Proposal Development & Routing in Kuali Research (KR)

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Learning Objectives

Learn how to:

- Create a System-to-System (S2S) proposal
- Review and approve a proposal
- Copy a proposal
- Search for proposals

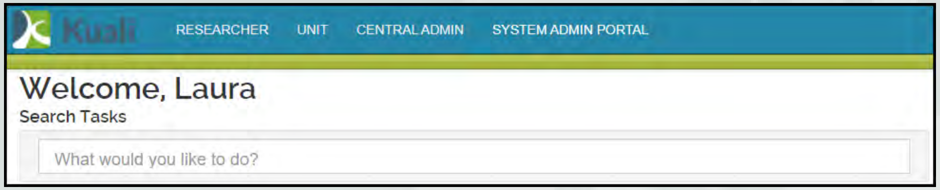
Creating a System-to-System Proposal in KR

Key features of S2S

- No double entry of information
  - Grants.gov forms are automatically populated with data entered into the KR proposal
- KR provides data validations to assist with ensuring that the required data, forms, and attachments are included, prior to submission
  - Includes NIH validation service
- Status updates from Grants.gov are displayed in the S2S area of the proposal
- NIH Image Service gives a preview of the NIH proposal, as it will appear in eRA Commons.

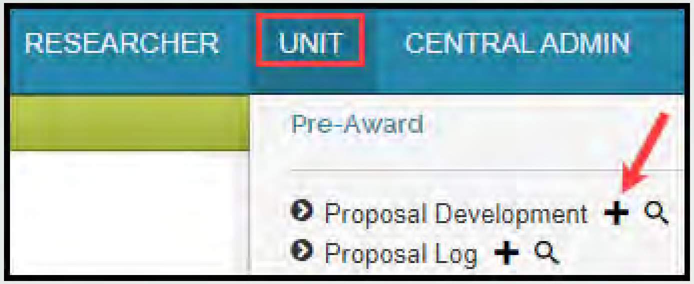
Creating a PD

The Kuali Research landing page is a welcome screen with a **Search Tasks** bar.



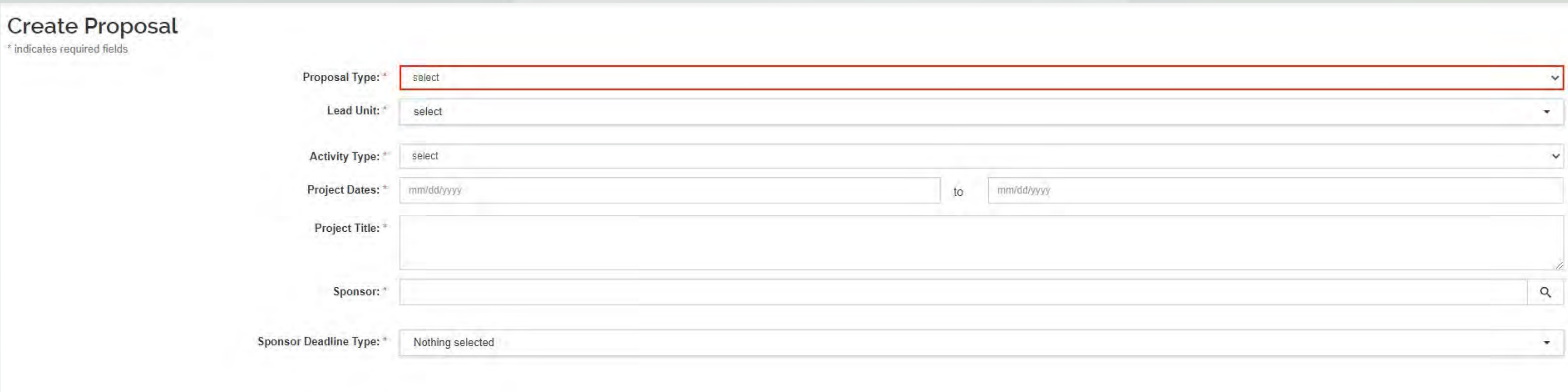
- To <u>create a new PD</u>, start typing the word "create" in the task bar and options will appear. Select **Create Proposal**.

