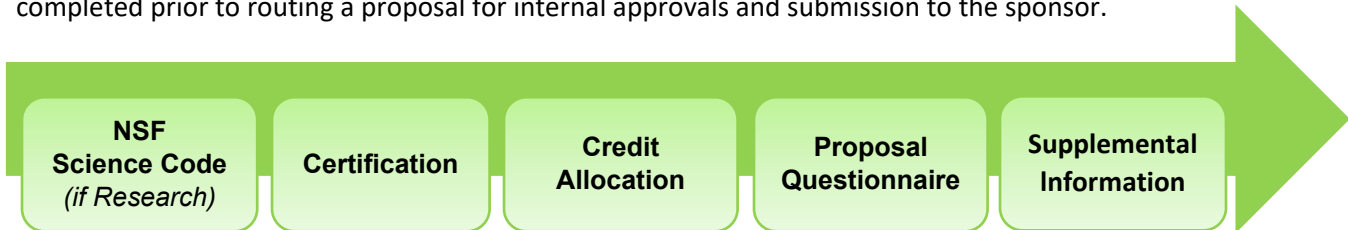


Kent State University **Kuali Research**

Proposal Tasks for Principal Investigators

These instructions guide you through the process of completing Kuali proposal components that must be completed prior to routing a proposal for internal approvals and submission to the sponsor.



1. You will receive an email from your Sponsored Programs, Foundation Relations, or Dept/College grant contact requesting you to complete components required for your proposal to be routed for internal approvals prior to submission. Use the link included in the email to take you directly to the proposal record.

Dear Principal Investigator

This email is in regard to your upcoming NSF proposal, which can be accessed at

<https://kent.kuali.co:/res/kc-common/development-proposals/8087>

Before the proposal can be routed through Kuali for internal approvals, you need to complete some items in the record. Please use the link above to enter your Kuali proposal, using your Flashline ID and password. Once in your proposal, **scroll down to the bottom of the page and click "Edit"**. Then complete the following two items using the navigation panel on the left side of the screen:

1. Select Key Personnel → Personnel → Click your name → Click Certification Tab:
Provide answers to all questions, then click **Save** at the bottom of the screen. Read each question before selecting your

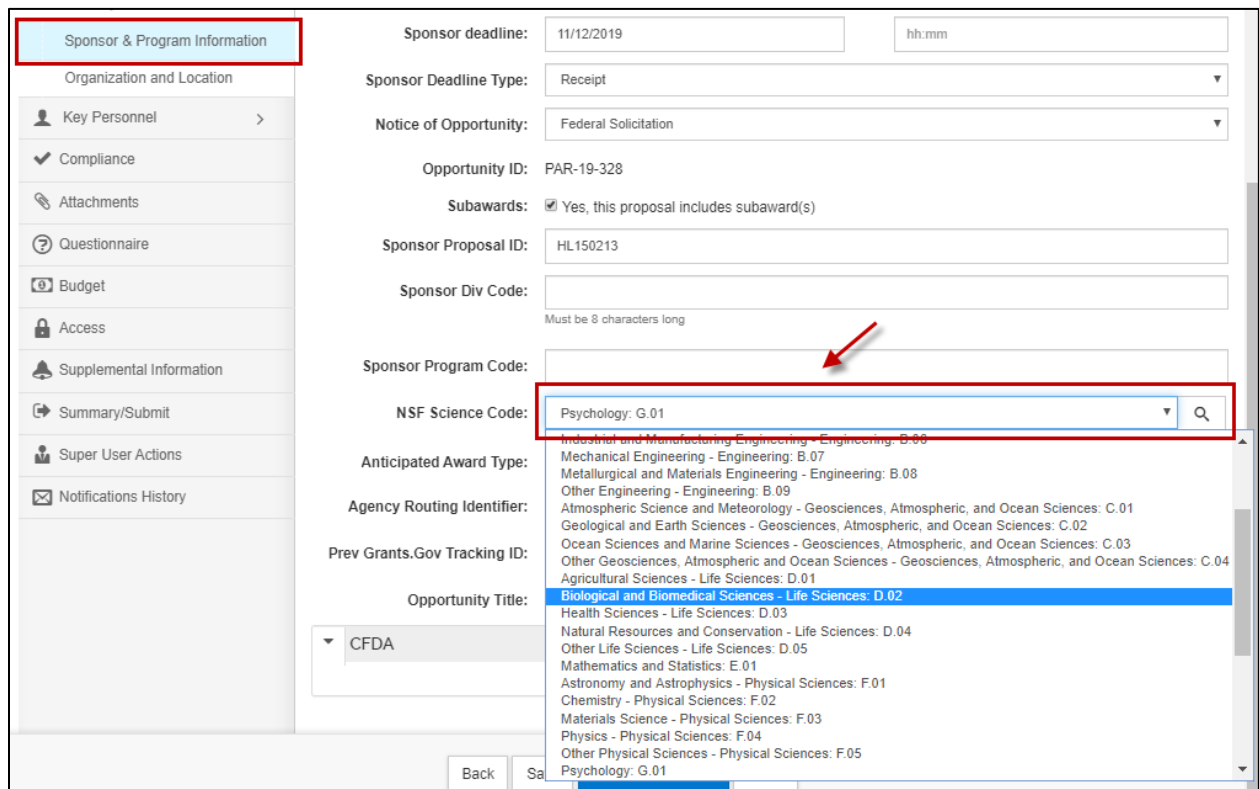
2. If you are not already logged into FlashLine in your web browser, you will be directed to Kent's Login page. Enter your FlashLine ID and password and click **Sign In** to proceed to Kuali Research.

