Proposal Submission Process @ Kent State

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Director, Sponsored Programs

Research & Sponsored Programs
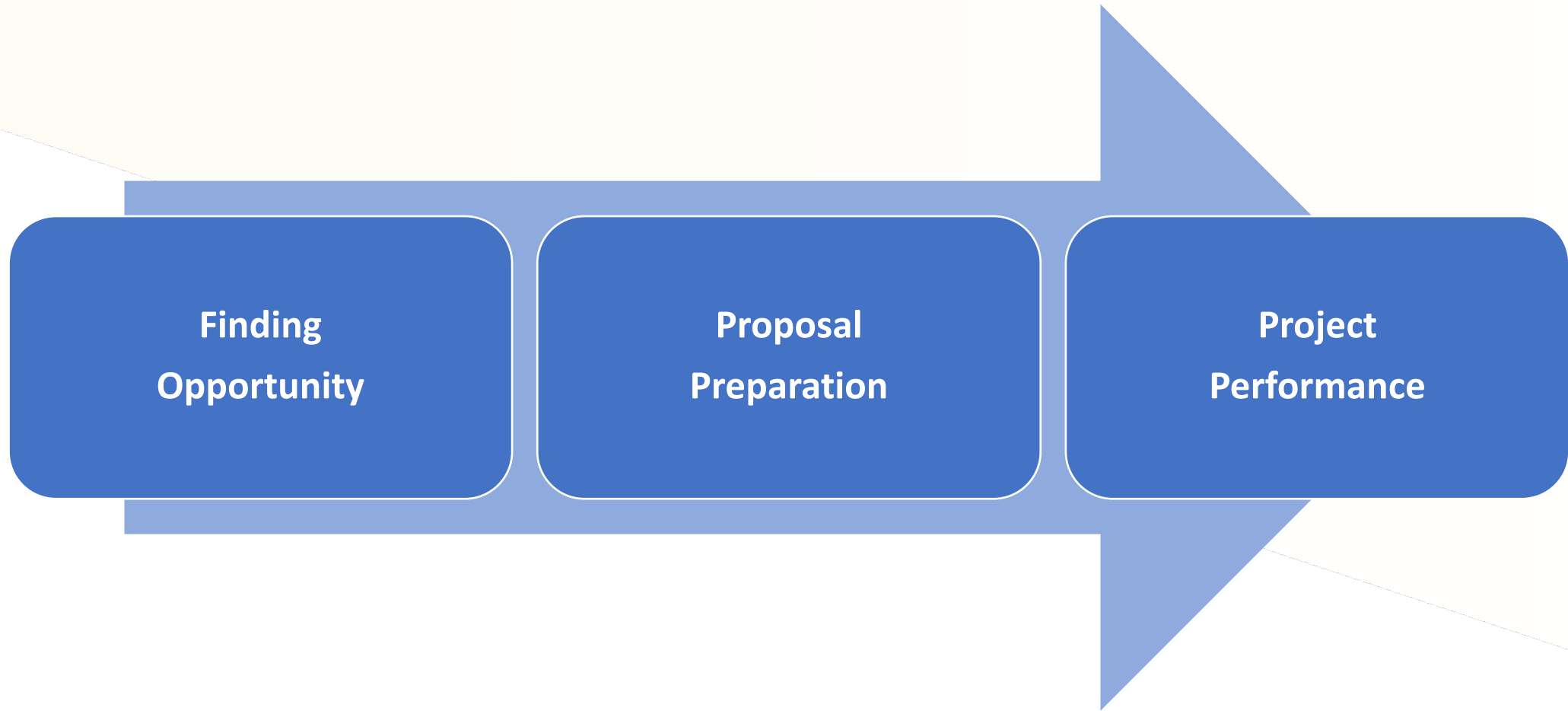
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Sponsored Programs – What we do

- Help identify external funding opportunities.

- Assist with proposal development, authorization, and submission.

- Review proposals for compliance with program guidelines and university policies.

- Accept awards and negotiate terms/conditions.

- Coordinate with grants accounting for financial management and reporting.

- Guide implementation of grant awards including budgeting, reporting, and compliance with all terms/conditions.

- Provide training and guidance on all stages of the process.

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What is a Sponsored Project?

