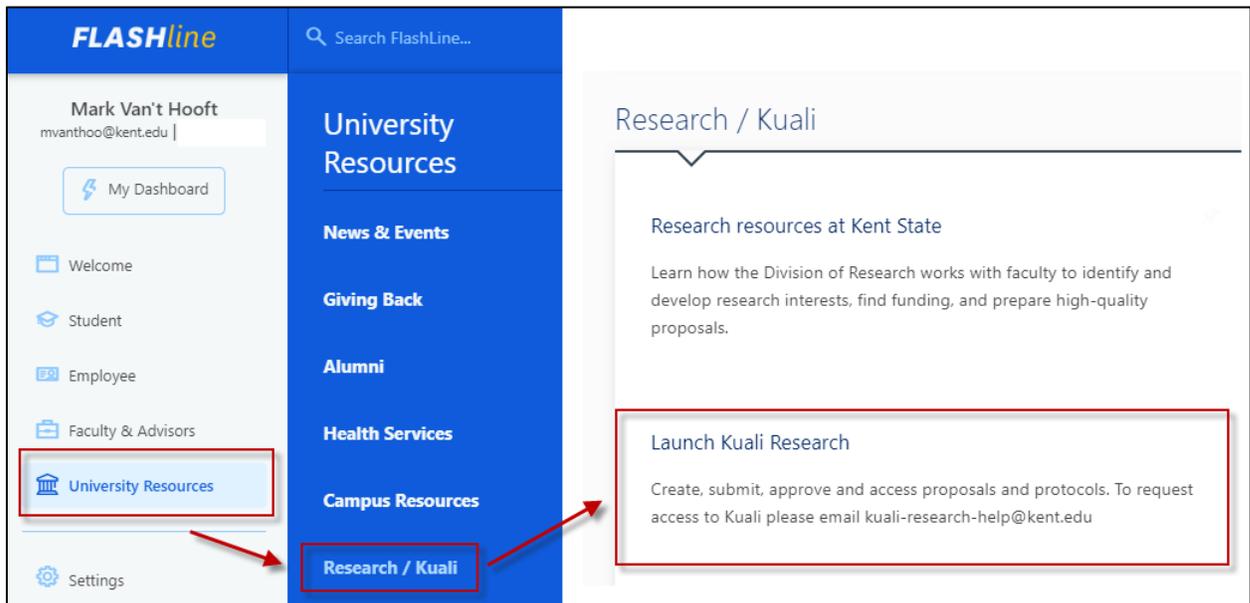
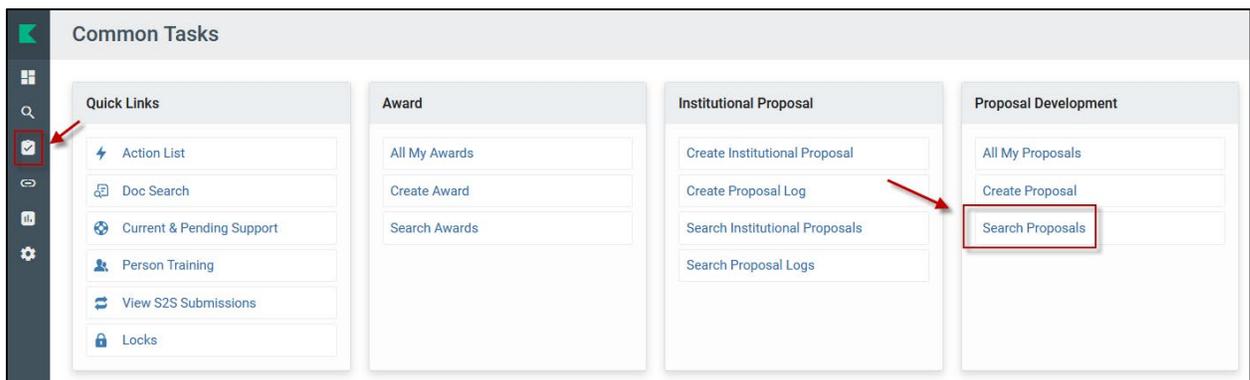


