kuali coeus at INDIANA UNIVERSITY

Kuali Coeus: Proposal Development Document Overview

Proposal Routing and Approval Path

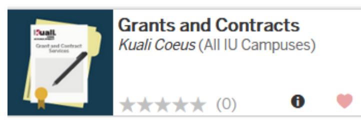
Proposal Completed & Submitted Into Routing → PI/Co-PI Certification and Approval → Unit Level Workgroup (i.e., Department) → School Level Workgroup (i.e., Dean) → OSP (i.e., ORA)

Proposal Approval and Routing

Users in the routing and approval path shown above will receive an email notification and a document in their KC/KFS Action Lists. This quick guide provides a high level of instruction. *For more details, please review the video guides for the proposal module.*

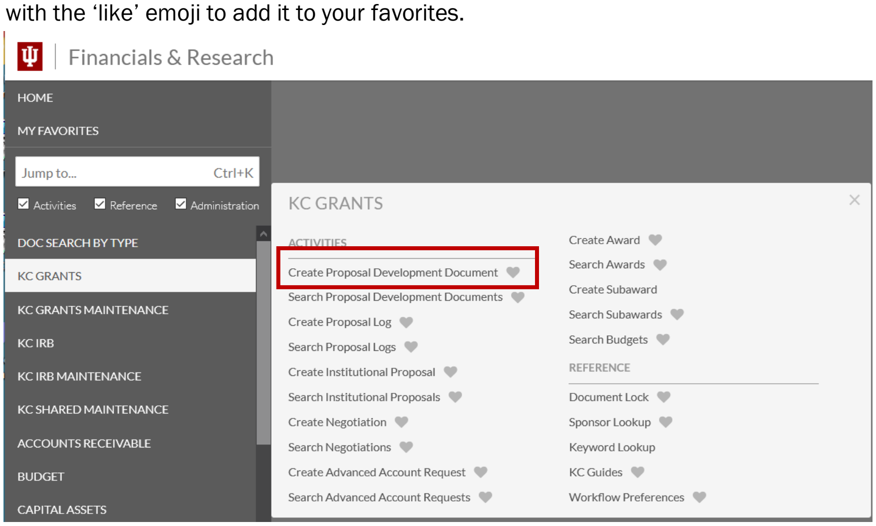
STEP 1: Initiate the document:

To access the proposal development document, locate the



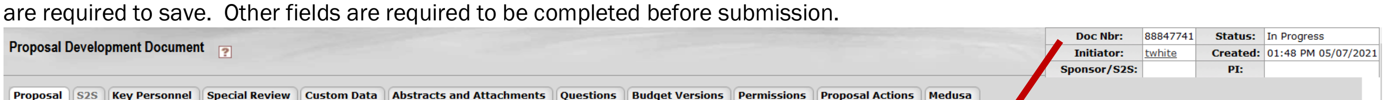
icon in One.IU and click to open the Financials and Research dashboard.

Locate the KC Grants section and select the *Create Proposal Development Document* from the list. You may want to mark the selection with the 'like' emoji to add it to your favorites.

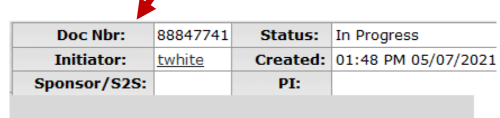


STEP 2: The Proposal Development Document

The document will open to the proposals tab. The multiple tabs indicate sections of the document to fill out. Not every tab is required and not every field is required. Some fields are needed only for specific types of proposals. Some fields are asterisked to indicate they are required to save. Other fields are required to be completed before submission.



NOTE: Make a note of the document number located in the dialogue box in the top right-hand corner of the document, so you may easily locate the document if you need to save and return to it later.