- **Externally funded research, instruction, public service, or other scholarly activity**

- **Defined scope of work or objectives**

- **Agreement between sponsor and university**

- **Expected deliverables by Principal Investigator (PI)**

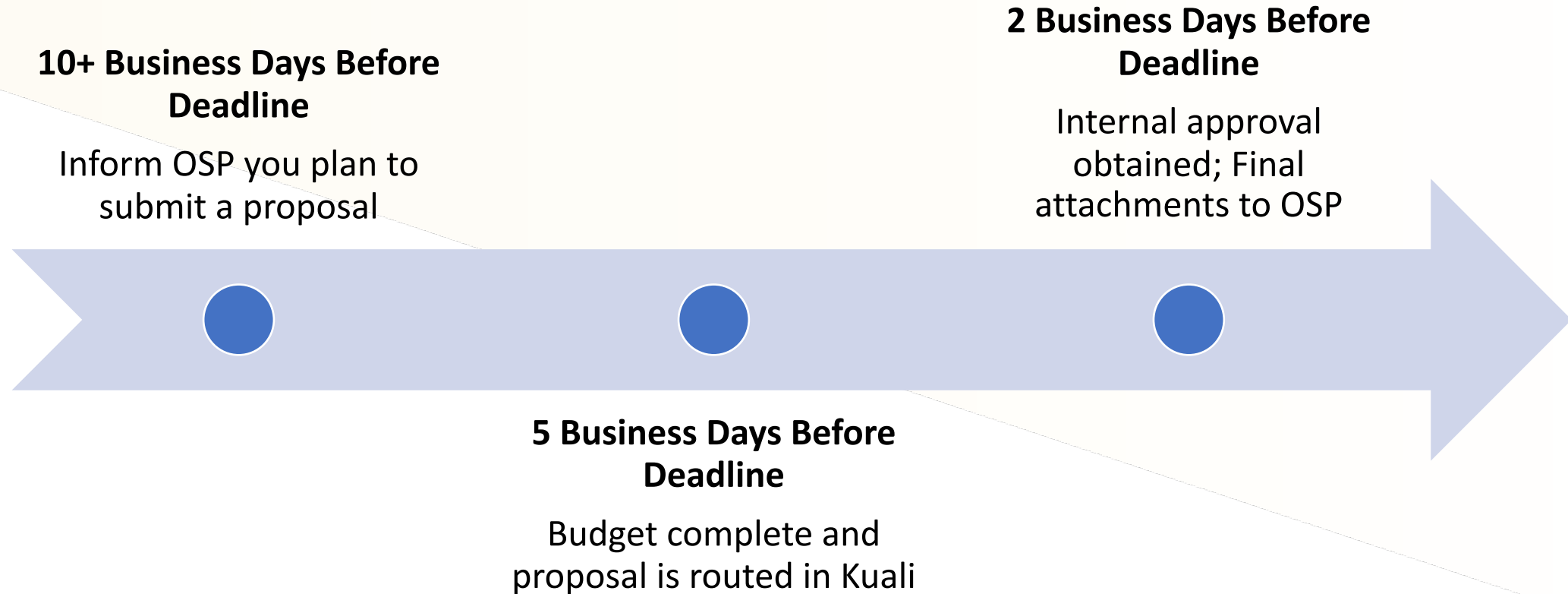- **Not gift or charitable contribution**

