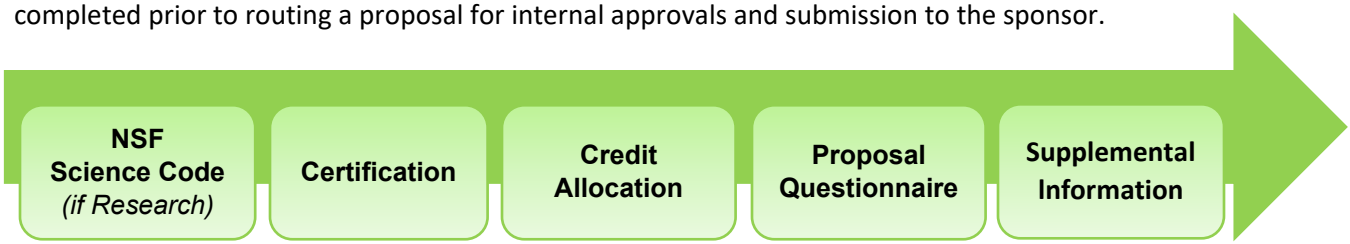
Kent State University Kuali Research Proposal Tasks for Principal Investigators

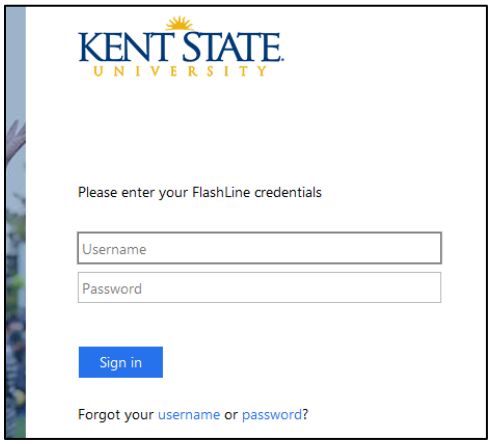
These instructions guide you through the process of completing Kuali proposal components that must be completed prior to routing a proposal for internal approvals and submission to the sponsor.



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.

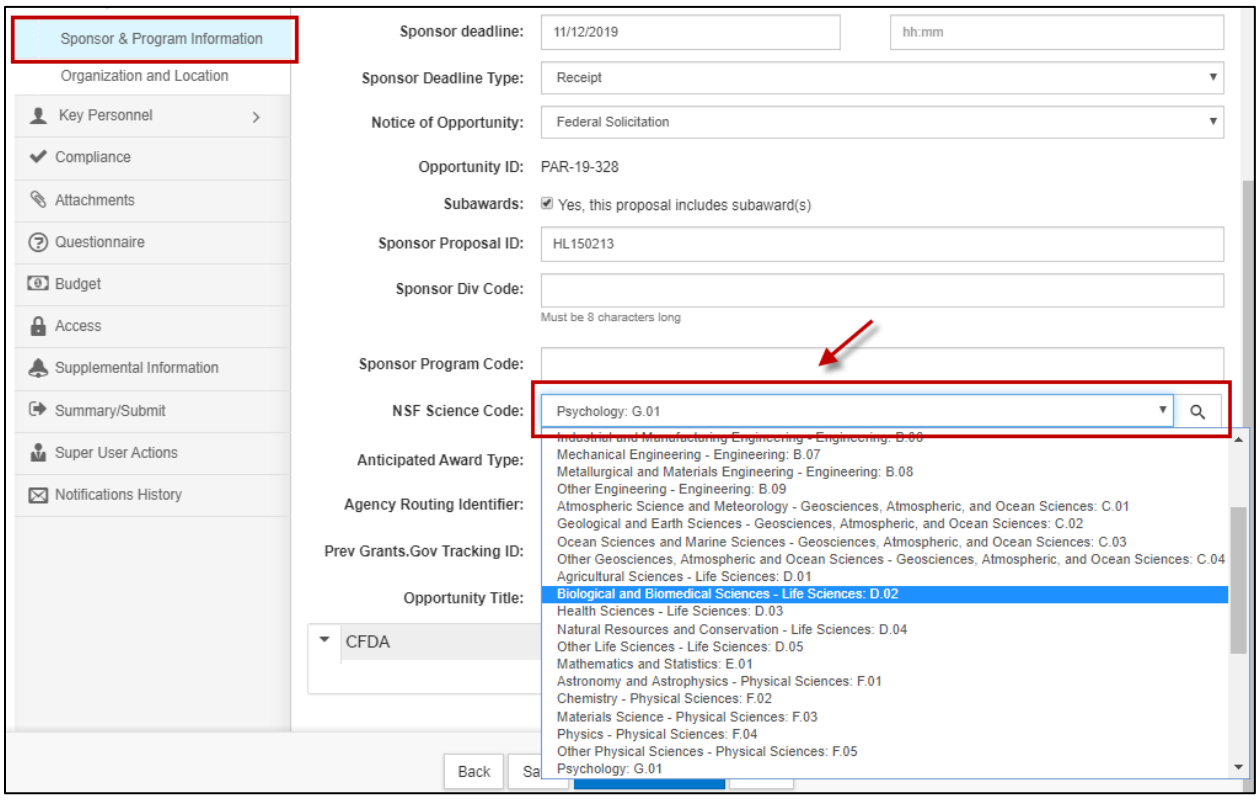
> Dear Principal Investigator
> This email is in regard to your upcoming NSF proposal, which can be accessed at
>
> https://kent.kuali.co:/res/kc-common/development-proposals/8087
>
> Before the proposal can be routed through Kuali for internal approvals, you need to complete some items in the record. 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.

