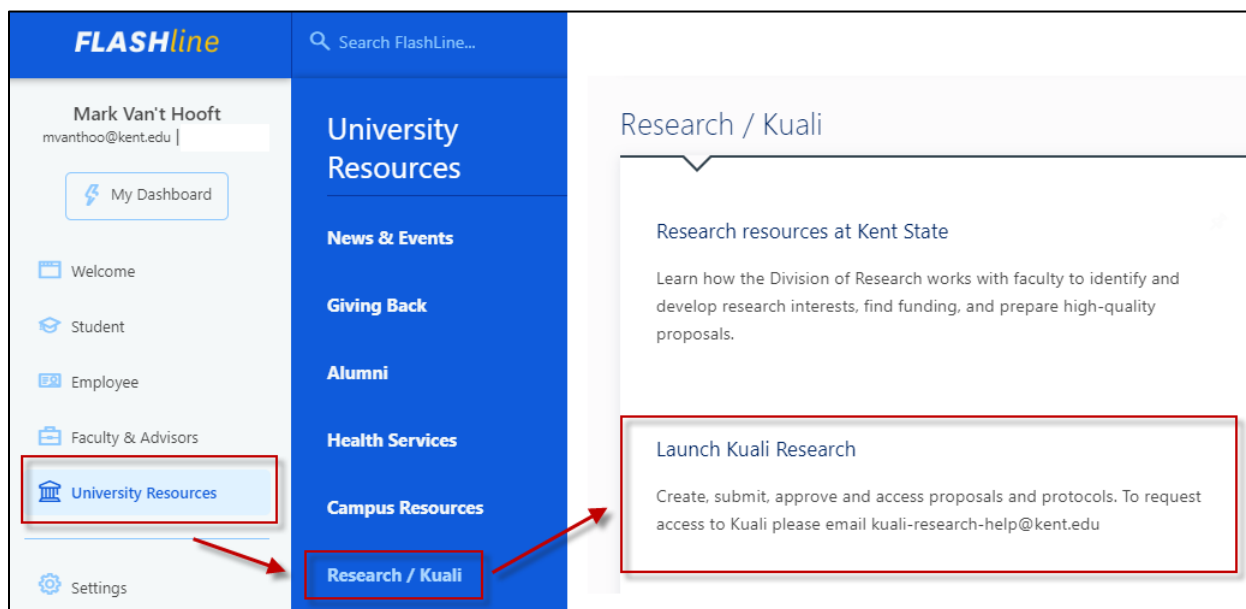


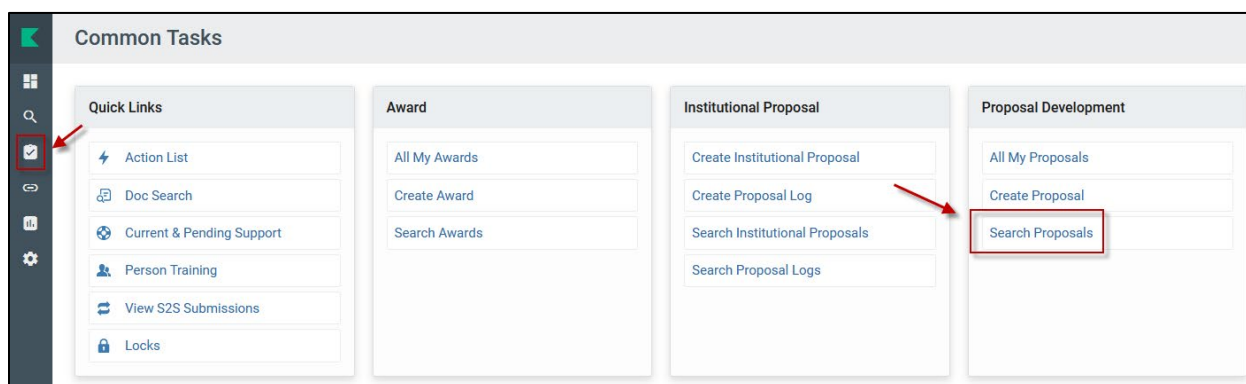
Kent State **Kuali Research**

Completing the Proposal Questionnaire

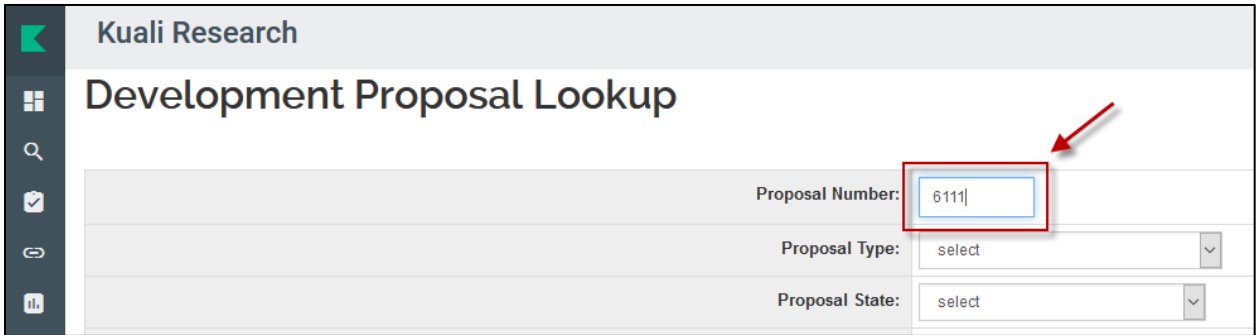
1. Log into Kuali at <https://kent.kuali.co/res> using your Flashline ID and password, or log into Kuali through Flashline (**University Resources** → **Research/Kuali** → **Launch Kuali Research**).



