

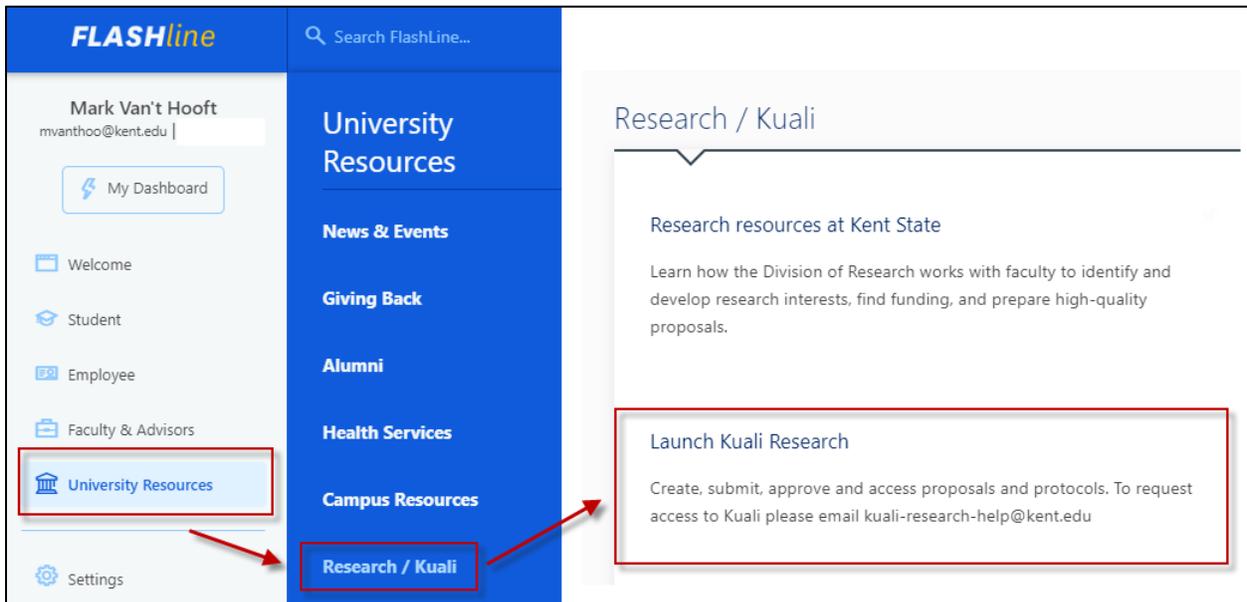
# Kent State University **Kuali Research**

## Download Current and Pending Information

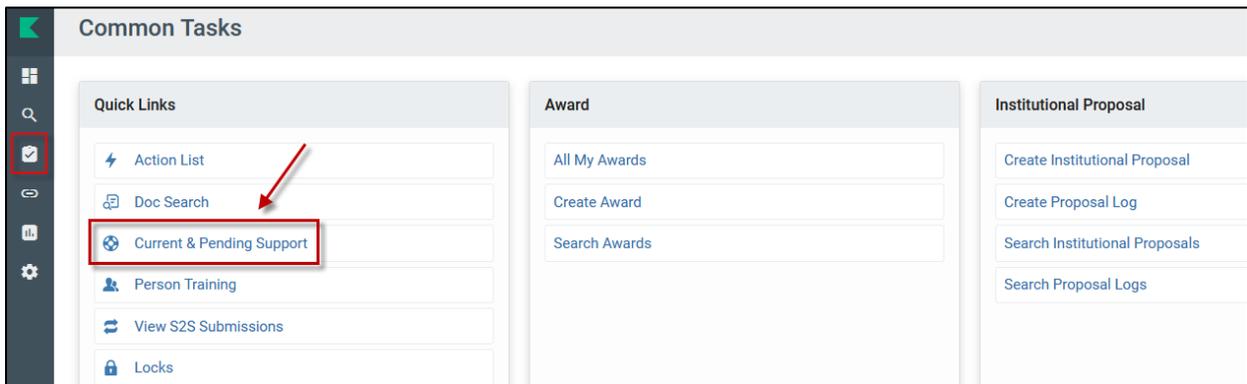
This document provides instructions on how to download current and pending support information from Kuali. This can be used during proposal preparation as well as just-in-time requests.