3. Kuali Research will display the *Basics* → *Proposal Details* page. Scroll down to the bottom of the page and click the **Edit** button. You can also review the **Project Title**, **Start and End Dates**, and **Sponsor Information** on this page.



The screenshot shows the bottom of the 'Proposal Details' page. On the left is a sidebar with links: Access, Supplemental Information, Summary/Submit, Super User Actions, and Notifications History. At the bottom center, there are three buttons: 'Edit', 'Save', and 'Close'. The 'Edit' button is highlighted with a red rectangular box, and a red arrow points to it from the upper right. Below the buttons is a blue footer bar containing copyright information and the Kuali logo.

4. If the **Activity Type** is Research, navigate to *Basics* → *Sponsor & Program Information* and select the **NSF Science Code** that best matches the disciplinary field of this project. This item is required for all research proposals regardless of funding agency. If this proposal is not research, skip this step and proceed to #5.



The screenshot shows the 'Sponsor & Program Information' page. The left sidebar has a red box around the 'Sponsor & Program Information' link. The main content area contains various fields: Sponsor deadline (11/12/2019), Sponsor Deadline Type (Receipt), Notice of Opportunity (Federal Solicitation), Opportunity ID (PAR-19-328), Subawards (checked), Sponsor Proposal ID (HL150213), Sponsor Div Code (empty), Sponsor Program Code (empty), NSF Science Code (dropdown menu), Anticipated Award Type, Agency Routing Identifier, Prev Grants.Gov Tracking ID, and Opportunity Title (CFDA). The 'NSF Science Code' dropdown is open, showing a list of codes. A red box highlights the dropdown, and a red arrow points to it. The list includes codes like 'Psychology: G.01', 'Industrial and Manufacturing Engineering - Engineering: G.06', 'Mechanical Engineering - Engineering: B.07', etc. The 'Psychology: G.01' code is currently selected.

5. Navigate to *Key Personnel* → *Personnel* and select the arrow next to your name to expand the details. Select the **Certification** link to complete your certification questions.

The screenshot shows the 'Key Personnel' management interface. On the left sidebar, the 'Personnel' tab is selected under the 'Key Personnel' category. The main content area displays a list of personnel. The entry for 'Mark A Van't Hooft (Principal Investigator) (Certification Incomplete)' is highlighted. Above this entry, a red box highlights the 'Proposal Certification' link in the top navigation bar, with a red arrow pointing to it. The 'Details' tab is active for this personnel entry.

Use the radio buttons to answer the questions, then enter your name and today's date in the last question. Click the **Save** or **Save and Continue** button to complete the **Certification**.

The screenshot shows the 'Proposal Certification' questionnaire. The first question asks if the user has read/will comply with University Policies 10-02, 10-02.1, and 10-02.2 relevant to any proposal involving human subjects (including protocol submission within 30 days after proposal) & live vertebrate animals and that you will contact Sponsored Programs if high hazard chemicals, recombinant DNA, biohazardous/radioactive materials, select agents/toxins, or data subject to export controls are involved. The user has selected 'Yes'. Below this, there is a text input field for the full name and date, with 'M. van't Hooft | 11/05/19' entered. At the bottom, the 'Save and Continue' button is highlighted with a red box and a red arrow.