- You can also create a new PD through the Researcher and Unit links.



+ = Create new

Required Fields to Save the Document



- There are required fields that must be entered in order to create and save a Proposal Development document

Required Fields to Save the Document

1. Proposal Type

Proposal Type	Used when…
Award Revision	Gathering approvals for revisions that take place after a proposal is submitted and throughout the lifetime of an award. This Type is used to gather approvals only and does not create a new Institutional Proposal or make changes to an active award.
Continuation	Submitting S2S non-competing applications for additional funding/budget period for awarded projects. Currently, this Proposal Type should only be used for USDA progress reports that are submitted System-to-System.
New*	New proposal submission.
No Money Agreement	Routing an agreement for approval that does **not** include awarded funds (e.g. cost share agreement).
Pre-Proposal	A pre-application or Letter of Intent that is required by the sponsor and the requirements of the pre-application must have institutional approval (e.g. cost share). Also used for pre-proposals submitted System-to-System.

Required Fields to Save the Document

Proposal Type	Used when…
Renewal*	A new application requesting additional funding for a period subsequent to what was provided by the current award. Used for System-to-System applications.
Research Gift	Funds are transferred to MSU without any valuable consideration or compensation to the donor. Gifts of more than $5,000 for the support of research should be routed through a PD document.
Resubmission*	Resubmitting a previously unfunded proposal. Used for System-to-System applications.
Revision*	Submitting System-to-System for the following reasons: changes to financial award obligations; competing revisions; non-competitive administrative supplements; and NIH transfer requests.
Task Order	Submitting a proposal or receiving an award under a master agreement.

* Include a Change/Corrected option for S2S proposals.

Required Fields to Save the Document

2. Lead Unit

- Select the department (Organization Code) that the lead PI is appointed to at MSU.
- Options appearing in the dropdown list are unit(s) that the individual has been granted access to create proposals for (based on access provisioning / ARMs)
- Once saved, cannot be changed!

Required Fields to Save the Document

3. Activity Type

Activity Type	Definition
Construction	A proposal to undertake or manage the undertaking of a construction or renovation project.
Education/ Instruction	Proposals with the primary purpose of training or providing instruction.
Fee-for-Service	These are service projects for which an external client requests a deliverable generated using known practical applications of standard procedures and established theories, methods and standard experiments using special or unique MSU research capabilities. The results of such work are of specific interest to the client and normally involve a set fee according to a published rate schedule routinely charged to all potential customers, off-the-shelf tools and established protocols. Fee-for-service work does not require original, creative, or scholarly analyses or non-standard interpretation of data sets by MSU faculty, staff or students engaged in the work.

Required Fields to Save the Document

3. Activity Type, cont.

Activity Type	Definition
Fellowship	A mechanism to provide institutional research training opportunities to trainees at the undergraduate, graduate, and postdoctoral levels. Typically, the fellow is not an employee of the university throughout the period of their fellowship.
Public Service	A project where the primary purpose is to provide a service rendered in the public interest or geographically extends the resources of the institution to entities or persons otherwise unable to take advantage of such resources.
Research	An investigation aimed at discovery and interpretation of facts, revision of accepted theories in light of new facts, development of new analytical and experimental protocols, or practical applications of such new theories, analysis, data gathering and experiments.
Student Services	The intent of the proposal is to request financial assistance for students or student programs.

