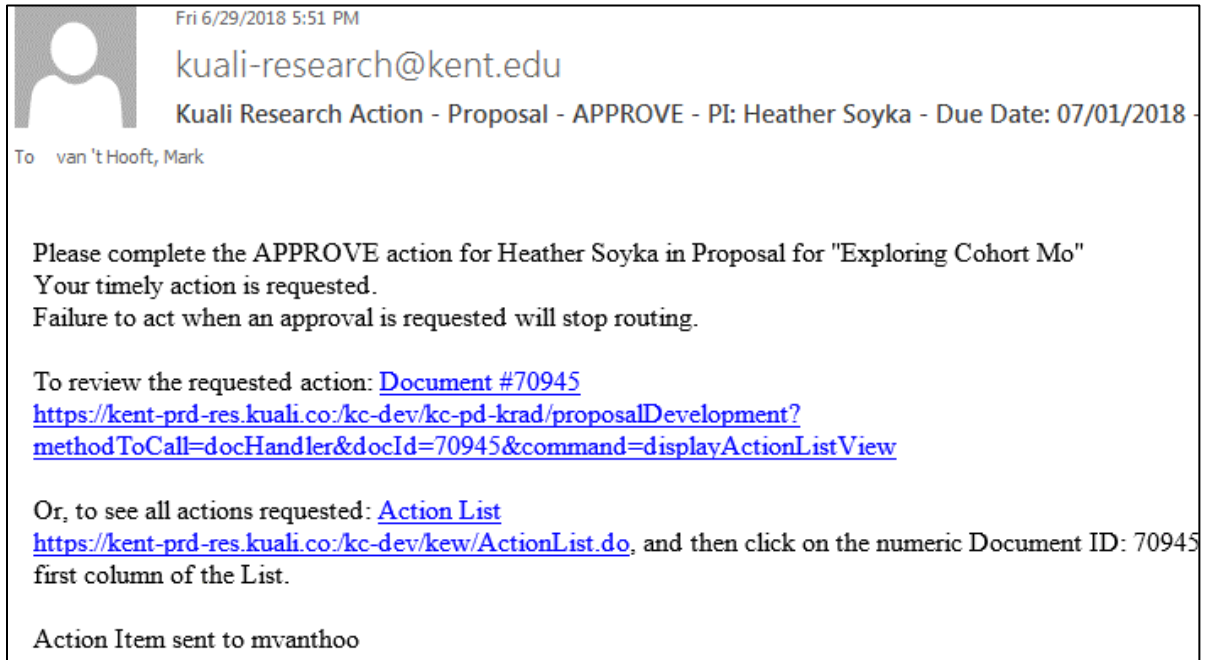


# Kent State University **Kuali Research**

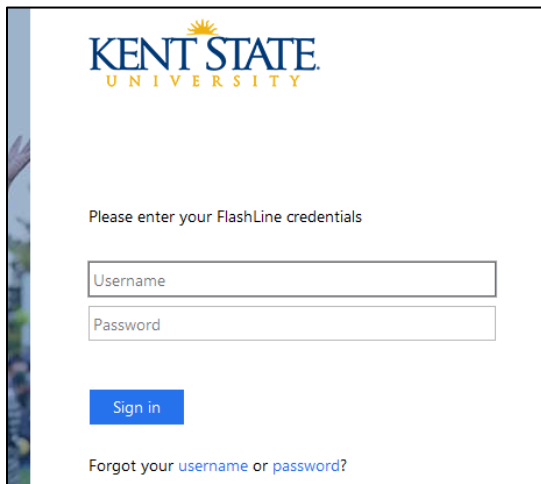
## Proposal Approval Quick Guide

*This document describes the process of reviewing and approving a Kuali proposal.*

1. You will receive an email from [kuali-research@kent.edu](mailto:kuali-research@kent.edu) alerting you to an **Action Item**.



2. Select the first link in the email to be directed to Kent State's Kuali log in page and log in with your FlashLine ID and password. If you are already logged in to FlashLine clicking the link may take you directly to the proposal without logging in again.



3. You will be directed to the *Summary/Submit* page for the proposal. Using the navigation tabs across the top of the **Submit** pane, you can review proposal details including budget summary, attachments, and the Principal Investigator's responses to Kent State specific questions.

The screenshot shows the 'Submit' page with a progress bar at the top indicating 'Saved', 'Routing', and 'Approved' stages. Below the progress bar are navigation tabs: 'Proposal Summary', 'Personnel', 'Credit Allocation', 'Compliance', 'Attachments', 'Questionnaire', 'Supplemental Info', and 'Budget Summary'. The 'Proposal Summary' tab is active, displaying fields for Title, Principal Investigator, Lead Unit, and Proposal Type. A red callout box with a speech bubble points to the 'Budget Summary' tab, containing the text: 'Use these links to review proposal-specific information'.

