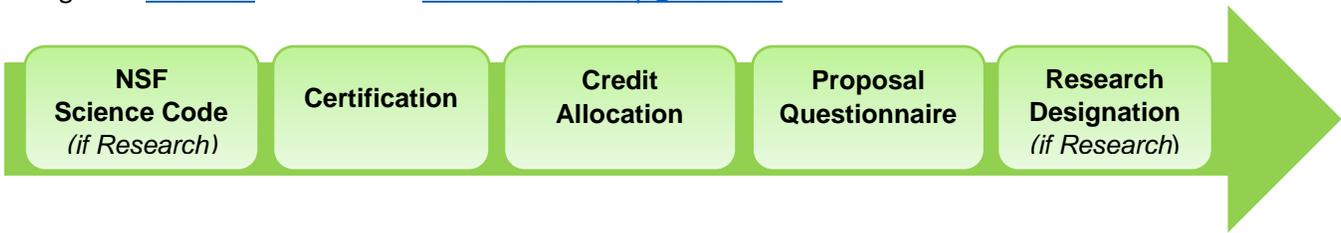


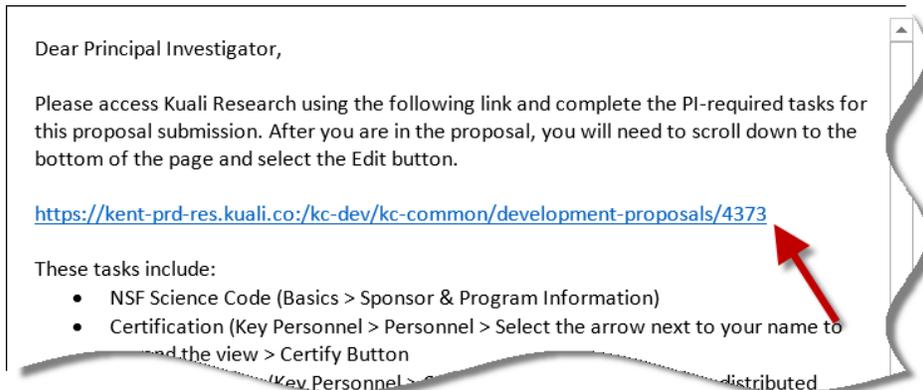
Kent State **Kuali Research**

Proposal Tasks for Principal Investigators

The following instructions will guide you through the process of certifying the proposal and answering sponsor application and KSU specific questions. These must be completed prior to routing the proposal for electronic approval and submission to the sponsor. Additional Kuali support information is available on the Sponsored Programs' [Kuali Site](#) or contact us kuali-research-help@kent.edu for further assistance.

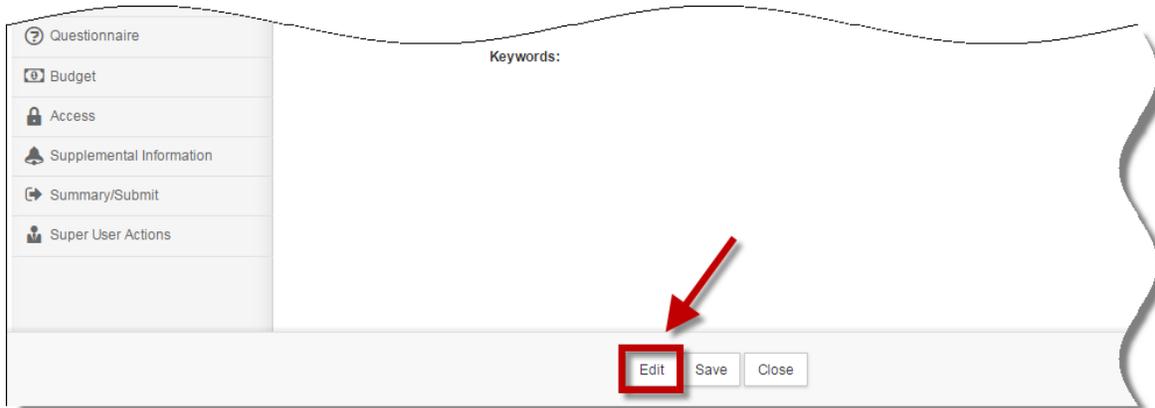


1. You will receive an email from your Sponsored Programs, CFR, or Dept./College grant contact requesting that you complete the components required for the proposal to be routed internally. Please use the link included in that email message as it will take you directly to the proposal record.