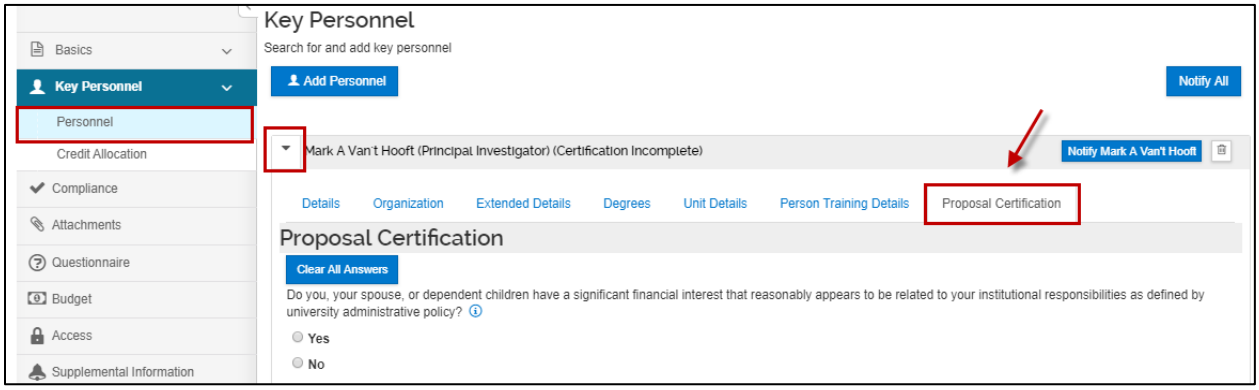


3. Kuali Research will display the *Basics → Proposal Details* page. Scroll down to the bottom of the page and click the **Edit** button. You can also review the **Project Title**, **Start** and **End Dates**, and **Sponsor Information** on this page.