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Sponsored Project Process

Finding Opportunity

Proposal Preparation

Project Performance

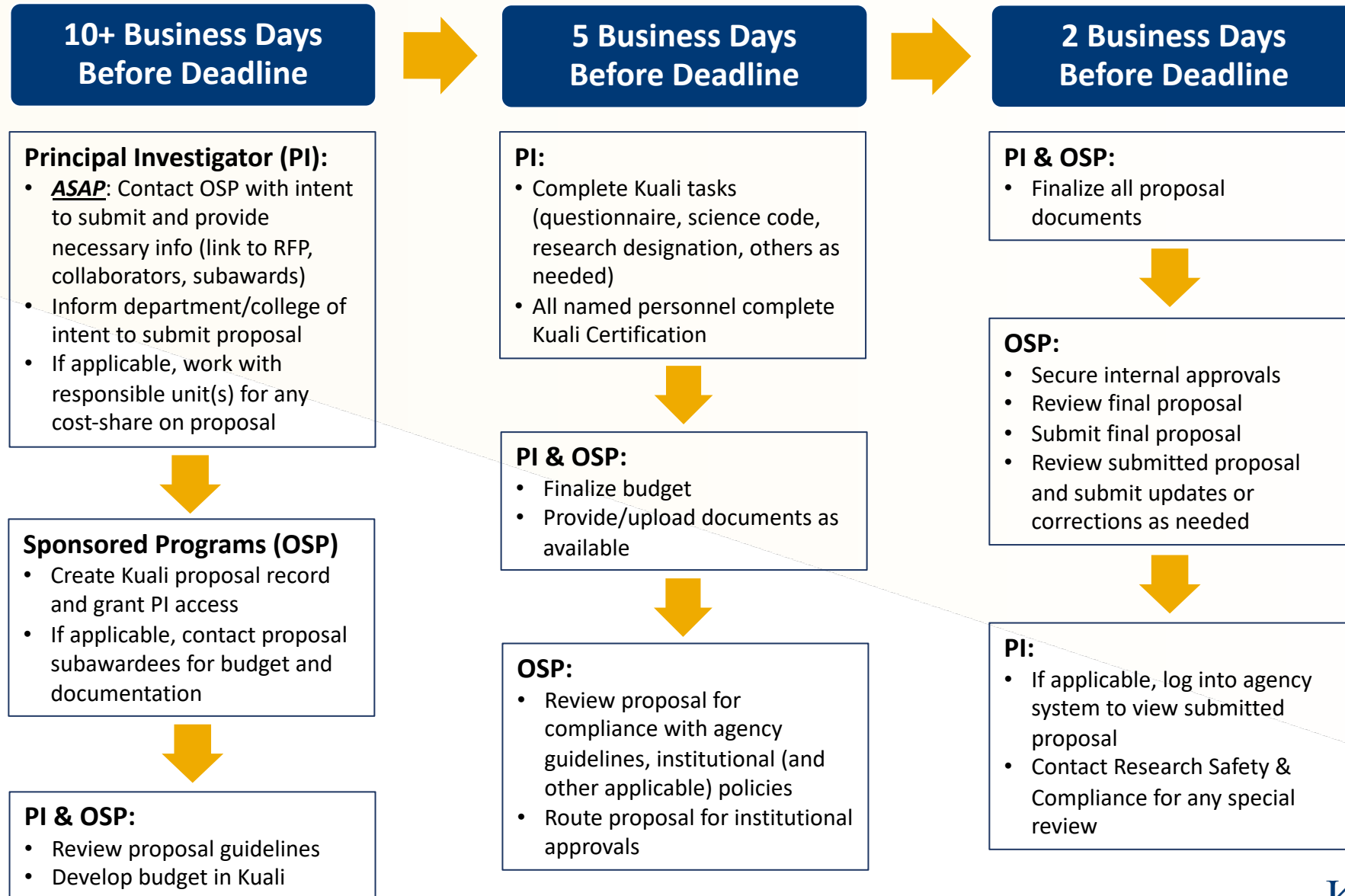KENT STATE
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Sponsored Programs Proposal Preparation

- **Review guidelines for requirements**
- **Develop budget**
- **Assistance with budget narrative (financial language)**
- **Compliance checking**
- **Form completion**
- **Current and pending external support**
- **Proposal submission**

- **Contact Diana Skok, Assistant Director, dskok@kent.edu**

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Proposal Submission Timeline

10+ Business Days Before Deadline

Inform OSP you plan to submit a proposal

2 Business Days Before Deadline

Internal approval obtained; Final attachments to OSP

5 Business Days Before Deadline

Budget complete and proposal is routed in Kuali

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Steps to Ensure a Successful Proposal Submission

10+ Business Days Before Deadline → **5 Business Days Before Deadline** → **2 Business Days Before Deadline**

Principal Investigator (PI):
- *ASAP*: Contact OSP with intent to submit and provide necessary info (link to RFP, collaborators, subawards)
- Inform department/college of intent to submit proposal
- If applicable, work with responsible unit(s) for any cost-share on proposal

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Sponsored Programs (OSP)
- Create Kuali proposal record and grant PI access
- If applicable, contact proposal subawardees for budget and documentation