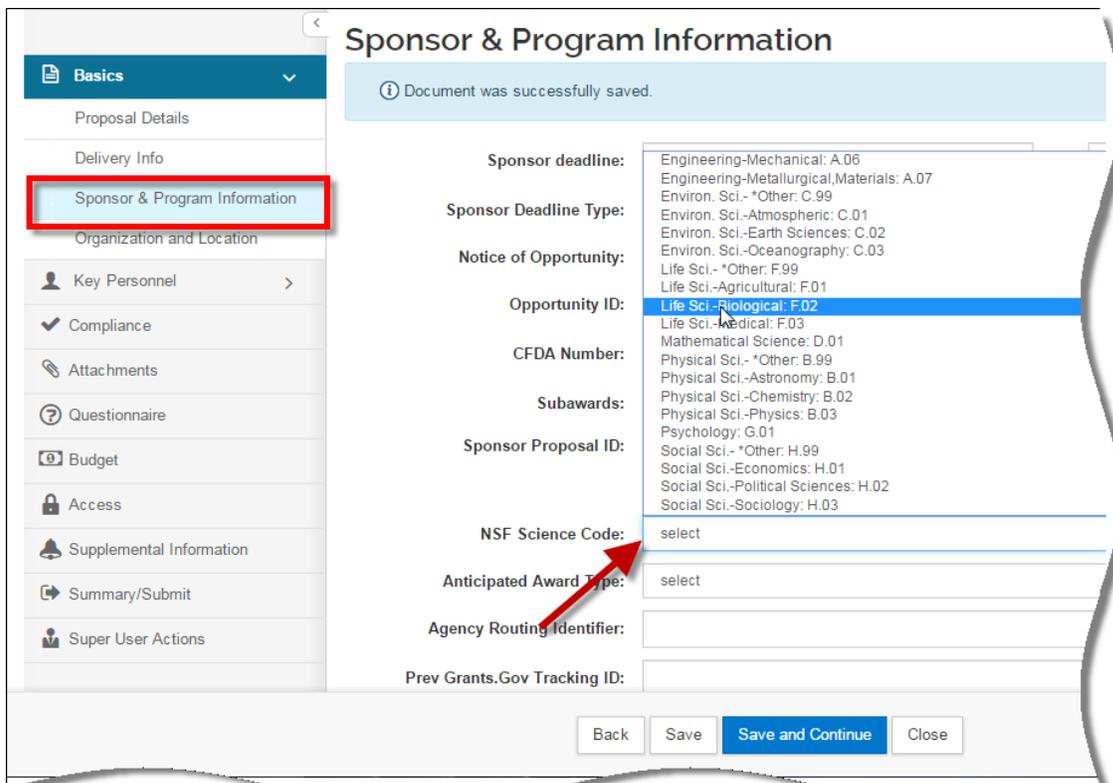


2. If you are not already logged into FlashLine in your web browser, you may be directed to Kent’s CAS log in page. Please enter your FlashLine ID and password and select **Login** to proceed to Kuali Research.

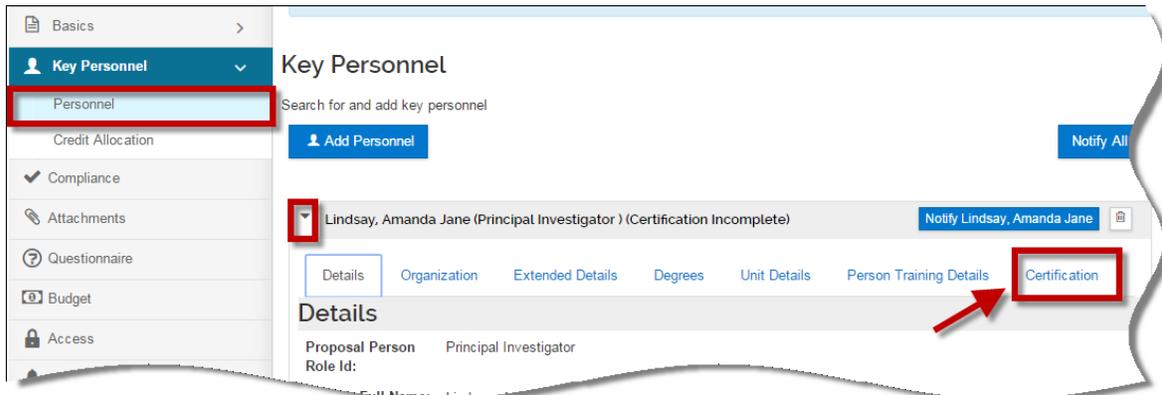
3. Quali Research should display the *Basics > Proposal Details* page for the proposal. Scroll down to the bottom of the page and select the **Edit** button. You can also review the Project Title, Start and End Dates, and Sponsor information.