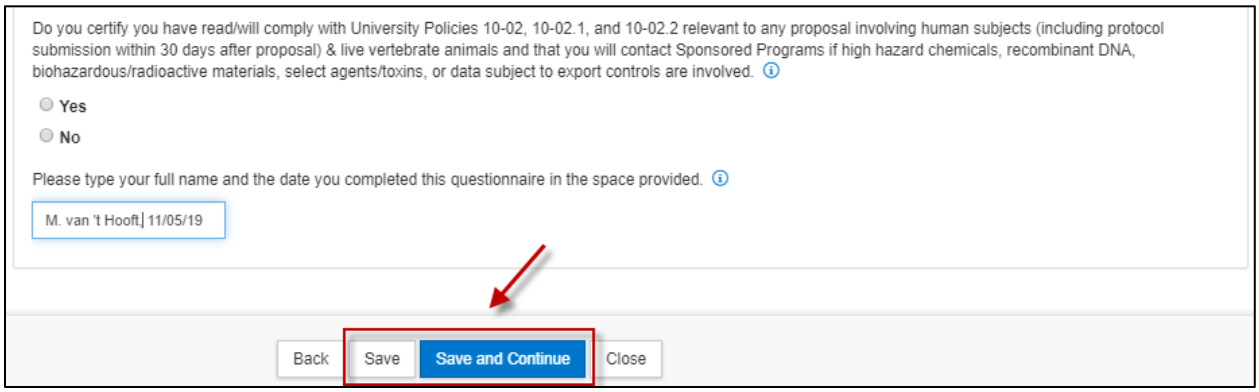
4. If the **Activity Type** is Research, navigate to *Basics → Sponsor & Program Information* and select the **NSF Science Code** that best matches the disciplinary field of this project. This item is required for all research proposals regardless of funding agency. If this proposal is not research,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



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.

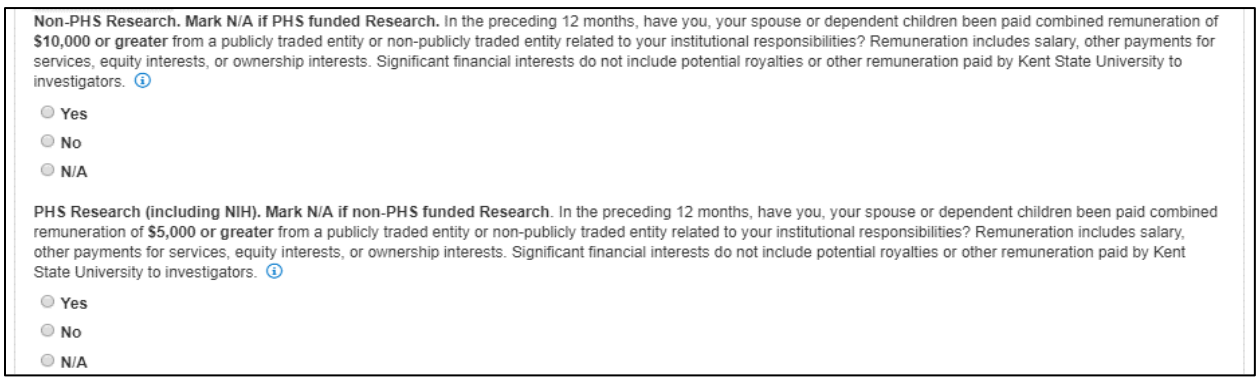


Use the radio buttons to answer the questions, then enter your name and today's date in the last question. Click the **Save** or **Save and Continue** button to complete the **Certification**.



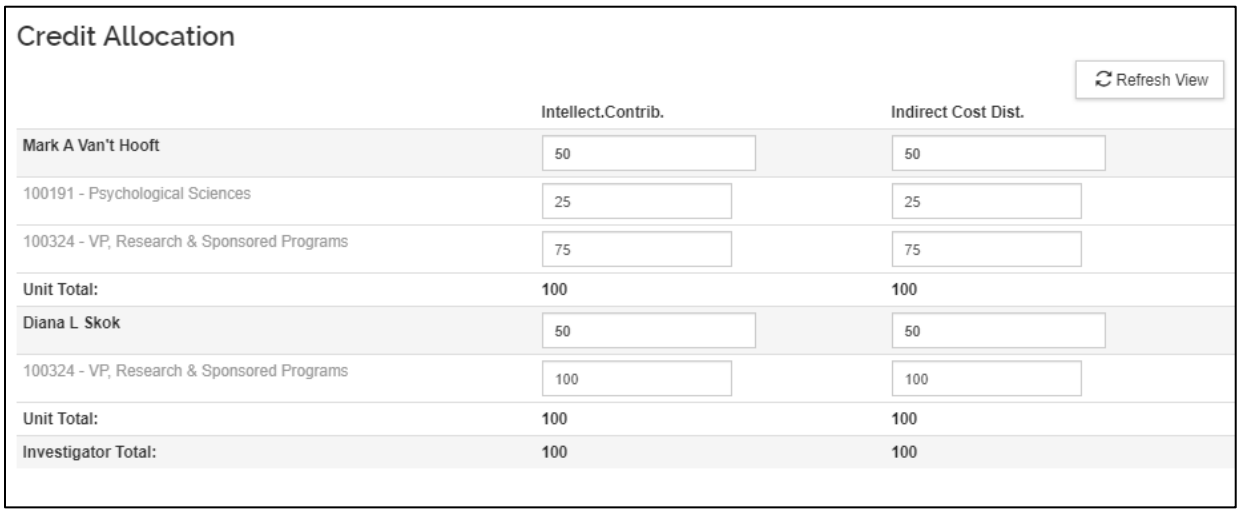
NOTE: With regards to the PHS (U.S. Public Health Service) and non-PHS questions:

- 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.

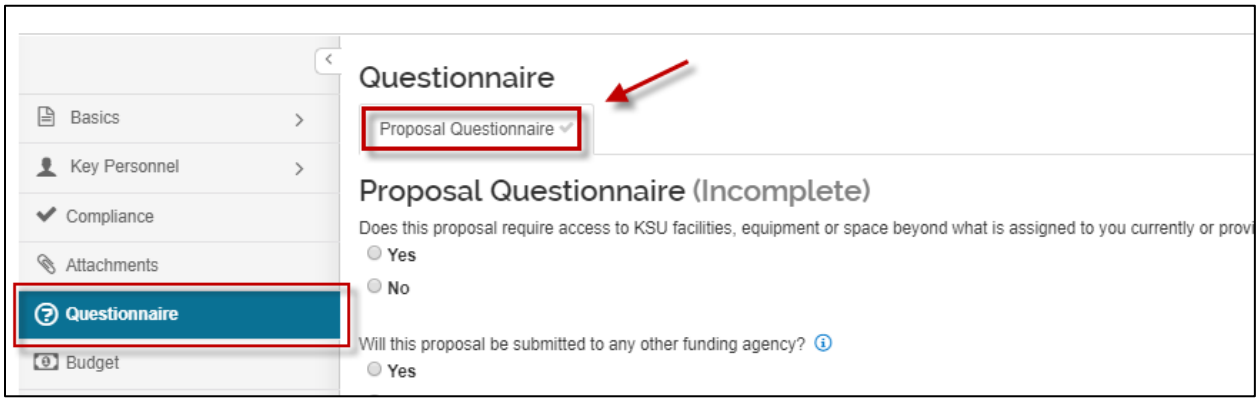


6. Navigate to *Key Personnel* → *Credit Allocation* to enter **Intellectual Contribution** and **Indirect Cost (IDC) Distribution** allocations. The former determines how credit for the proposal and resulting award will be allocated and the latter determines IDC recovery distribution for a resulting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