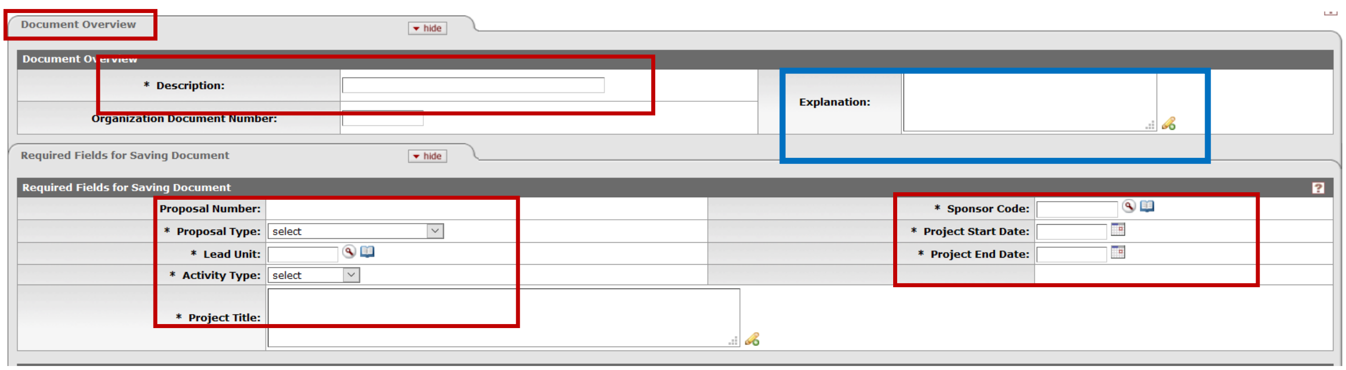
STEP 3: The Proposal Tab: Fields Required to Save

The document opens to the proposal tab. The fields required to save the document are asterisked and located in the subpanels. Once the document is saved, **Lead Unit cannot be changed**, even by ORA staff. Once the document is submitted, the Sponsor Deadline Date can only be updated by ORA staff. Complete the following fields to save the document:

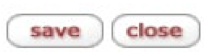
- **Description**
- **Proposal Type**
- **Lead Unit**
- **Activity Type**
- **Project Title**
- **Sponsor Code**
- **Project State Date**
- **Project End Date**
- **Sponsor Deadline Date**
- **Sponsor Deadline Type**

Notes to reviewers should be placed in the Explanation box. To locate the sponsor code, click the magnifying glass beside the field and a lookup will open, allowing you to 'return the value' for your Sponsor and Prime Sponsor. See other QuickStart guides for detailed information on lookups.

Asterisks and red outlines below mark fields on this tab that must be completed to save the document. Once saved, the document can be closed and accessed later for completion of the proposal information. Additional information in other subpanels on this tab will be needed to submit into routing; however, not every field is required to submit. The Explanation box is an important place to add information for ORA staff and is outlined in blue.



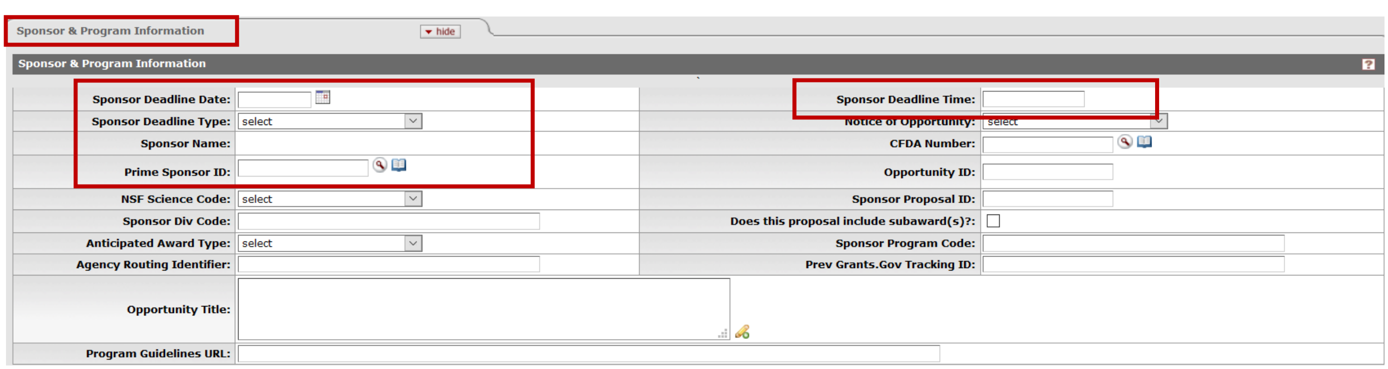
After completing the required fields, click the save button at the bottom of the tab.