**NOTE: Current and pending support reports generated from Kuali only provide information related to funding that runs through Kent State. Other current and pending support information requested by funding agencies (e.g. in-kind contributions, outside activity including consulting, or extramural funding not to Kent State) is not tracked in Kuali or by Sponsored Programs.**

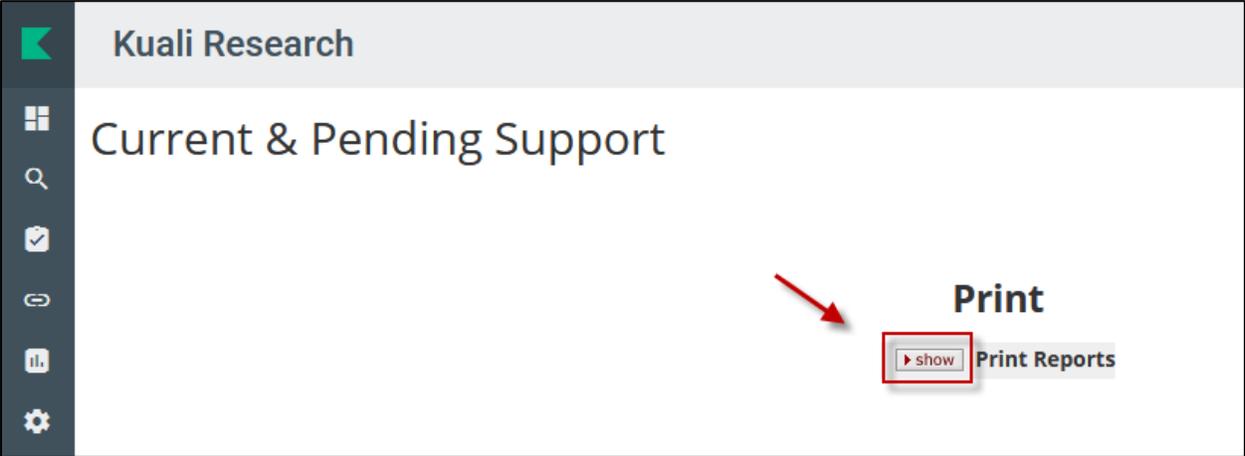
1. Log into Kuali at <https://kent.kuali.co/res> using your Flashline ID and password, or log into Kuali through Flashline (University Resources → Research/Kuali → Launch Kuali Research).



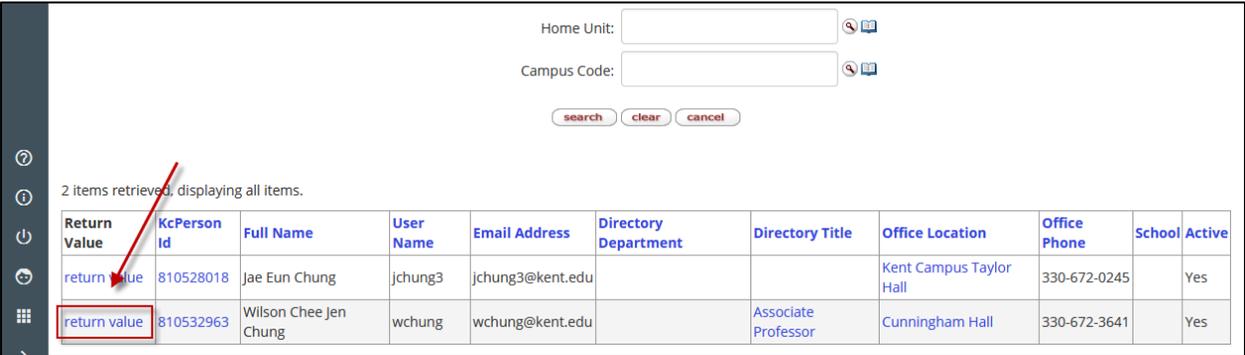
2. Go to *Common Tasks* → *Current & Pending Support*