Required Fields to Save the Document

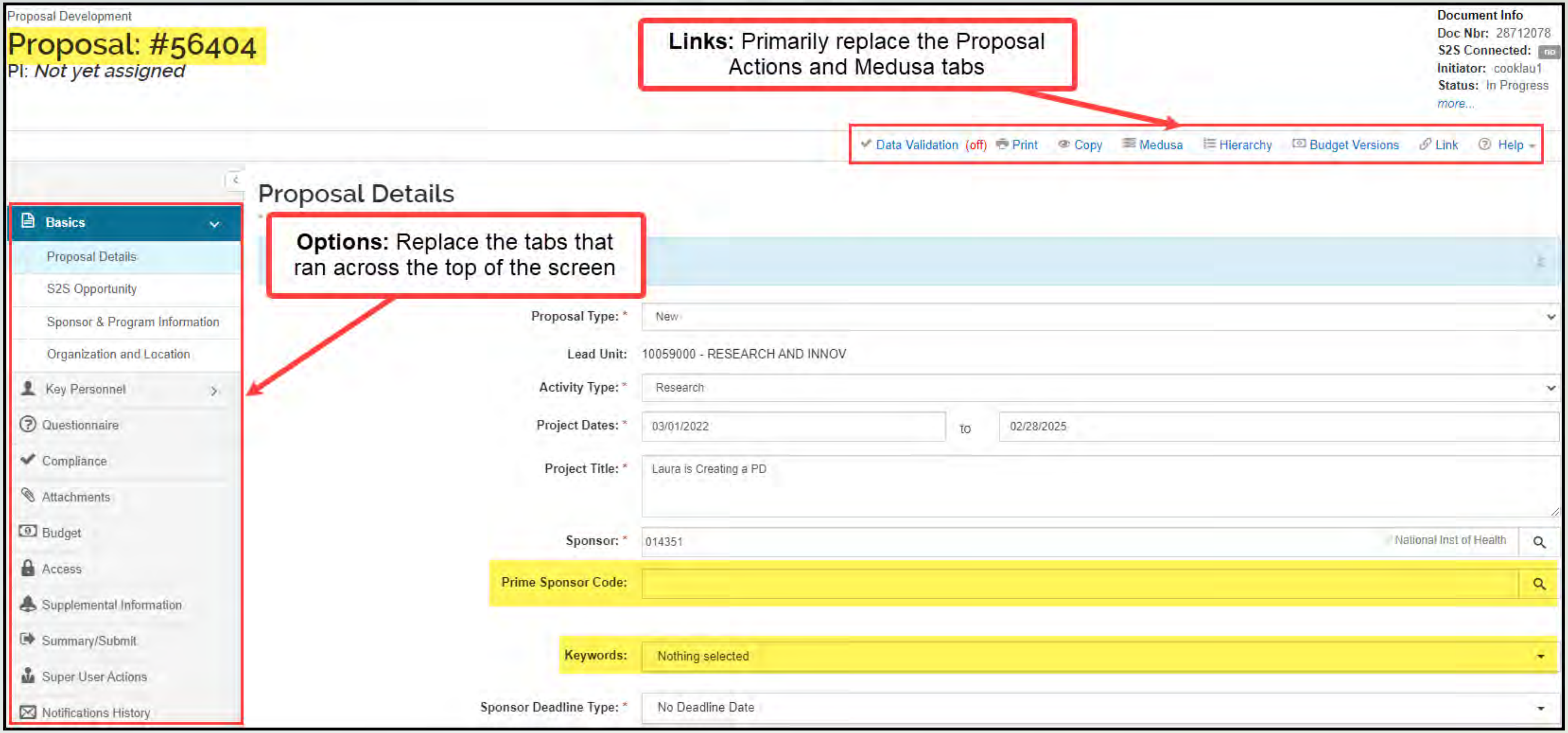
4. **Project Dates:**
   - Project Start and End Dates
5. **Project Title**
   - If the title is unknown, you can use "TBD" to pass the validation. Remember to change it!
6. **Sponsor**
   - If the sponsor is not listed, select To Be Named as the sponsor and complete the Adding Sponsors web form on SPA's website to request that the sponsor be added
   - Using To Be Named allows you to continue working on your proposal, but will prevent you from submitting the proposal for approval
7. **Sponsor Deadline Type**
   - Deadline Date - if the solicitation includes a required deadline
   - No Deadline Date - if there is no required deadline