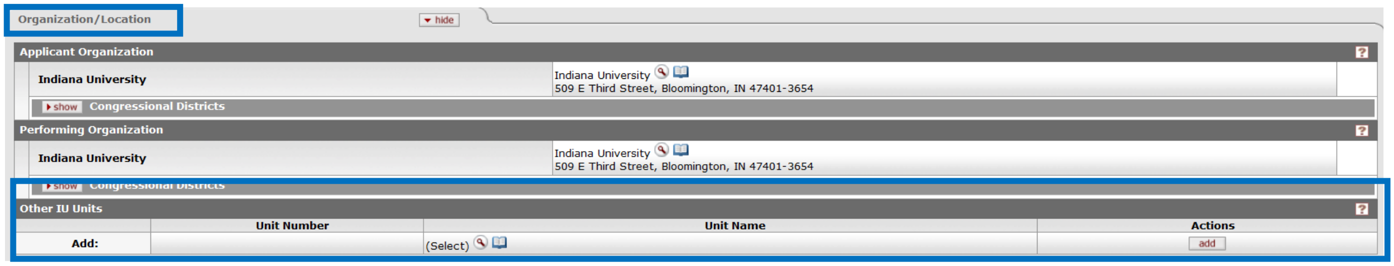
Going forward in this document, "Required to submit" fields will be outlined in red. Blue will signal fields that may be applicable to the project. Once the proposal tab has been saved, you may navigate through the tabs in any order as information becomes available.

The Proposal Tab: Additional Fields Needed For Submission

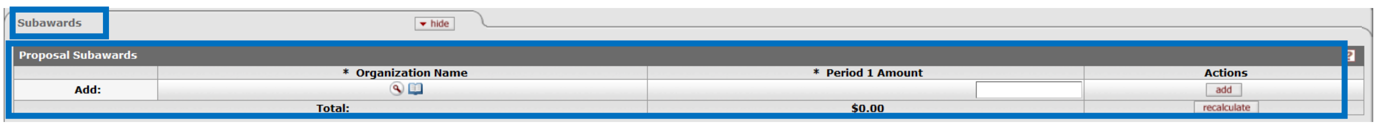
Submission date and time are necessary to submit the document into routing. Other fields in this subpanel are useful in speeding up the review process. If the funding has a prime sponsor, add them here. If the prime sponsor is incorrectly entered or missed, it could cause delays. *Example:* Dr. X is working with her colleague Dr. Y from Purdue on a project seeking funding from NSF. Purdue will apply directly to NSF and issue IU a subaward. *NSF is the Prime sponsor in this example.*



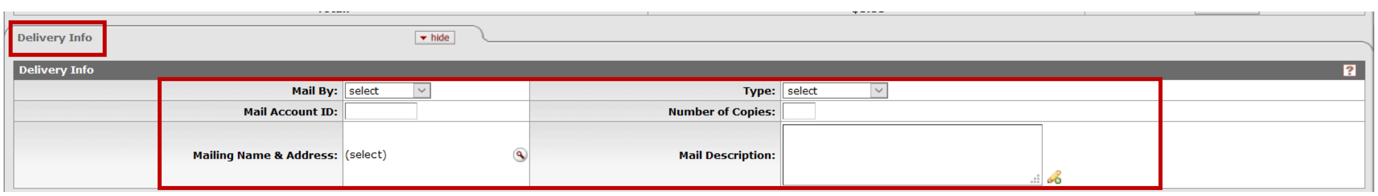
The *Other IU Units section is completed by KC when the Personnel tab is completed. If there are additional IU units involved, please add them.*



Add any subawards to external entities on the Subaward panel. Include the period 1 budgeted amount. Vendors are <u>not</u> included here. (See the video series for details on routing and the subaward video series concerning subawards vs. vendors.) <u>*Example:*</u> If IU were submitting to NSF and plans to issue a subaward to Purdue, we would list Purdue here.