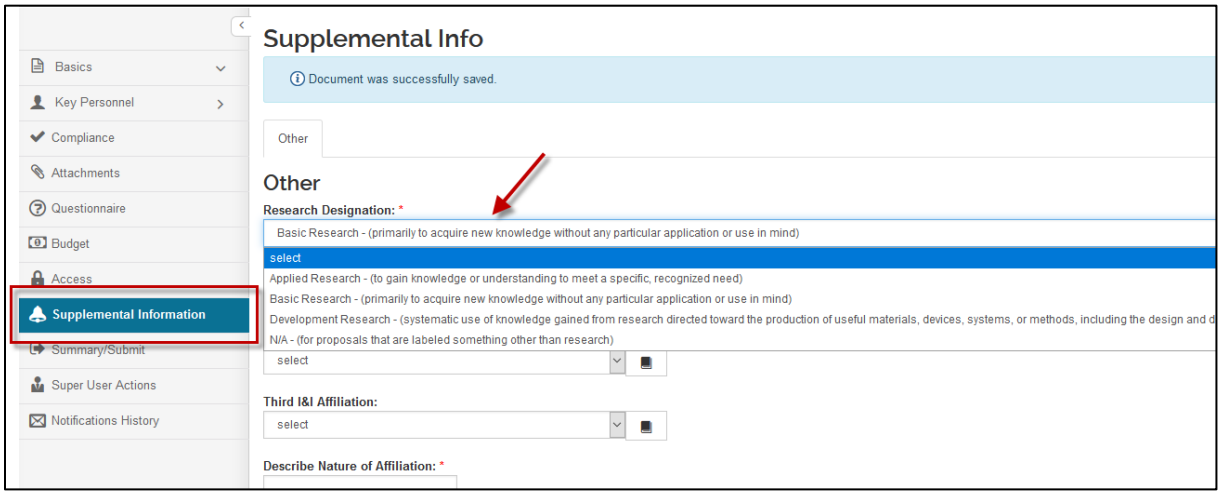
   100% credit must be split between investigators (light grey bars) and then 100% of each investigator's credit must be split amongst his/her units (white bars). In the following example credit has been split 50/50 between Mark and Diana (grey bars). Mark's portion has then been allocated 25/75 between 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.



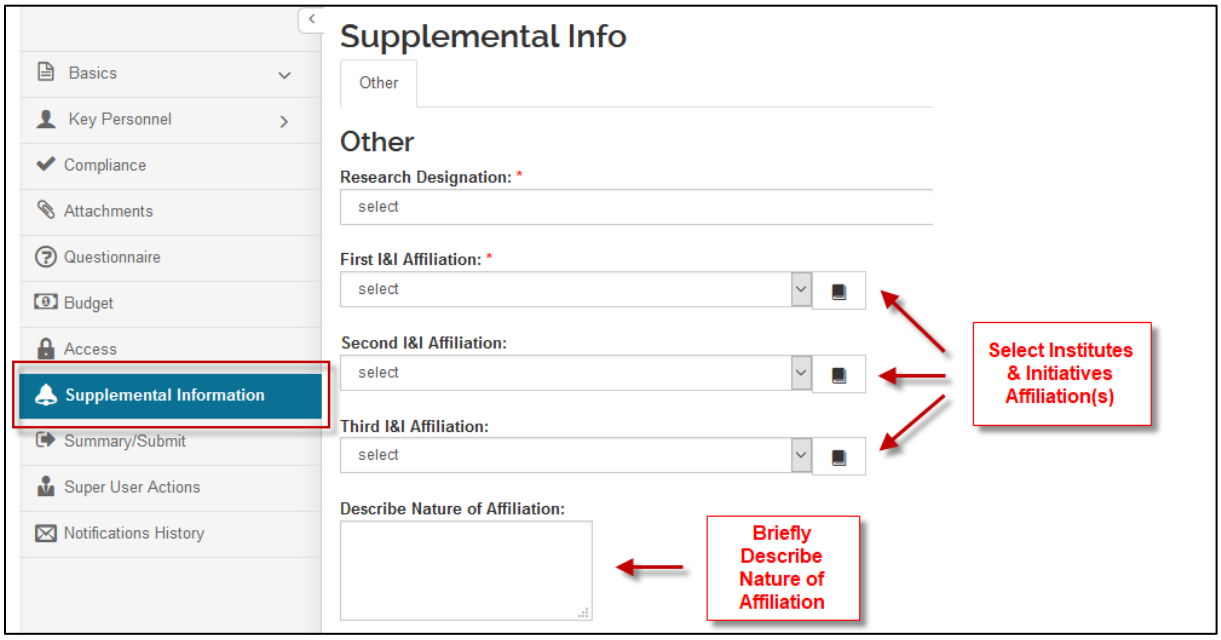
7. Navigate to the *Questionnaire* screen and complete the **Proposal Questionnaire**. The answers you provide to these questions may prompt a request for additional explanation. When you have completed all questions, click the **Save** button at the bottom of the page.