- Click **Save and Continue**

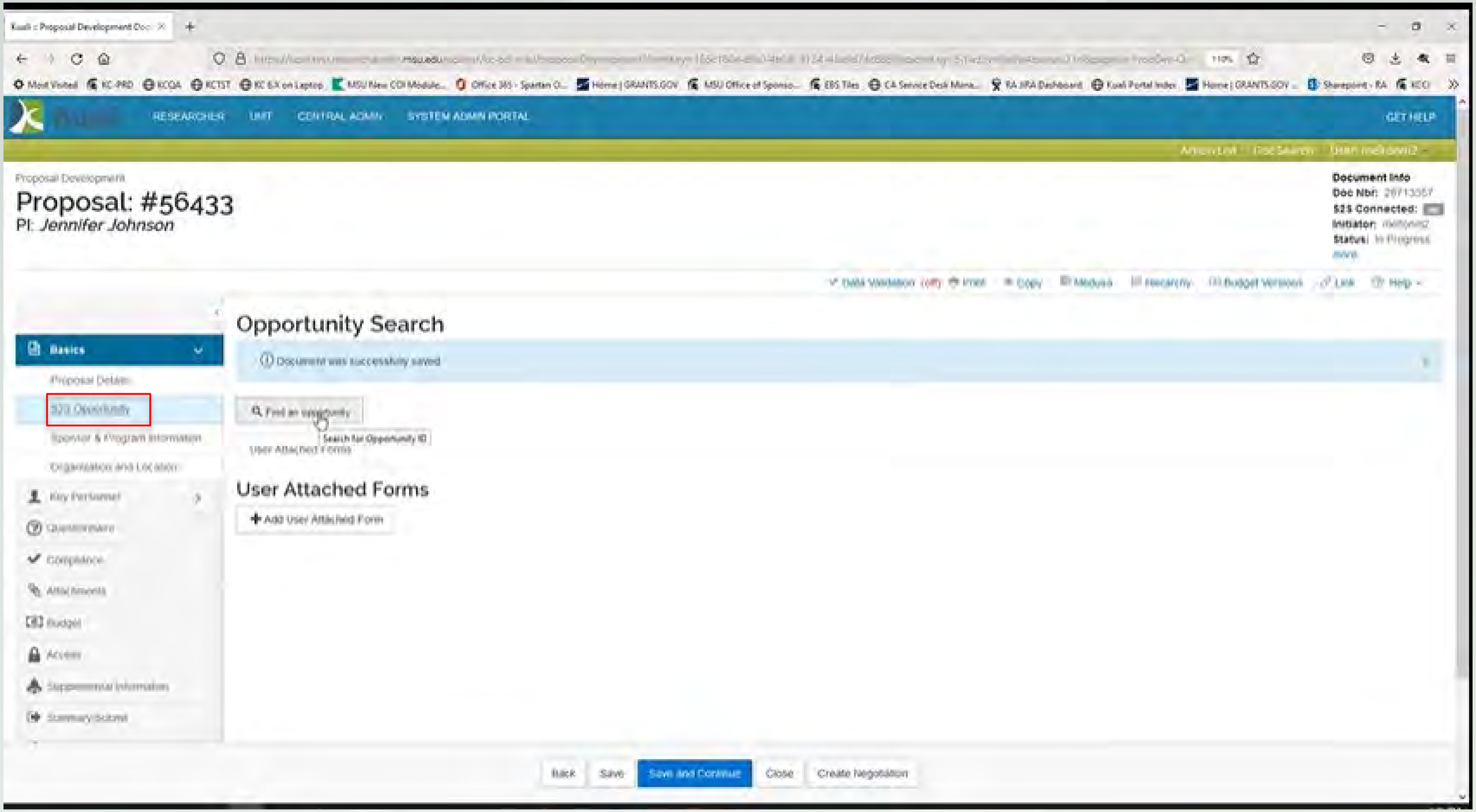
Creating a PD

Once created, the PD# will display at the top of the screen and additional Links and Options become available.