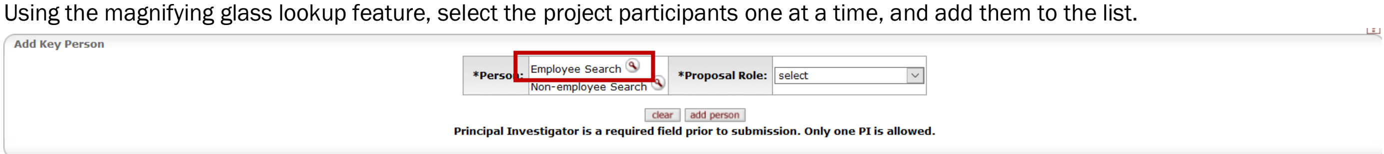
Delivery information should be included in the next subpanel. Most submissions are electronic and submitted by ORA, but any hard copy requirements are the responsibility of the unit to submit once final approval is given. The Keywords panel is not used by ORA.



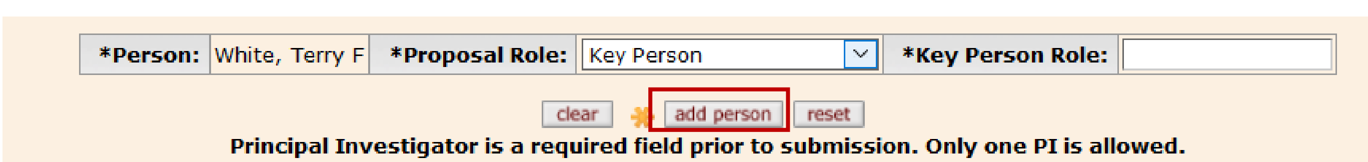
STEP 4: The Key Personnel Tab

The document self-saves when you migrate from tab-to-tab, so additional 'saves' after the first save are not needed. Skip the tab marked **S2S.** IU does NOT use this feature. Click on the Key Personnel tab and the document will auto-save before opening the tab.

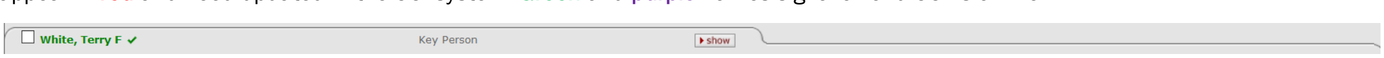
Using the magnifying glass lookup feature, select the project participants one at a time, and add them to the list.



Be sure to click the ADD PERSON button after choosing the roles. Note the color shading change that helps remind you to click add.



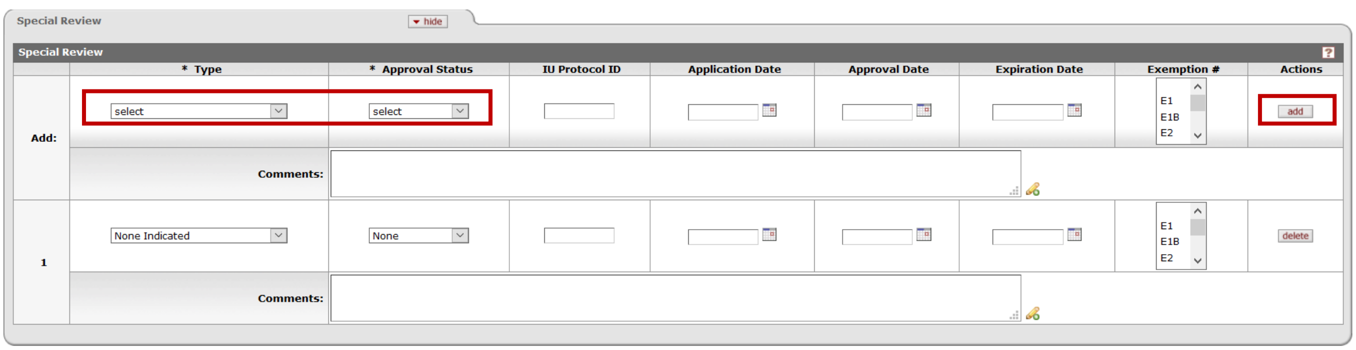
The investigator names will appear in different colors to indicate their Conflict of Interest (COI) status. Those whose forms are expired appear in red and need updated in the COI system. Green and purple names signal a valid COI is on file.