2. Go to **Common Tasks** → **Proposal Development** → **Search Proposals**.

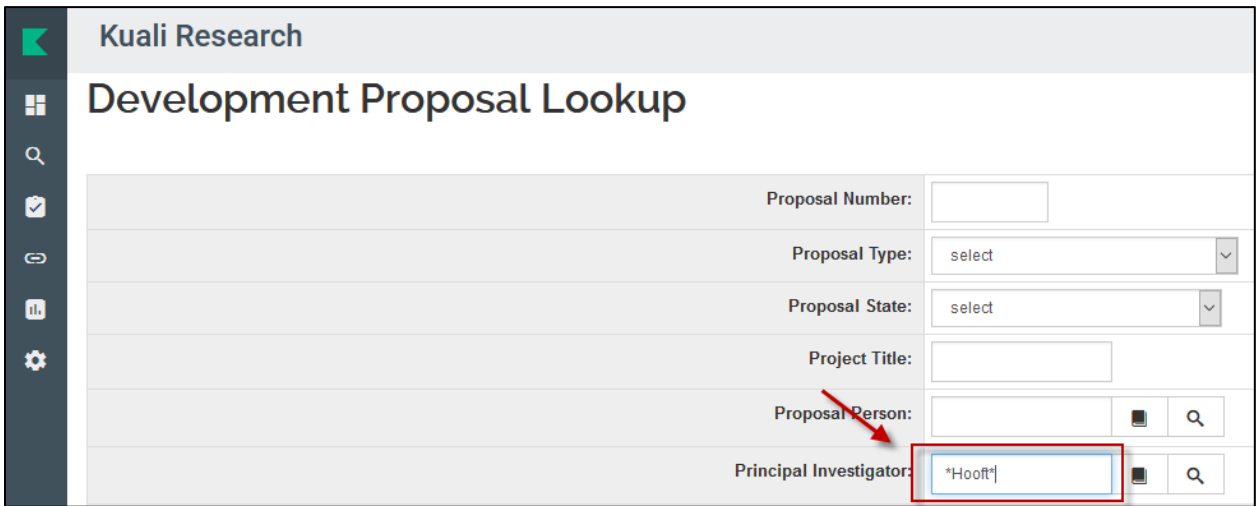


3. Search by proposal number or PI name. An asterisk can be used as a wild card.



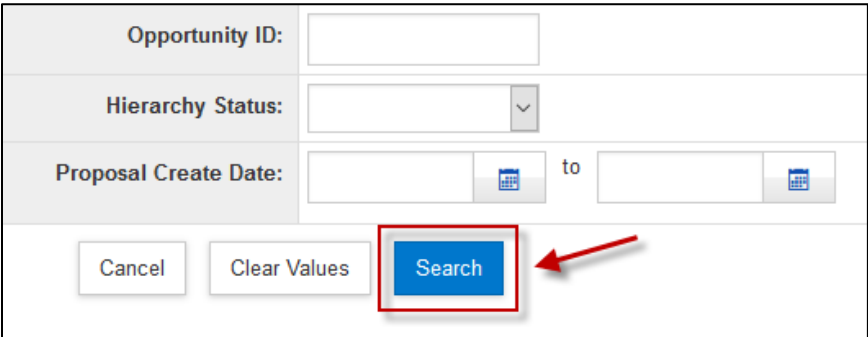
The screenshot shows the 'Kuali Research' header and 'Development Proposal Lookup' title. On the left is a sidebar with icons for home, search, notifications, links, and reports. The form contains three input fields: 'Proposal Number' (containing '6111'), 'Proposal Type' (a dropdown menu with 'select' visible), and 'Proposal State' (a dropdown menu with 'select' visible). A red box highlights the 'Proposal Number' field, and a red arrow points to it from the right.

or



This screenshot shows the same 'Development Proposal Lookup' form. In addition to the 'Proposal Number', 'Proposal Type', and 'Proposal State' fields, it includes 'Project Title', 'Proposal Person', and 'Principal Investigator' fields. The 'Principal Investigator' field contains the text '*Hoofft*'. A red box highlights this field, and a red arrow points to it from the left.

4. Scroll to the bottom of the page and click **Search**



The screenshot shows the bottom section of the form with three filter rows: 'Opportunity ID' with a text input, 'Hierarchy Status' with a dropdown menu, and 'Proposal Create Date' with two date pickers separated by the word 'to'. Below these filters are three buttons: 'Cancel', 'Clear Values', and 'Search'. The 'Search' button is highlighted with a red box, and a red arrow points to it from the right.

5. Scroll down to find your proposals below the **Search** button. Find the proposal that you are working on and select **Edit**.

Proposal Create Date: <input type="text"/> to <input type="text"/>											
<input type="button" value="Cancel"/> <input type="button" value="Clear Values"/> <input type="button" value="Search"/>											
Show <input type="text" value="10"/> entries											
Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title	Prev Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	Agency Routing Identifier	Sponsor Name	Principal Investigator
view edit copy medusa	7801	81586	New	In Progress	FORMS F TEST NIH R21 (MARK); Modular Budget		PA-FO-R21	G.g. Training and NIH Ext-UAT FOA (R21-Clinical Trial Optional)		National Institutes of Health	Wilson Chee Jen Chung
view edit copy medusa	7805	81675	New	In Progress	FORMS F TEST NIH R01 HSC T FORM TEST (MARK)		PA-FN-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)		National Institutes of Health	Wilson Chee Jen Chung

6. In the proposal record, click on **Questionnaire**, then answer the questions in the **Proposal Questionnaire** tab.

[Back](#)

Document was successfully saved.

Questionnaire

Proposal Questionnaire

Proposal Questionnaire (Incomplete)

