Kent State University Kuali Research
Download a Proposal Budget PDF

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*).
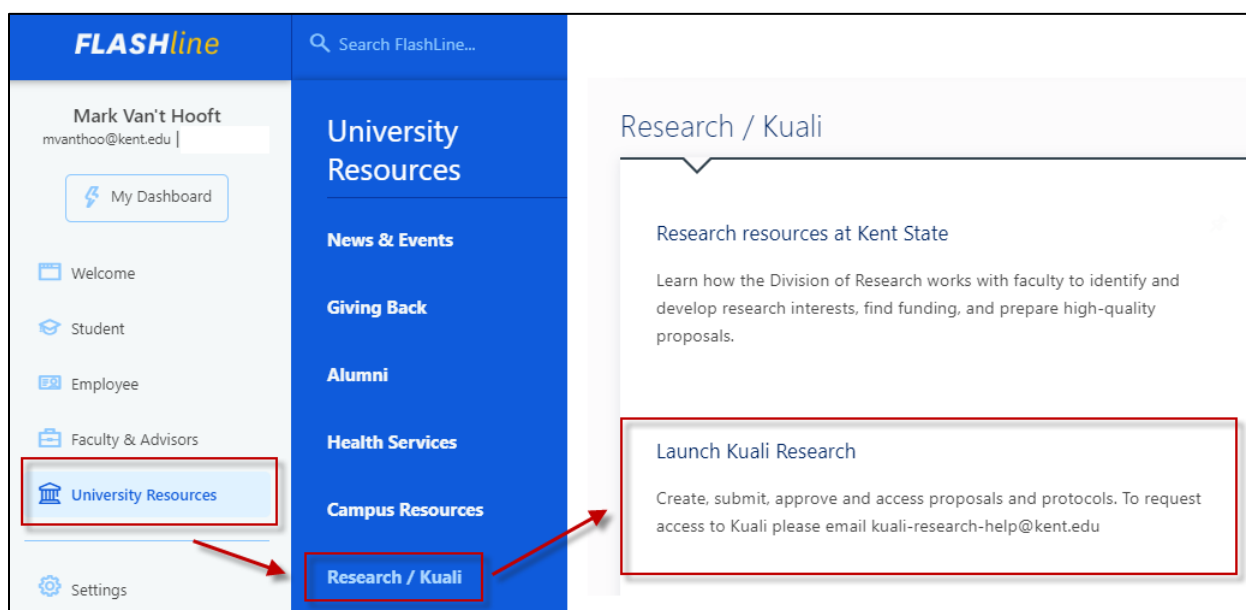
2. Go to *Common Tasks* → *Proposal Development* → *All My Proposals*.
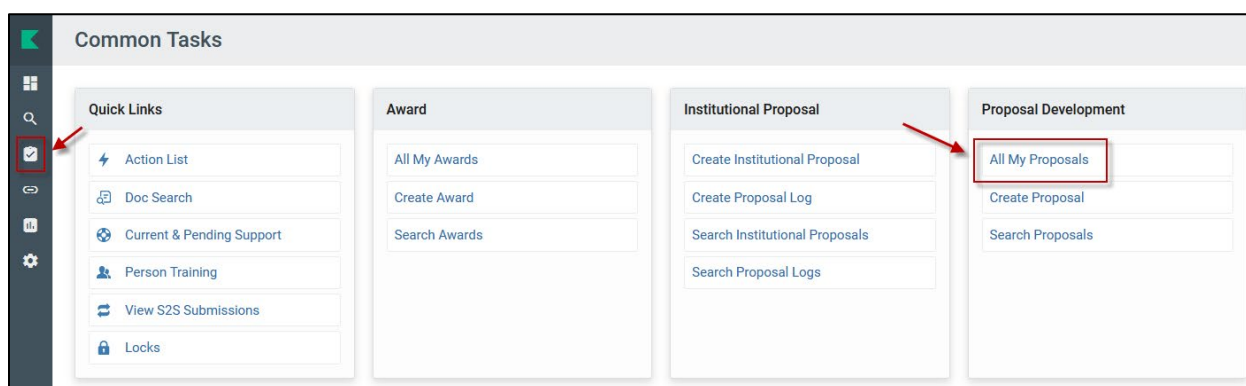
3. In the results list, click **View** for the proposal record you would like to access. The list is sortable by clicking the column headers.

4. Once in the proposal record, navigate to the **Budget**. Click **Action**, then select **Print**, for the budget version to be downloaded. When there are multiple versions, the one highlighted in green is the final version.

5. Select one or more budget reports, then click the **Print** button to generate a PDF view of the detailed budget. The **Budget Costshare Summary Report** or **Budget Summary Report** are recommended as the most detailed budget views (the former if cost-share is involved, the latter if not). To view a one-page summary, use the **Budget Total Report**.

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.