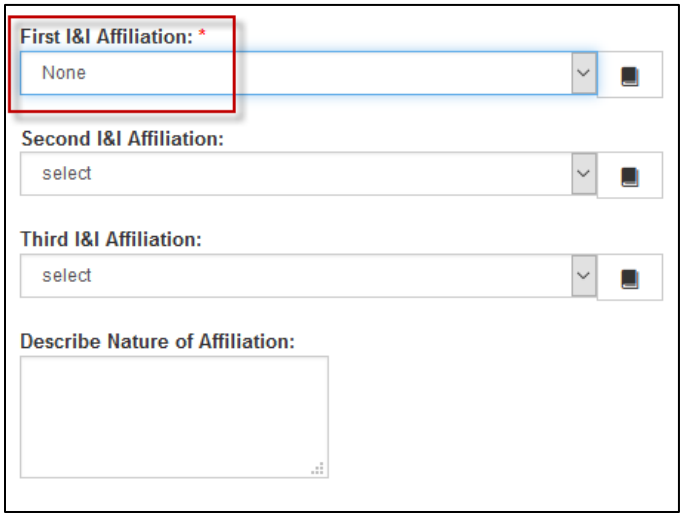
8. Navigate to *Supplemental Information* and select a **Research Designation** that best matches the type of research involved in this project. This is a required field on all proposals. Choose from:
    - **Basic Research** – primarily to acquire new knowledge without any particular application or 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.



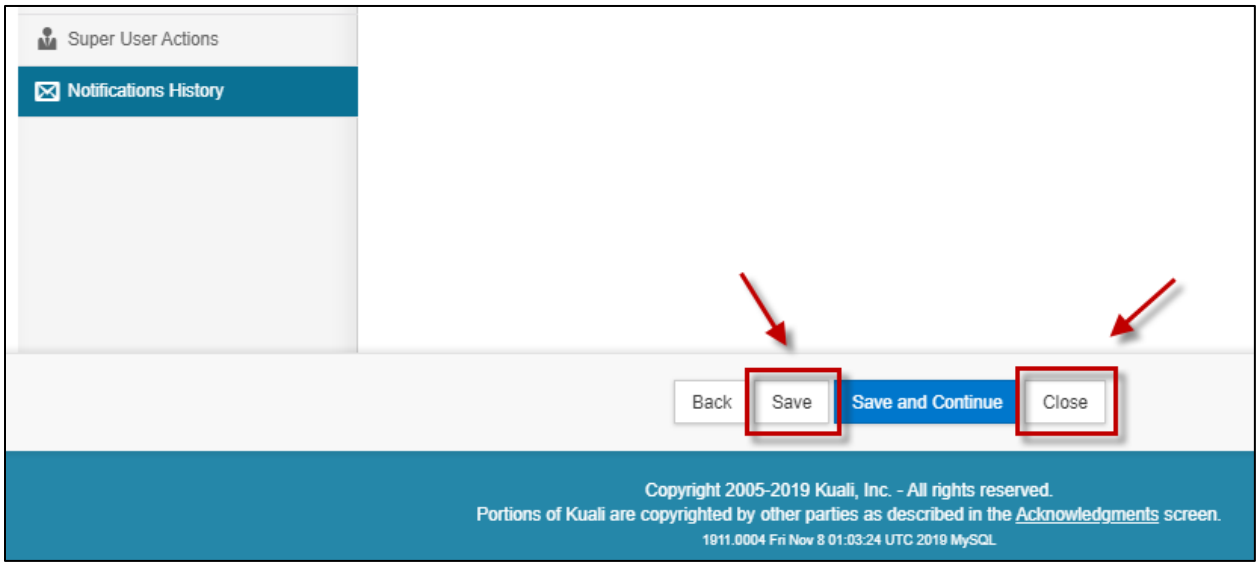
9. Next, using the **I&I Affiliation** dropdown menus, select up to three Kent State University Institutes or Initiatives that are associated with this proposal, including its preparation, pilot grant support, and/or the anticipated or required use of shared facilities and instrumentation for the project. 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.



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



10. 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.



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.