NOTE: With regards to the PHS (U.S. Public Health Service) and non-PHS questions:

- PHS includes these agencies: National Institutes of Health (NIH), Agency for Healthcare Research and Quality (AHRQ), Centers for Disease Control and Prevention (CDC), Agency for Toxic Substances and Disease Registry (ATSDR), Food and Drug Administration (FDA), Health Resources and Services Administration (HRSA), Indian Health Service (IHS), Substance Abuse and Mental Health Services Administration (SAMHSA).
- Non-PHS applies to all other funding agencies.

The screenshot shows two questions related to remuneration. The first question is for 'Non-PHS Research' and asks if the user has been paid combined remuneration of \$10,000 or greater from a publicly traded entity or non-publicly traded entity related to their institutional responsibilities. The user has selected 'No'. The second question is for 'PHS Research (including NIH)' and asks if the user has been paid combined remuneration of \$5,000 or greater from a publicly traded entity or non-publicly traded entity related to their institutional responsibilities. The user has selected 'No'.

6. Navigate to *Key Personnel* → *Credit Allocation* to enter **Intellectual Contribution** and **Indirect Cost (IDC) Distribution** allocations. The former determines how credit for the proposal and resulting award will be allocated and the latter determines IDC recovery distribution for a resulting award. The IDC Distribution will generally be equal to the Intellectual Contribution – it varies only in rare instances.

100% credit must be split between investigators (light grey bars) and then 100% of each investigator's credit must be split amongst his/her units (white bars). In the following example credit has been split 50/50 between Mark and Diana (grey bars). Mark's portion has then been allocated 25/75 between Psychological Sciences and Research & Sponsored Programs while 100% of Diana's portion has been allocated to Research & Sponsored Programs (white bars). Most Investigators will only have one unit affiliation so 100% of their credit will go to that unit.

Credit Allocation			Refresh View
	Intellect.Contrib.	Indirect Cost Dist.	
Mark A Van't Hooft	50	50	
100191 - Psychological Sciences	25	25	
100324 - VP, Research & Sponsored Programs	75	75	
Unit Total:	100	100	
Diana L Skok	50	50	
100324 - VP, Research & Sponsored Programs	100	100	
Unit Total:	100	100	
Investigator Total:	100	100	

7. Navigate to the *Questionnaire* screen and complete the **Proposal Questionnaire**. The answers you provide to these questions may prompt a request for additional explanation. When you have completed all questions, click the **Save** button at the bottom of the page.

Questionnaire

Proposal Questionnaire ✓

Proposal Questionnaire (Incomplete)

Does this proposal require access to KSU facilities, equipment or space beyond what is assigned to you currently or provided?

☐ Yes

☐ No

Will this proposal be submitted to any other funding agency? ⓘ

☐ Yes

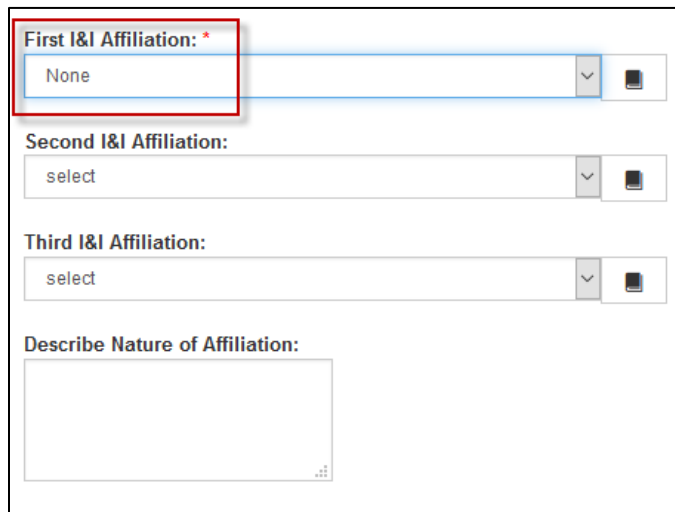
8. Navigate to *Supplemental Information* and select a **Research Designation** that best matches the type of research involved in this project. This is a required field on all proposals. Choose from:
- **Basic Research** – primarily to acquire new knowledge without any particular application or use in mind.
 - **Applied Research** – to gain knowledge or understanding to meet a specific, recognized need.
 - **Development Research** - systematic use of knowledge gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes.
 - **N/A** – for any proposals that are labeled something other than research.