- Additional fields are added within Proposal Details



S2S



S2S sub option will only display when a federal sponsor is selected.

S2S

- To attach the Grants.gov opportunity
  - Click the *S2S Opportunity* sub option
  - Click the *Find an opportunity* link
  - Enter the Opportunity ID
    - The Opportunity ID must be entered exactly as identified in the solicitation. Wildcard searches do not work in these fields.
  - Click Search
  - Click Select for the desired opportunity

S2S

- Opportunity tab – contains the following:
  - Information about the linked Grants.gov opportunity
  - Submission Type should be selected as follows:
    - Application (default) – first submission of this package
    - Preapplication – for pre-proposals or letters of intent
    - Change/Corrected Application – resubmitting a corrected proposal package
  - S2S Revision Type
    - Only applicable when the Proposal Type is Revision

S2S

- Forms tab:
  - **Form names** are a hyperlink to the fillable form
  - Review the forms, check the boxes in the Include column for all forms that should be included in the proposal submission.
    - **Mandatory** – forms that must be included in the proposal
    - **Include** – forms that are not required for all proposals, but may be conditionally required – based on the sponsor's solicitation and the project being proposed
    - **Desc** – notes whether the forms are mapped in the PD document (available) or will need to be user attached
  - **Select column** – check the boxes next to the forms you'd like to print to pdf
  - **NIH e-application button** allows users to view the proposal as it will appear in eRA Commons

S2S

- Submission details
  - Contains the status information from Grants.gov; populated once the proposal has been submitted
    - Will return the Grants.gov zip file after submission

Opportunity Search

Opportunity | Forms | Submission Detail | User Attached Forms

Submission Detail

Refresh

Received Date:	07/08/2022 03:22 PM
Last Modified Date:	07/08/2022 03:22 PM
Status:	Validated
S2S Tracking Id:	GRANT13677308
Agency Tracking Id:	
Comments:	Validated
Grant Submission Package:	Grant Submission.zip
Grant Application XML:	Grant Application.xml
Attachments:	58186-N-1_ProjectNarrative 58186-N-7_Absolute_Priorities 58186-N-4_CCAMPIS_Program_Profile 58186-N-6_ED_GEPA427_Attachment 58186-N-2_ED_Abstract_Attachment