4. For a detailed budget view, select the **Budget Versions** link just above the *Submit* pane.

This screenshot shows the top of the 'Submit' page. In the top right corner, there is a toolbar with links for 'Data Validation (off)', 'Print', 'Copy', 'Medusa', 'Budget Versions', 'Link', and 'Help'. The 'Budget Versions' link is highlighted with a red box, and a red arrow points to it from below. Below the toolbar is the 'Submit' header with the same progress bar and navigation tabs as in the previous screenshot.

5. In the **Budgets** pop-up window, click the **Action** dropdown menu next to the budget version marked "(for submission)" and select **Print**.

The screenshot shows a 'Budgets' pop-up window. It contains a message: 'The following budgets are linked to this proposal.' Below this is a table with the following data:

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Detailed Budget 1 (for submission)	1	197,748.60	0.00	197,748.60	09/01/2016	08/31/2019	Complete		Action

Below the table is an 'Okay' button. An 'Action' dropdown menu is open next to the first row, showing two options: 'View Summary' and 'Print'. A mouse cursor is clicking on the 'Print' option.

6. Select a budget option and then the **Print** button to generate a PDF view of the detailed budget. The **Budget Costshare Summary Report** or **Budget Summary Reports** are recommended as the most detailed budget views (the former if cost-share is involved, the latter if not).

Print budget documents

Select the documents below you wish to print:

Print Forms	Print Budget Comments	Select
1 Budget Costshare Summary Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 Budget Cumulative Report	<input type="checkbox"/>	<input type="checkbox"/>
3 Budget Salary Report	<input type="checkbox"/>	<input type="checkbox"/>
4 Budget Summary Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Budget Summary Total Report	<input type="checkbox"/>	<input type="checkbox"/>
6 Budget Total Report	<input type="checkbox"/>	<input type="checkbox"/>
7 Industrial Budget Report	<input type="checkbox"/>	<input type="checkbox"/>
8 Industrial Cumulative Budget Report	<input type="checkbox"/>	<input type="checkbox"/>

Click to generate a PDF version of the selected budget

Print

Close

7. If you are ready to approve the proposal, scroll to the bottom of the *Summary/Submit* page and select the blue **Approve** button.

Include Subaward(s)?

No

Sponsor Name

National Institutes of Health

Prime Sponsor Name

Sponsor Deadline Date

06/16/2020

Sponsor Deadline Type

Receipt

Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new contributions listed will be met by the department/college unless otherwise approved, that Conflict of Interest requirements have been met, and that the project is in compliance with all applicable laws and regulations.

Send Adhoc

Ad Hoc Recipients

Approve

Return

View Route Log

More Actions

Close

8. You will then have the option to add comments or attachments. Comments will be saved in the **Proposal Route Log**, attachments in the **Internal** tab of the *Attachments* section of the proposal record.

**Please Select** ✕

Are you sure you want to approve this document?

**Approval Comment:**

**Attachment:**

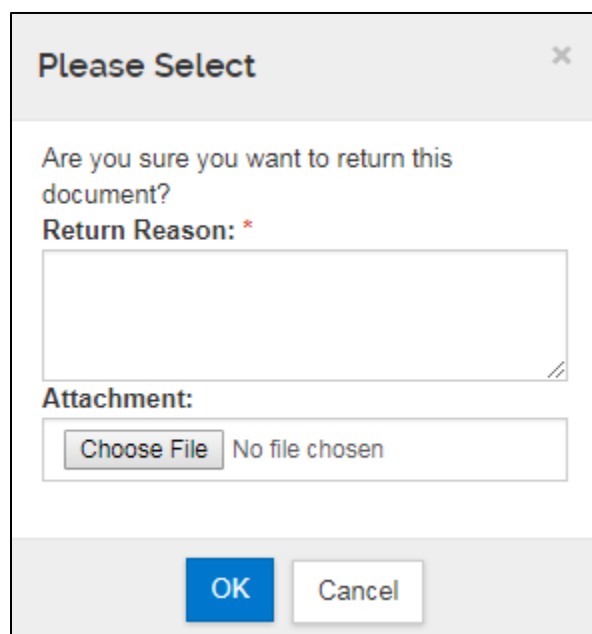
No file chosen

9. If you wish to return the proposal to Sponsored Programs and the PI for edits/corrections, select the white **Return** button.

Include Subaward(s)?	No
Sponsor Name	National Institutes of Health
Prime Sponsor Name	
Sponsor Deadline Date	06/16/2020
Sponsor Deadline Type	Receipt

Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new contributions listed will be met by the department/college unless otherwise approved, that Conflict of Interest requirements have been met.

10. In this case, provide a reason for returning the proposal in the pop-up window, then click **OK**.



Please Select

Are you sure you want to return this document?

Return Reason: \*

Attachment:

Choose File No file chosen

OK Cancel

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.