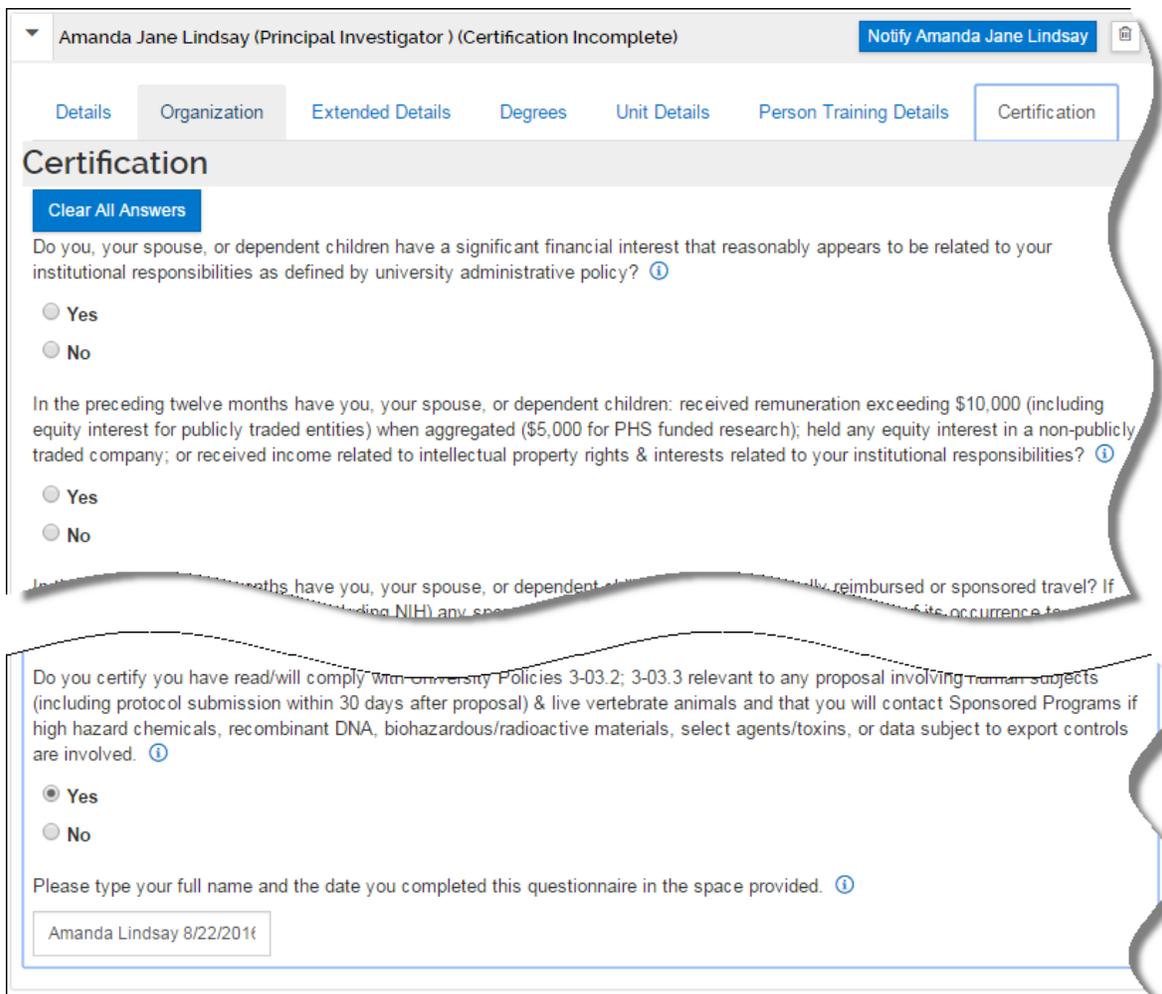
4. If the project type is Research, please navigate to the *Basics > Sponsor & Program Information* section and select the **NSF Science Code** which best matches the disciplinary field of this project. This item is required for all research proposals, regardless of funding agency. If this proposal is not for research activity, you may skip this step and proceed to 5.



- Next, please 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 complete the Certification. The last question will ask you to input your name and the date. Then, please select the **Save** button and the Certification should be complete.