The screenshot shows the 'Supplemental Info' form. On the left sidebar, 'Supplemental Information' is highlighted with a red box. The main form area shows a 'Research Designation:' dropdown menu with a red arrow pointing to it. The dropdown list is open, showing options: 'Basic Research - (primarily to acquire new knowledge without any particular application or use in mind)', 'Applied Research - (to gain knowledge or understanding to meet a specific, recognized need)', 'Development Research - (systematic use of knowledge gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes)', and 'N/A - (for proposals that are labeled something other than research)'. The 'Basic Research' option is selected and highlighted in blue.

9. Next, using the **I&I Affiliation** dropdown menus, select up to three Kent State University Institutes or Initiatives that are associated with this proposal, including its preparation, pilot grant support, and/or the anticipated or required use of shared facilities and instrumentation for the project. Then briefly explain the association in the **Describe Nature of Affiliation** textbox (500-character limit). This selection is intended to gather information only and will not affect credit splits, indirect cost distributions, etc.

The screenshot shows the 'Supplemental Info' form. On the left sidebar, 'Supplemental Information' is highlighted with a red box. The main form area shows three 'I&I Affiliation:' dropdown menus (First, Second, and Third) with red arrows pointing to them from a red box labeled 'Select Institutes & Initiatives Affiliation(s)'. Below these is a 'Describe Nature of Affiliation:' textbox with a red arrow pointing to it from a red box labeled 'Briefly Describe Nature of Affiliation'.

If the proposal is **not** affiliated with an Institute or Initiative, select “None” in the **First I&I Affiliation** dropdown menu.



First I&I Affiliation: *

None

Second I&I Affiliation:

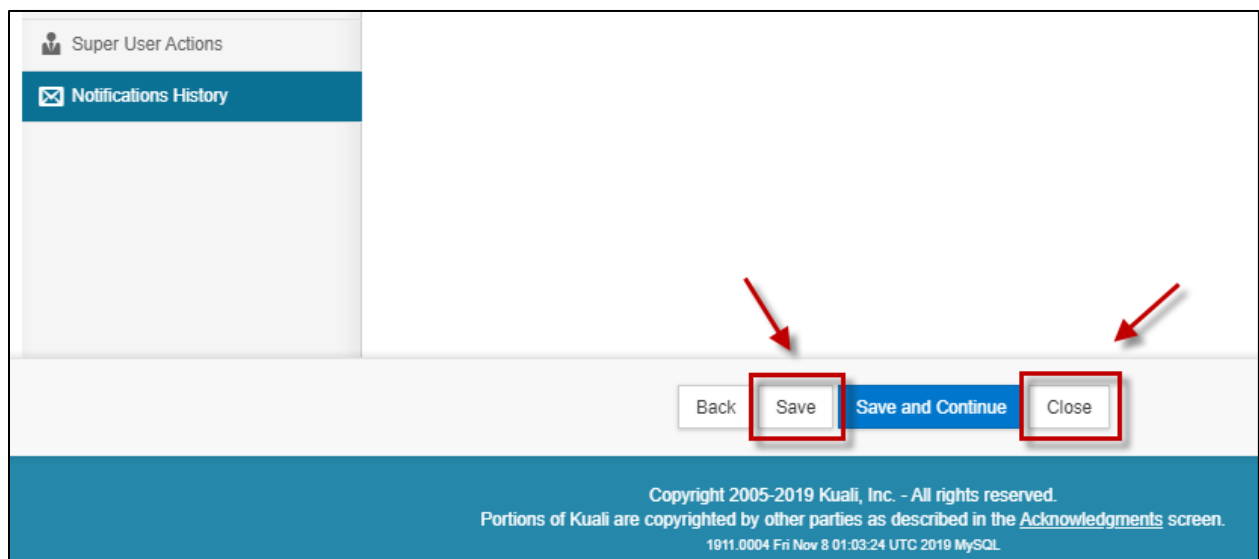
select

Third I&I Affiliation:

select

Describe Nature of Affiliation:

- Once all tasks have been completed, scroll to the bottom of the page, click **Save**, then select the **Close** button to exit the proposal record. This will keep the proposal from being locked for other users who need to access the record.



Super User Actions

Notifications History

Back Save Save and Continue Close

Copyright 2005-2019 Kuali, Inc. - All rights reserved.
Portions of Kuali are copyrighted by other parties as described in the [Acknowledgments](#) screen.
1911.0004 Fri Nov 8 01:03:24 UTC 2019 MySQL

Additional Kuali resources are available at:

<https://www.kent.edu/research/sponsored-programs/kuali-research>

Contact Sponsored Programs at 330-672-2070 or kuali-research-help@kent.edu for further assistance.