Kent State **Kuali Research** Completing the Proposal Questionnaire

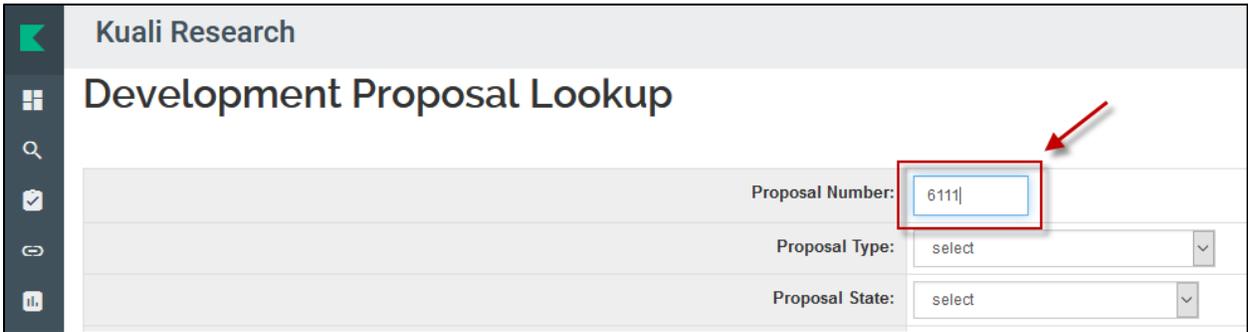
1. Log into Kuali at <https://kent.kuali.co/res> using your Flashline ID and password, or log into Kuali through Flashline (**University Resources** → **Research/Kuali** → **Launch Kuali Research**).



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

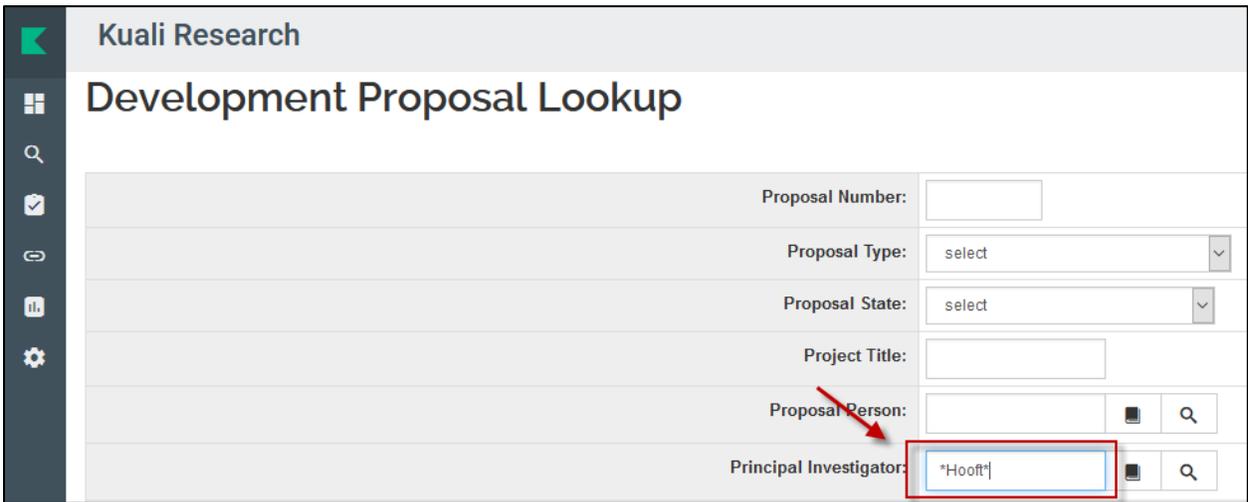


3. Search by proposal number or PI name. An asterisk can be used as a wild card.



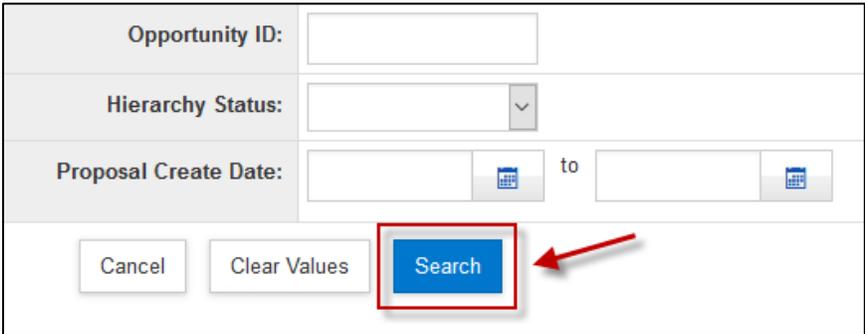
The screenshot shows the 'Development Proposal Lookup' interface. The 'Proposal Number' field contains the text '6111|' and is highlighted with a red box. A red arrow points to this field. Other fields include 'Proposal Type' and 'Proposal State', both with 'select' dropdown menus.

or



The screenshot shows the 'Development Proposal Lookup' interface. The 'Principal Investigator' field contains the text '*Hoofft|' and is highlighted with a red box. A red arrow points to this field. Other fields include 'Proposal Number', 'Proposal Type', 'Proposal State', and 'Project Title'.