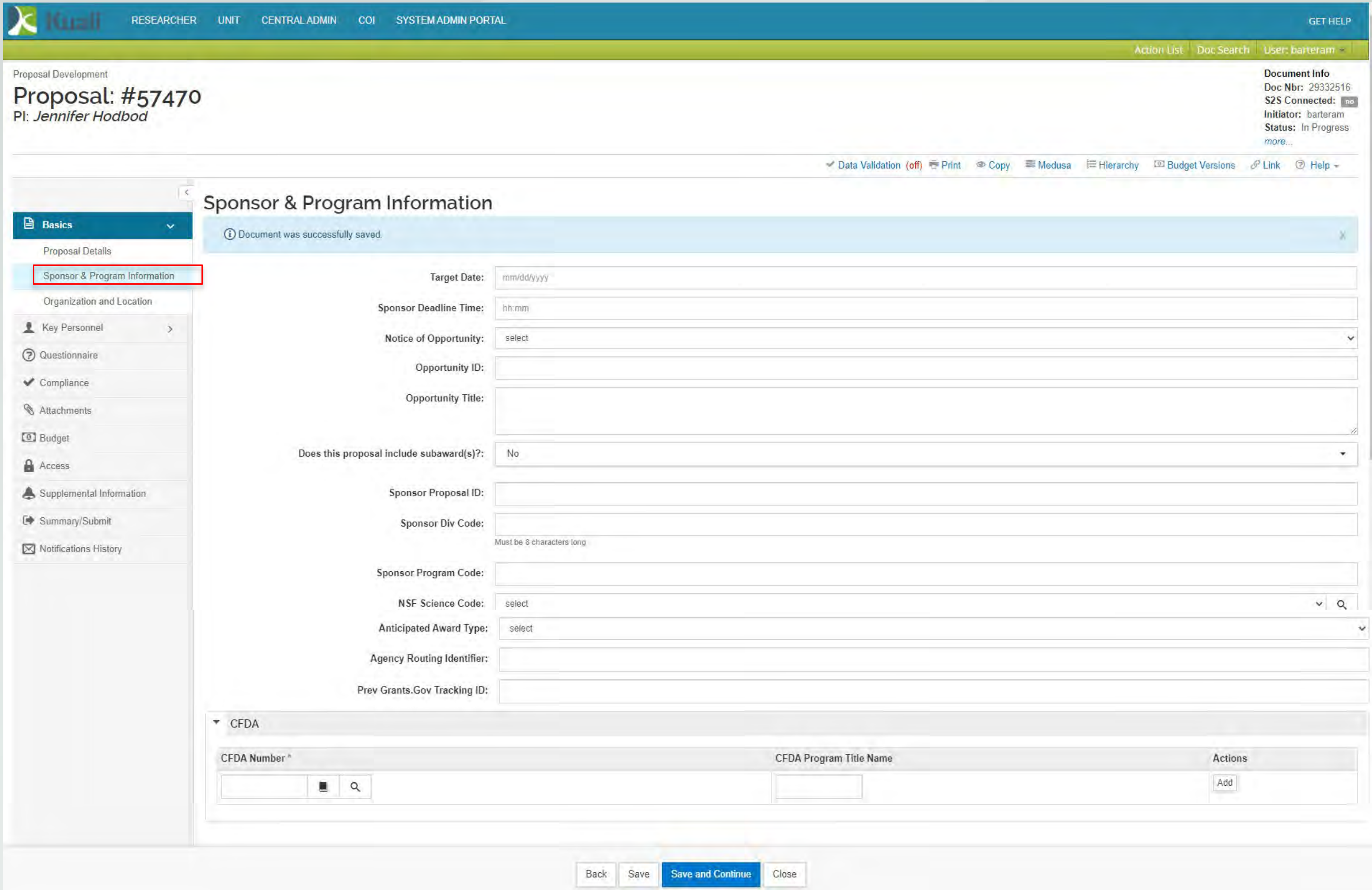
S2S

- User Attached Forms
  - Click on the form name from the Forms tab
  - Fill out the form according to the sponsor’s instructions and save it on your computer or network drive
  - Click 

  - Enter a Description and click the choose file button, select the completed form, and click open
  - Click the add button
  - The system will validate that the required information has been completed on the form; an error will be given if any required information is missing on the form
  - Only the fillable version of a form can be attached
  - Instructions can be found on the User Attached Forms website

User Attached Forms are ONLY attached in this section of the proposal and not on the Attachments option