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PI & OSP:
- Review proposal guidelines
- Develop budget in Kuali

PI:
- Complete Kuali tasks (questionnaire, science code, research designation, others as needed)
- All named personnel complete Kuali Certification

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PI & OSP:
- Finalize budget
- Provide/upload documents as available

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OSP:
- Review proposal for compliance with agency guidelines, institutional (and other applicable) policies
- Route proposal for institutional approvals

PI & OSP:
- Finalize all proposal documents

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OSP:
- Secure internal approvals
- Review final proposal
- Submit final proposal
- Review submitted proposal and submit updates or corrections as needed

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PI:
- If applicable, log into agency system to view submitted proposal
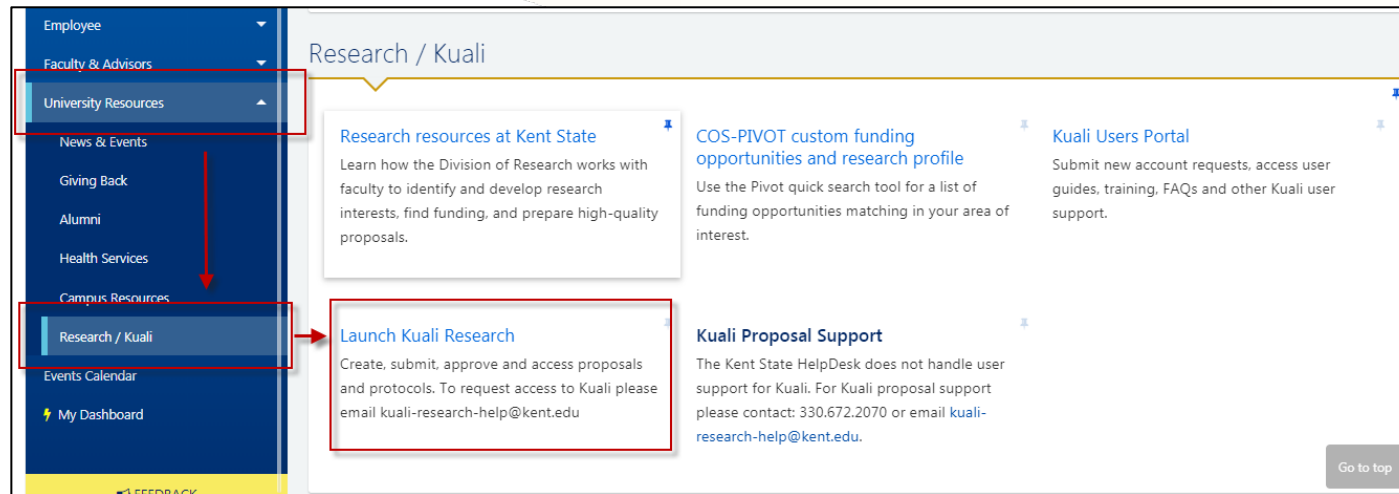- Contact Research Safety & Compliance for any special review

Questions? Please contact us!
Kent State University | Office of Sponsored Programs | 207 Schwartz Center | 330-672-2070 | dskok@kent.edu

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Kuali Research: Overview

- **Kent State's Electronic Research Administration system**

- **Electronic proposal preparation**
  - Budgeting
  - Investigator Certifications
  - Institutional Approval Routing
  - System-2-System (S2S) Submissions (e.g. NIH)

- **Award records**

- **Utilizes FlashLine username/password**

- **Kent State faculty, staff, and students with active employment relationships have records. Others can be added manually.**

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Kuali Research: How to Access

- **https://kent.kuali.co/res**
- **https://www.kent.edu/sponsored-programs/kuali-research**
- **FlashLine Research/Kuali Channel**

NSF specifics

- **www.Research.gov**

- **If new to NSF and Research.gov**
  - Create research.gov profile
  - Request Kent State affiliation with Principal investigator role

- **If have a Research.gov account with previous institution**
  - Update profile to reflect Kent State University and current contact info
  - Request Kent State affiliation with principal investigator role

- **Contact Sponsored Programs with questions or help for Research.Gov**

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Questions?

Contact Sponsored Programs if we can provide any assistance

www.kent.edu/sponsored-programs

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Thank You.

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