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



The screenshot shows the search filters and buttons at the bottom of the page. The filters include 'Opportunity ID', 'Hierarchy Status', and 'Proposal Create Date'. The 'Search' button is highlighted with a red box and a red arrow points to it. Other buttons include 'Cancel' and 'Clear Values'.

- 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: [] to []

Cancel Clear Values Search

Show 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 HSCCT 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.

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

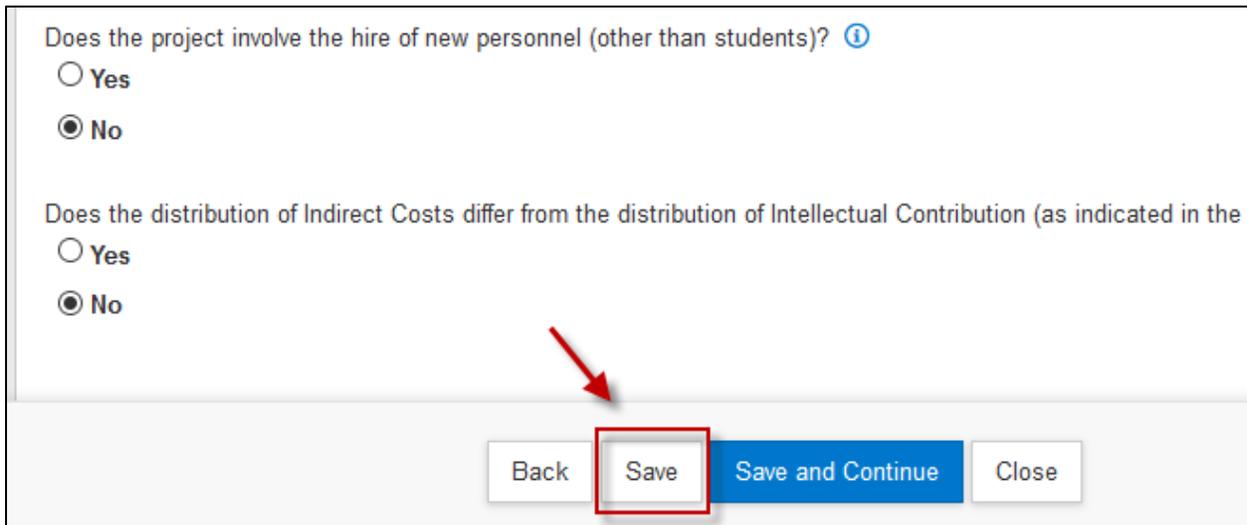
No

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

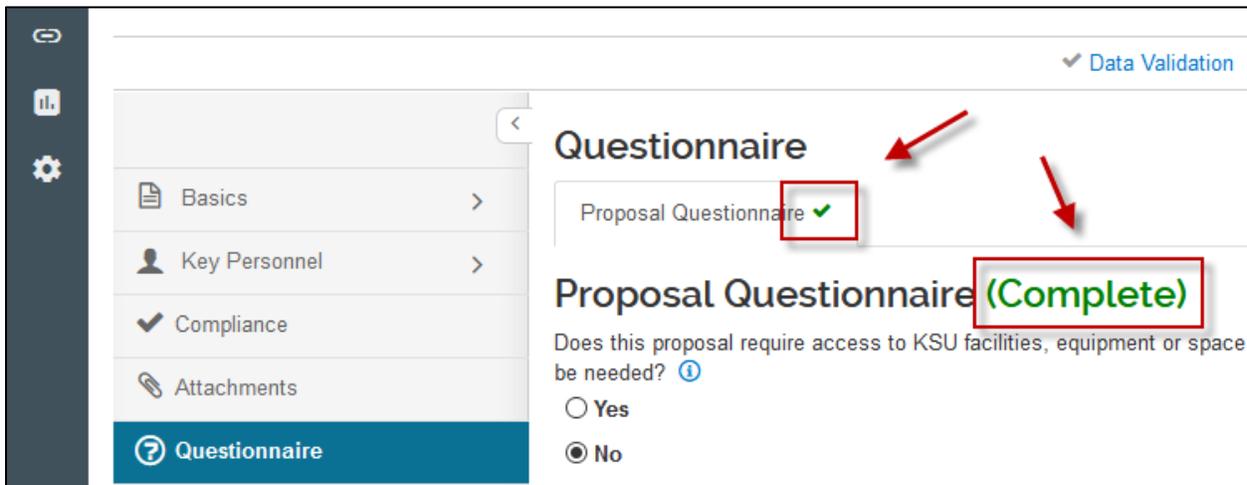
Yes

No

Back Save Save and Continue Close

A red arrow points to the 'Save' button, which is also enclosed in a red box.

- 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

The 'Proposal Questionnaire' tab is highlighted with a red box and a red arrow. The word '(Complete)' is also highlighted with a red box and a red arrow.

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.