- Next, please navigate to *Key Personnel > Credit Allocation* section to enter **Intellectual Contribution** and **Indirect Cost Distribution** allocations. The former drive how credit for the proposal and resulting award will be allocated and the latter informs parts of 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 and then 100% of each investigator’s credit should be split amongst his/her units. In the following example credit has been split 75/25 between Amanda and Diana. Amanda’s portion has then been allocated 50/50 between Physics and Research & Sponsored Programs while 100% of Diana’s portion has been allocated to Research & Sponsored Programs. (Most Investigators will only have one unit affiliation and so 100% of their credit will go to that unit.)

Credit Allocation		
	Intellect.Contrib.	Indirect Cost Dist.
Lindsay, Amanda Jane	75	75
100165 - Physics	50	50
100324 - VP, Research & Sponsored Programs	50	50
Unit Total:	100	100
Diana L. Skok	25	25
100324 - VP, Research & Sponsored Programs	100	100
Unit Total:	100	100
Investigator Total:	100	100

- Next, please navigate to the *Questionnaire* screen and complete the **Proposal Questionnaire**. The answers you provide to questions may prompt a request for additional explanation. When you’ve completed all Questions, please select the Save button at the bottom of the page.

Proposal Development
Proposal: #4373
 PI: Lindsay, Amanda Jane

Document Info
 Doc Nbr: 26252
 S2S Connected: yes
 Initiator: alindsay
 Status: In Progress
[more...](#)

Data Validation (off) | Print | Copy | Medusa | Hierarchy | Budget Versions | Link | Help

Document was successfully saved.

Questionnaire

Proposal Questionnaire

Proposal Questionnaire (Incomplete) [Clear] [Print]

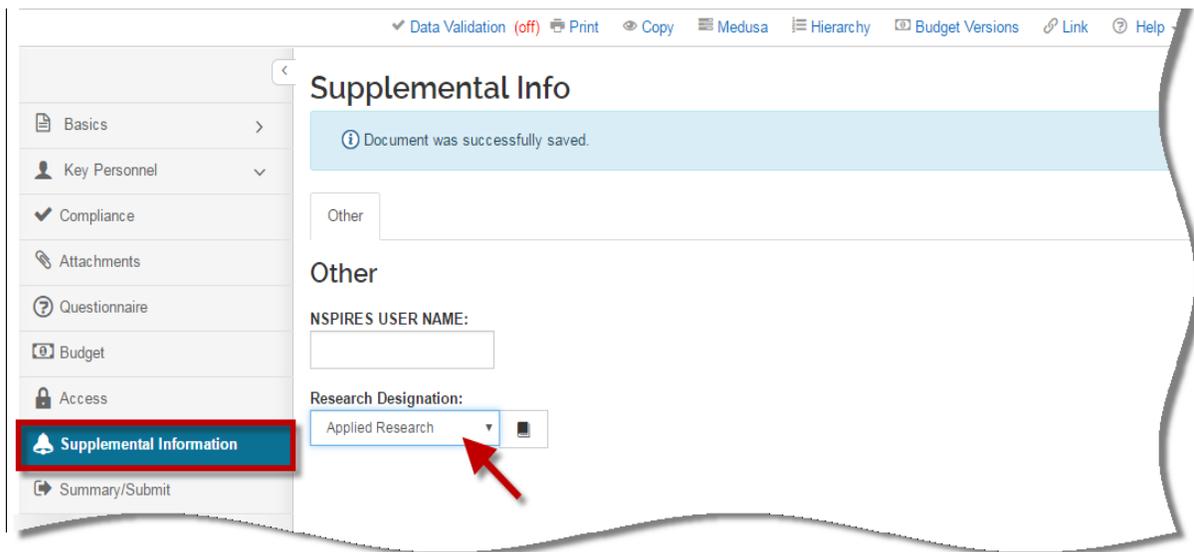
Does this proposal require access to KSU facilities, equipment or space beyond what is assigned to you currently or provided for in the budget? Or will alterations to existing space be needed?

Yes
 No

Please explain how you have provided for the additional facilities, equipment, or space or alterations to the existing.

I will need additional lab sp

8. Finally, if the project is research, navigate to the *Supplemental Information* screen and select a **Research Designation** that best matches the type of research involved in this project.
 - *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.



9. When you are finished, please scroll to the bottom of the page and select the **Close** button to exit the proposal record. This will keep the proposal from being locked.



If you have any questions, please contact Kent State’s Kuali Help Team at kuali-research-help@kent.edu or 330-672-2070.