select"/>
CFDA Number	93.855
Competition Id	FORMS-D
Opening Date	03/09/2016
Closing Date	03/09/2019
Instruction Page:	Download Instructions
Schema URL:	View schema

Figure 68 View Opportunity, Forms & Details

On the FORMS Tab, the user will see both mandatory and optional forms to be included with this submission.

Click the Forms Tab, then let's select 2 additional optional forms to include with your proposal:

Form Name	Mandatory	Include	Description	Select
PHS398_CoverPageSupplement_3_0-V3.0	Yes	Yes	Available	<input type="checkbox"/>
PHS398_ResearchPlan_3_0	Yes	Yes	Available	<input type="checkbox"/>
PerformanceSite_2_0	Yes	Yes	Available	<input type="checkbox"/>
RR_KeyPersonExpanded_2_0	Yes	Yes	Available	<input type="checkbox"/>
RR_OtherProjectInfo_1_3-V1.3	Yes	Yes	Available	<input type="checkbox"/>
RR_SF424_2_0-V2.0	Yes	Yes	Available	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	No	<input type="checkbox"/>	Available	<input type="checkbox"/>
PHS_AssignmentRequestForm	No	No	Unavailable	<input type="checkbox"/>
PHS_Inclusion_Enrollment_Report	No	No	Unavailable	<input type="checkbox"/>
RR_Budget_1_3	No	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>
RR_SubawardBudget30_1_3	No	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>

Figure 69 Forms List

Let’s get a closer look at the FORMS LIST available and review the column headings:

MANDATORY – Must be included with Submission.

INCLUDE y/n – Optional forms check box to be included with proposal.

DESCRIPTION – Whether or not the form is available to be used from the forms processing. IF not available, form must be uploaded in the Attachments Section.

The 2 forms selected below are optional forms, but available to populated in Kualii.

PHS_Inclusion_Enrollment_Report	No	No	Unavailable
RR_Budget_1_3	No	<input checked="" type="checkbox"/>	Available
RR_SubawardBudget30_1_3	No	<input checked="" type="checkbox"/>	Available

Figure 70 A Closer Look at Forms

If the desired form is not available, use the User Attached FORMS Tab to attach your forms.

S2S Attachments

Here is an example of how the user will attach Opportunity Related Forms.



The Kualu System will prompt the user for the required forms.

After the form is selected and the attachment has been uploaded, it will no longer be available in the Selection List. Here is an example of the available forms types.