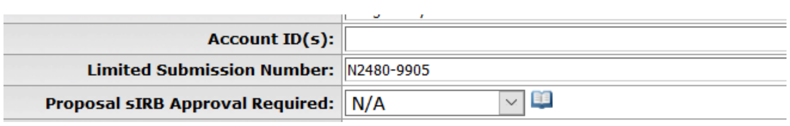
The *Combined Credit Split* subpanel at the bottom of the page is required and can be completed using the default distribution. Check with your School and Investigators for other distributions. (*See the video series for details on other distribution entries.*)

STEP 5: The Special Review Tab and the Custom Data Tab

<u>The *Special Review tab*</u> is designed to manage information concerning human subjects, animal use, or bio-hazardous materials related to the project. Enter the necessary information or choose None Indicated if none of the listed items are required for the project. Approval status may be pending or not yet applied. Be sure to click ADD so additional lines appear if multiple types are required. At least one entry will be required to submit into routing. The entry must match the proposal submitted.



<u>The *Custom Data tab*</u> is generally reserved for use by ORA staff and completed once the document has routed to ORA; however, some fields may be useful for the document initiator to fill in. A supplement can be reviewed more quickly if the existing account number is included. Also, Limited Submissions Approval Numbers should be entered here. Other fields on the Custom Data tab are used by the ORA staff for codes and approvals needed for institutional records.

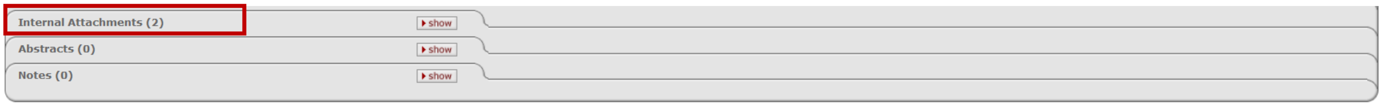


STEP 6: The Abstracts and Attachments Tab

Documents to be submitted to the sponsor or are needed for internal purposes must be attached to this tab. Do not route a KC Proposal Development Document without the necessary attachments.

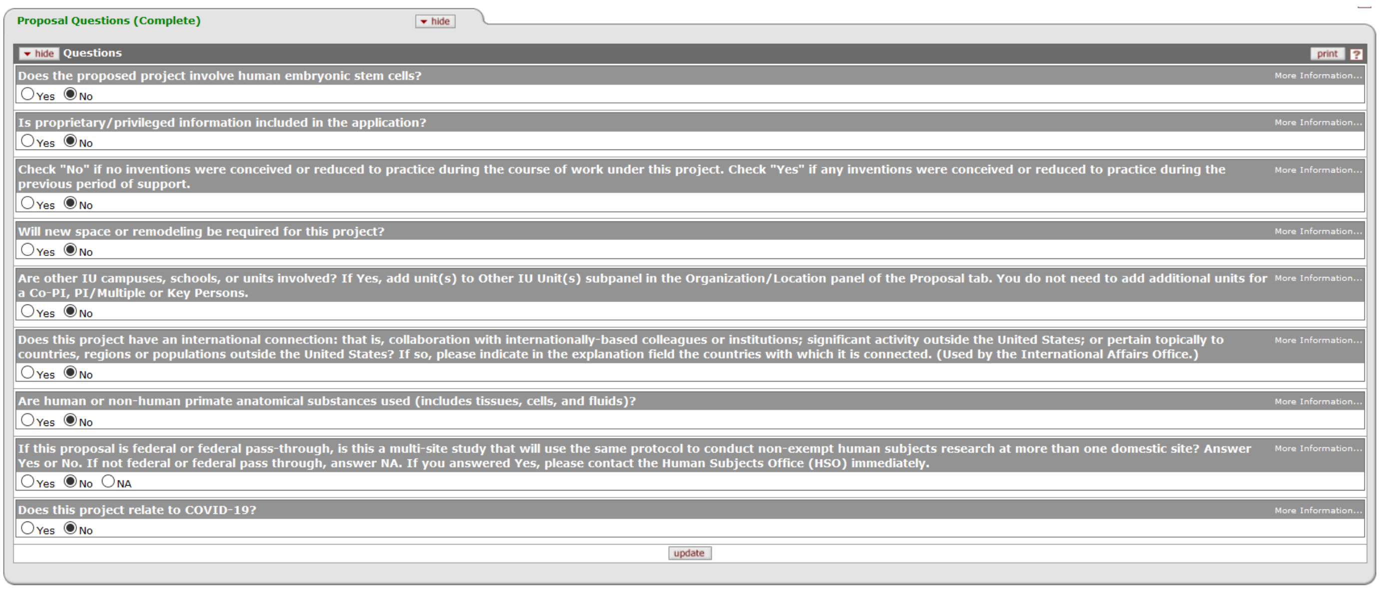
Be sure to indicate the attachment type for each document and click to add. Browsing for files is enabled. Compiling one document for submission is encouraged. Different versions may be added here while constructing the proposal to share securely with IU staff or investigators; however, only the final versions should be routed.