Sponsor & Program Information

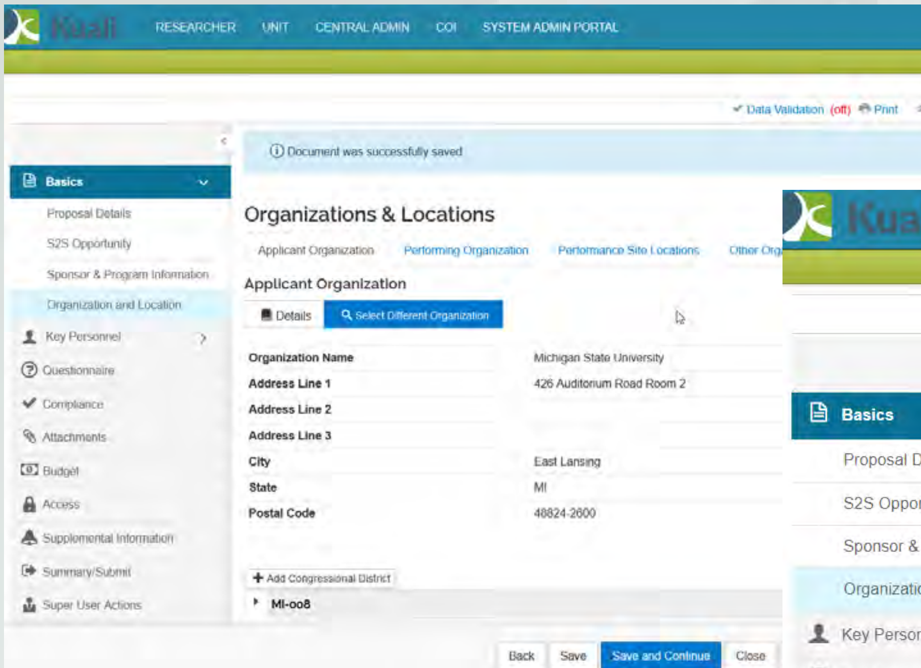


Sponsor & Program Information

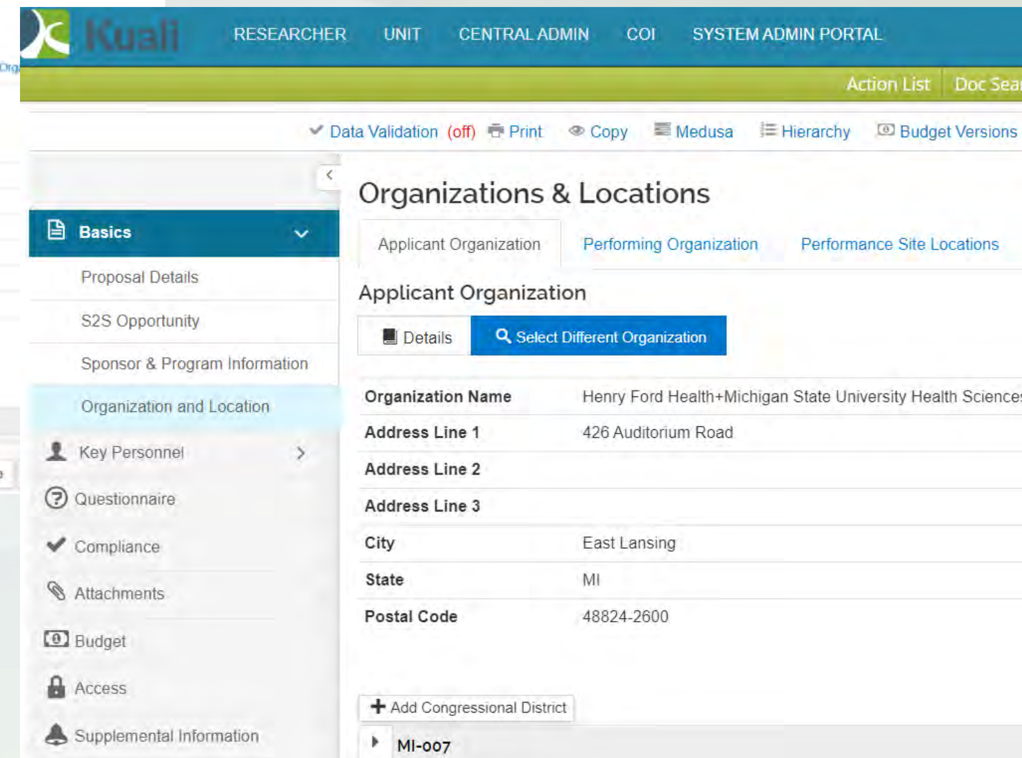
- Click show on the *Sponsor & Program Information* sub option. Focus primarily on the following fields:
  - **Opportunity ID:** For S2S, this field will auto-populate
  - **Does this proposal include subaward(s)?**: This field must be answered to pass validations.