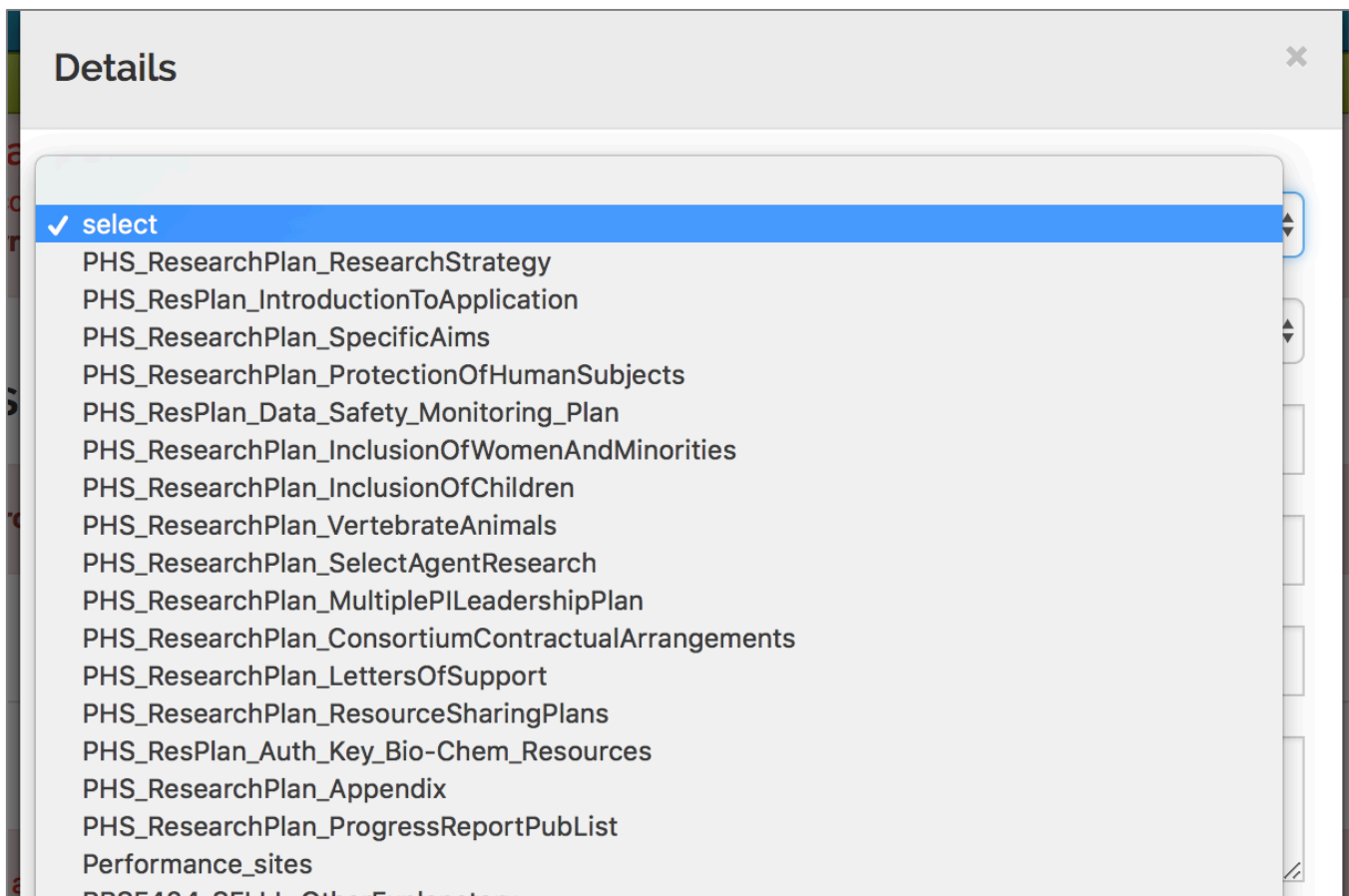


Figure 71 Attachments For this Opportunity

Document Info
Doc Nbr: 5533
S2S Connected: yes
Initiator: dd00097
Status: In Progress
[more...](#)

The Document Header will now show that the Proposal is using S2S Connected.

Figure 72 Document Header

The Sponsor and Program will reflect the Opportunity ID and CFDA Number.

Sponsor & Program Information

i Document was successfully saved.

Sponsor deadline:	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm"/>
Sponsor Deadline Type:	<input type="text" value="select"/>	
Notice of Opportunity:	<input type="text" value="select"/>	
Opportunity ID:	<input type="text" value="PA-C-R01"/>	
CFDA Number:	<input type="text" value="93.855"/>	
Subawards:	<input type="checkbox"/> Yes, this proposal includes subaward(s)	
Sponsor Proposal ID:	<input type="text"/>	
Sponsor Div Code:	<input type="text"/>	

Figure 73 S2S Sponsor and Program Information

Additional S2S Questionnaires

S2S Submission will require additional Questionnaires to be filled in, depending on the Opportunity. See example below:

i Document was successfully saved.

Questionnaire

Grants.gov S2S Questionnaire ✓
PHS 398 Cover Page Supplement v3-0 ✓
UMBC Proposal Questions ✓

Grants.gov S2S Questionnaire (Incomplete)

Is proprietary/privileged information included in the application? i

Yes

No

Does this project have an actual or potential impact - positive or negative - on the environment? i

Yes

No

Figure 74 S2S Questionnaires

Submitting Proposal using Grants.gov

All errors and Grants.Gov Errors must be corrected before submission for signatures. After all signatures are obtained, the proposal is submitted to Grants.Gov for processing. This is the only submission that is needed, as the Kuali System is automatically linked to Grants.Gov S2S.

Error				
Personnel		There is no Principal Investigator selected. Please enter a Principal Investigator.	Error	Fix It
Questionnaire	PHS 398 Cover Page Supplement v3-0	You must complete the questionnaire for form "PHS 398 Cover Page Supplement v3-0"	Error	Fix It
Supplemental Information	Proposal Data	Impacts Chesapeake Bay? is a required field.	Error	Fix It
Supplemental Information	Proposal Data	You have indicated the Activity Type on this proposal is Research. You must complete the Research Type field on the Supplemental Information page.	Error	Fix It
Grants.Gov Error				
Attachments	Proposal Attachments.Error	Research Strategy attachment is required for Research Plan.	Grants.Gov Error	Fix It
Attachments	Proposal Attachments.Error	The ProjectSummary proposal attachment is required for this form.	Grants.Gov Error	Fix It
Attachments	Proposal Attachments.Error	The Narrative proposal attachment is required for this form.	Grants.Gov Error	Fix It

Figure 75 Proposal Validation Using Grants.Gov

**** End of Training ****