Internal attachments are not submitted to the sponsor but needed as part of an ORA review. Internal budgets, subaward documents and guidelines are to be attached on that subpanel. Notes entered on this tab are part of the permanent record.

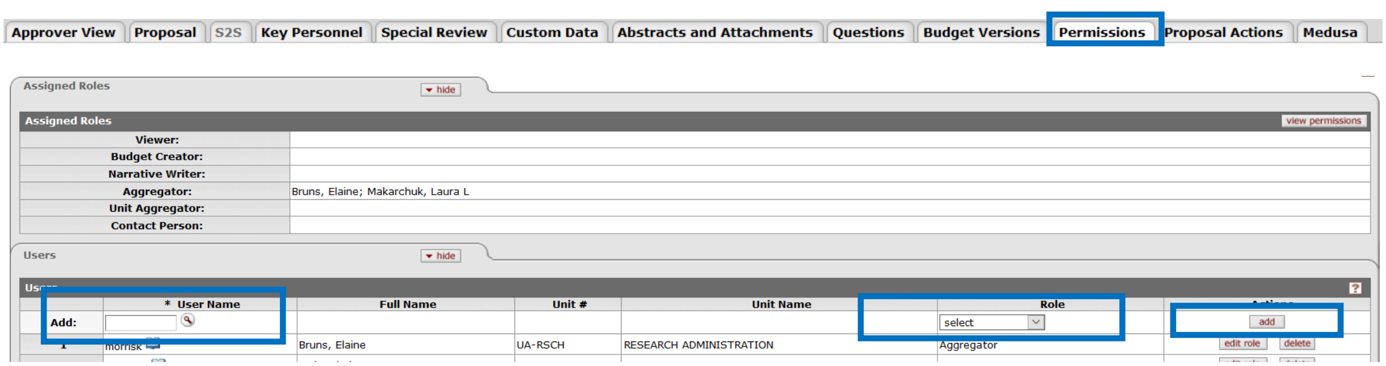


STEP 7: The Questions Tab and The Permissions Tab

The Questions Tab items can best be answered by working with the investigator since they relate specifically to the proposal. Some questions ask for additional details when the answer is yes.

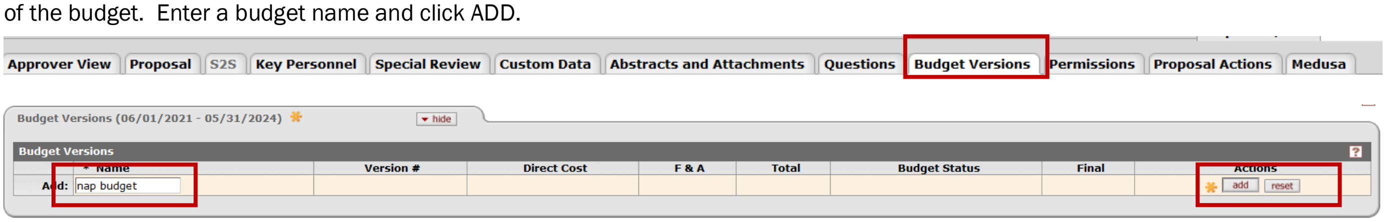


The *Permissions Tab* is used to provide additional access to the document for adding, editing, or sharing of proposal documents. Other users may be added as Aggregators with edit permissions or Viewers with view only permission. Once the document has been submitted into routing, users can only be added as Viewers.