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

☐ Yes
☐ No

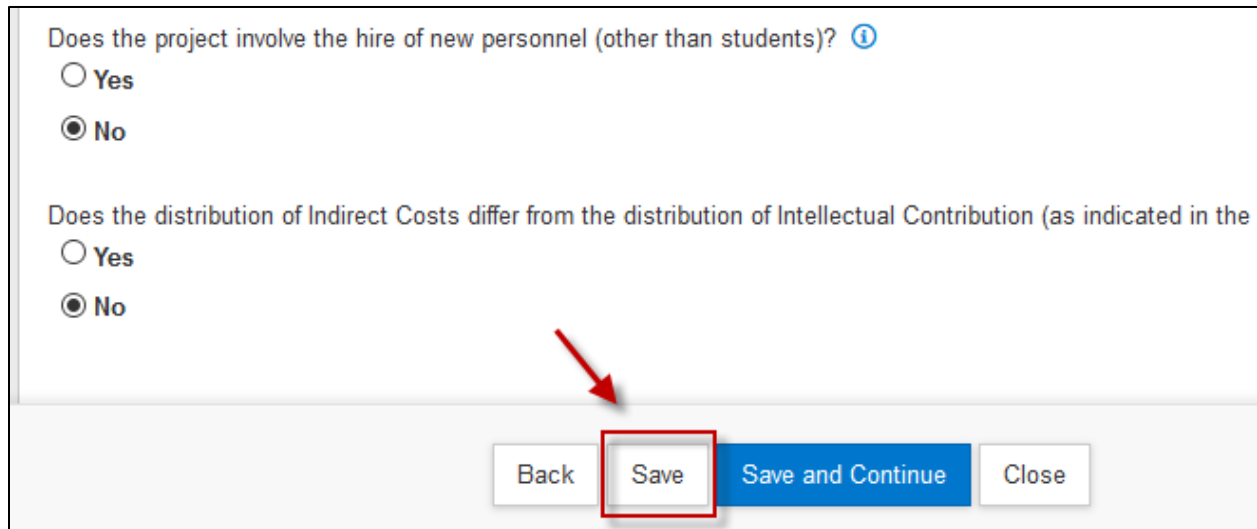
Will this proposal be submitted to any other funding agency?

☐ Yes
☐ No

Is this proposal a full application related to the submission of a preliminary application?

☐ Yes
☐ No

- Once you have finished, make sure to click **Save** at the bottom of the page.



Does the project involve the hire of new personnel (other than students)? ⓘ

☐ Yes

☒ No

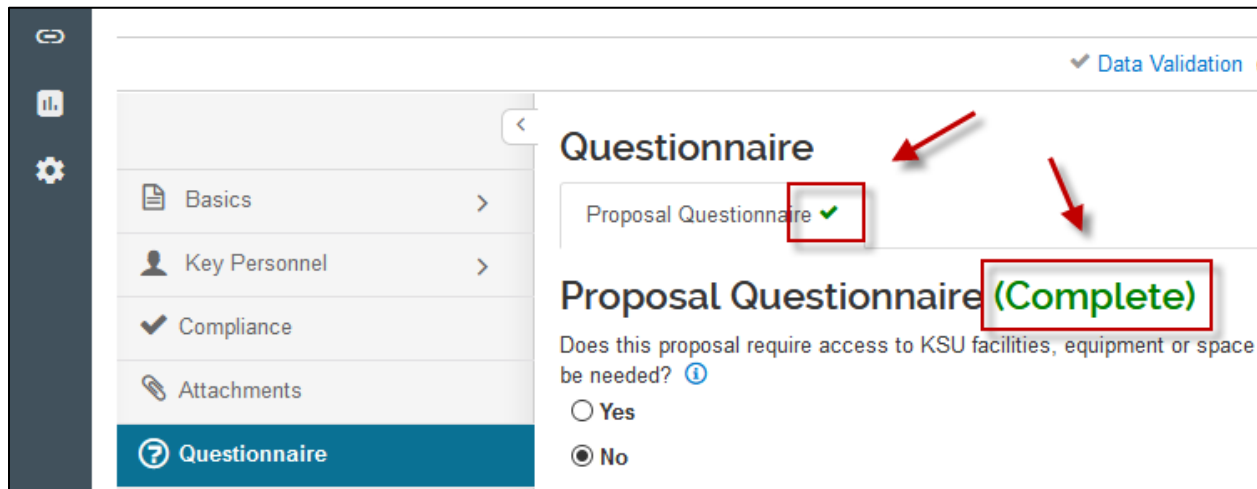
Does the distribution of Indirect Costs differ from the distribution of Intellectual Contribution (as indicated in the

☐ Yes

☒ No

Back Save Save and Continue Close

- To confirm that your responses have been saved, look for a green check mark on the **Proposal Questionnaire** tab, and the word “(Complete)” in green text.



✓ Data Validation

Questionnaire

Proposal Questionnaire ✓

Proposal Questionnaire (Complete)

Does this proposal require access to KSU facilities, equipment or space be needed? ⓘ

☐ Yes

☒ No

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.