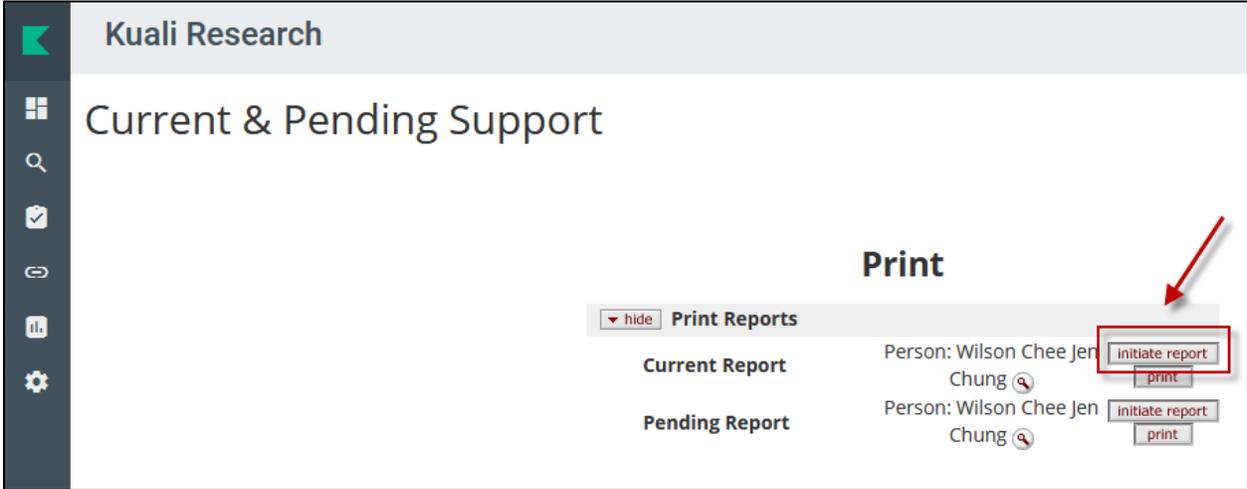
3. Click **Show** next to **Print Reports**.



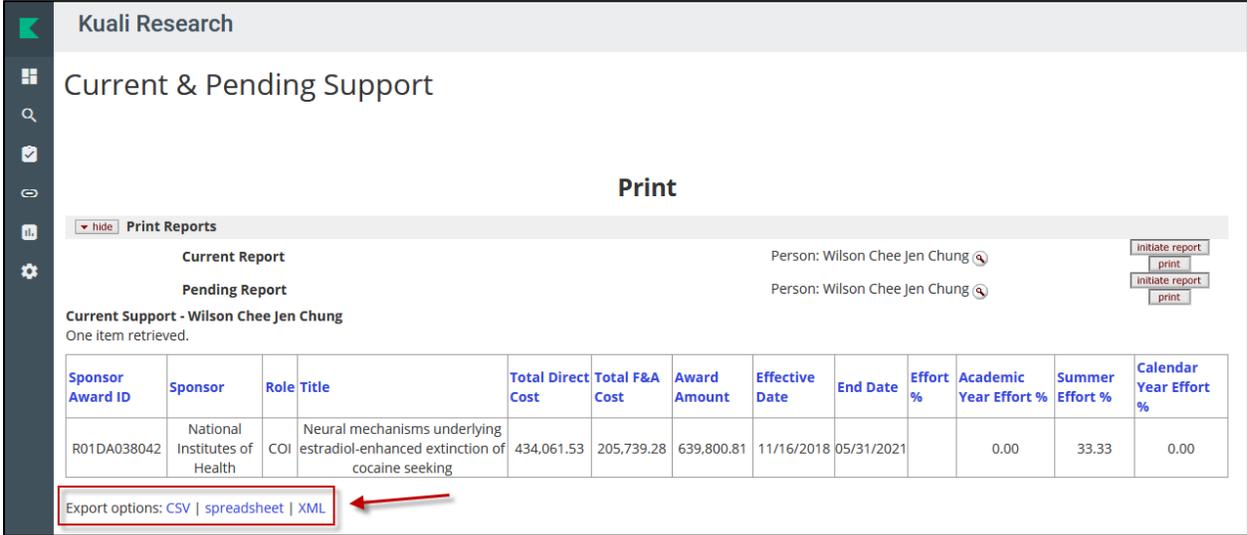
4. Click the **magnifying glass** icon to **Search** for your name in the KC Person Lookup. In the search results, click **return value** to add your name to the **Current** and **Pending Reports**.



- 5. To see the information contained in the **Current Report**, click **Initiate Report**. Do the same thing for the **Pending Report**.



- 6. A list of results will show. Both the **Current Report** and **Pending Report** can be exported separately in CSV, Excel, and XML formats. The information can then be copied to agency-required current and pending templates for proposal submission or just-in-time requests.



- Using the **Print** button will generate a downloadable PDF version of the report. **NOTE: This version is NOT compliant for NSF proposals or NIH Other Support requests**, and the information will still need to be transferred to agency-approved formats.



- Carefully review the entries on the **Pending Report**. If any of the listed proposals are no longer pending, send the relevant information for those proposals to the Office of Sponsored Programs ([sponsoredprograms@kent.edu](mailto:sponsoredprograms@kent.edu)). The status of those Kuali proposals will be updated to reflect the change. A potential indicator of a proposal no longer being under review is a requested start date set well in the past.

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](mailto:kuali-research-help@kent.edu) for further assistance.