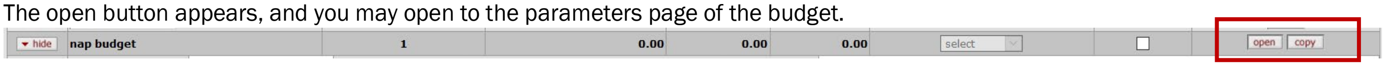


STEP 8: The Budget Versions Tab

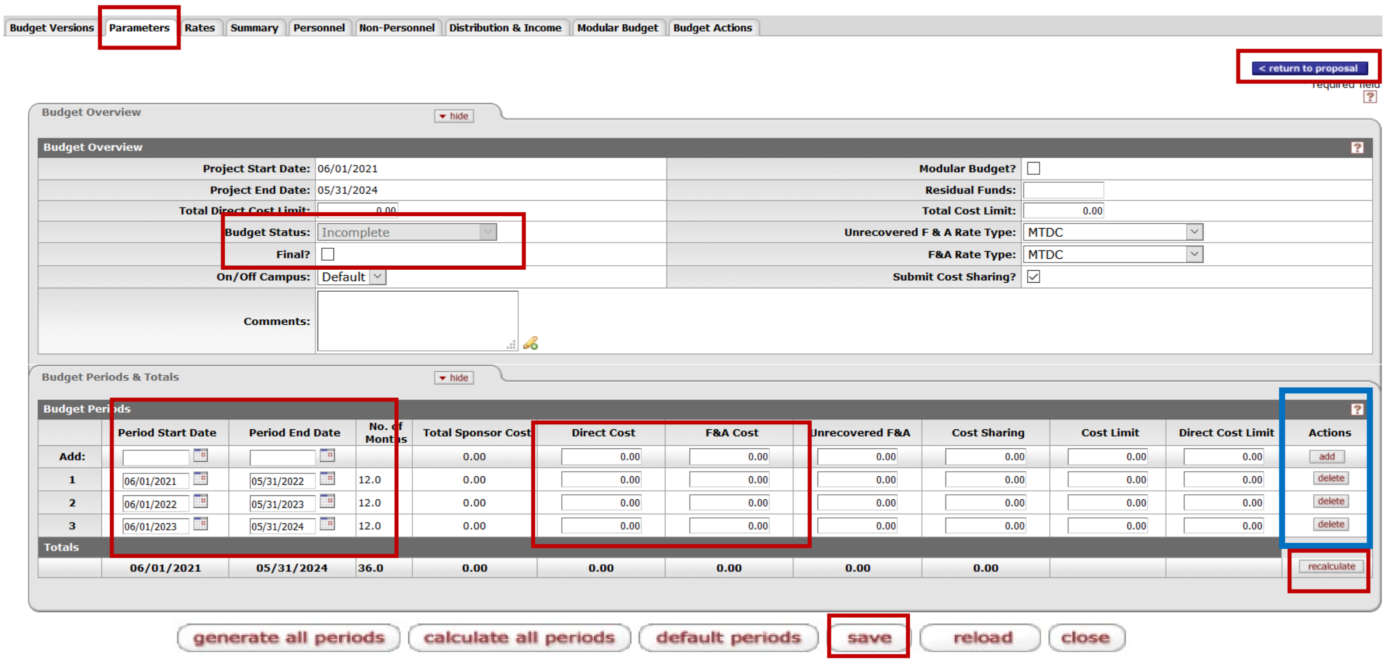
KC is designed to allow a detailed budget and to have multiple versions of the budget. IU has elected to use only the parameters page of the budget. Enter a budget name and click ADD.



The open button appears, and you may open to the parameters page of the budget.



Note that the budget module is actually a separate Kuali document with its own document ID. IU uses only the *Parameters* tab and the *Distribution and Income* tab which is reserved for cost share information. *(See videos for cost share entry actions.)* KC creates budget periods based on the project start and end dates. These can be edited or combined as needed for the project. One budget period is required and also acceptable if it meets the sponsor guidelines. Use the delete buttons to eliminate rows and edit the dates as needed. After the periods are correct, enter the direct and indirect amounts and click recalculate. Then mark as Final and change the *Budget Status* to Complete. Next, click Save and then select <return to proposal.



STEP 9: The Proposal Actions Tab and Submission

The final step is to validate the data and correct any errors before submission into routing. Navigate to the *Proposal Actions* tab and expand the data validation subpanel. Click Turn on Validation. Errors will be listed, and a fix button will allow quick movement to the area where the error exists. Once fixed, you will be returned to the Proposal Actions tab where you may submit the document into routing for approvals by the Investigator, Dept Chairs, Deans, and ORA.