Organization and Location

- **Applicant Organization** – where users will select the HFH + MSU HS organization



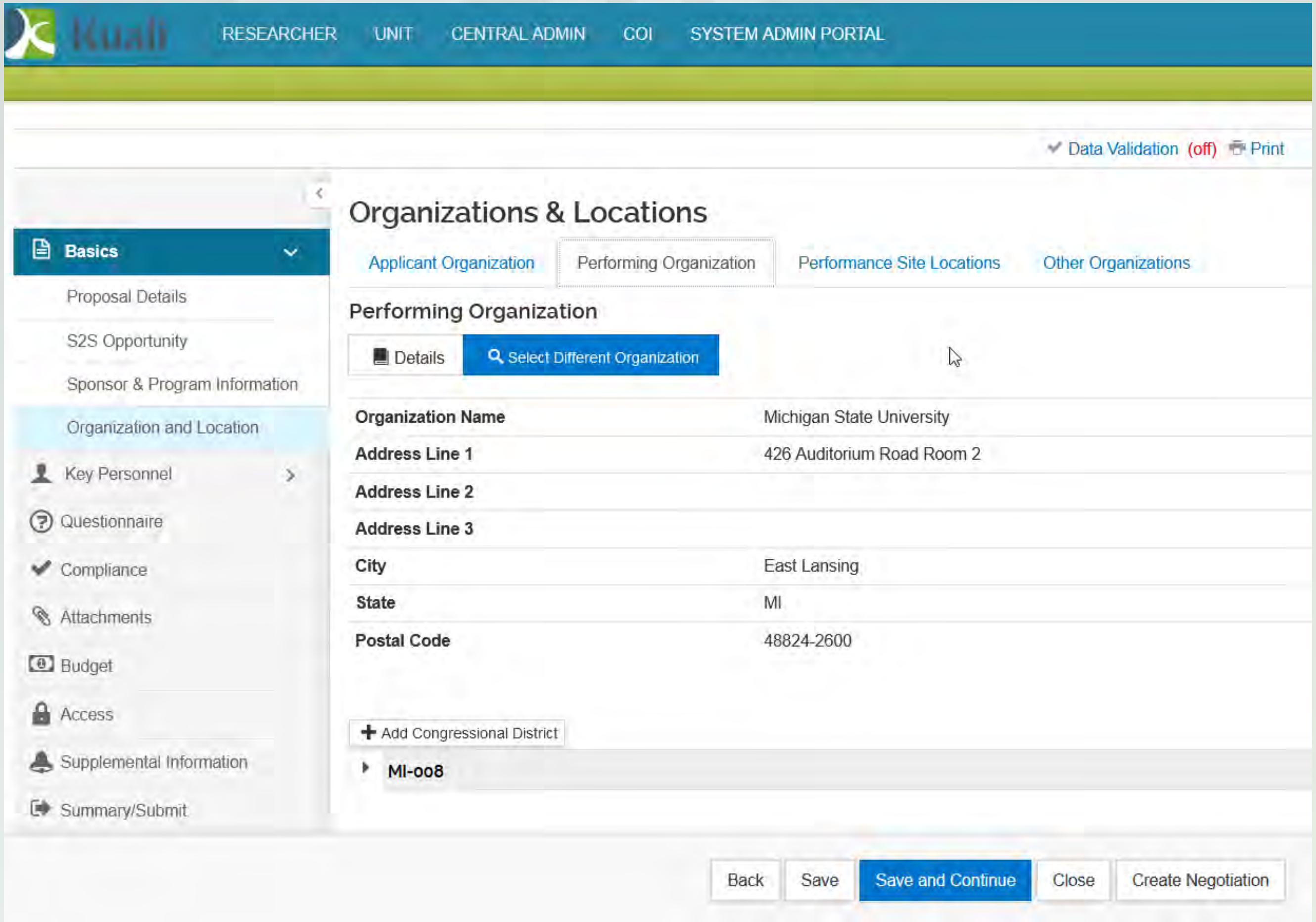
Applicant Organization will default to Michigan State University



User will use lookup to pull in Henry Ford Health + Michigan State University Health Sciences organization, Organization #127729

Organization and Location

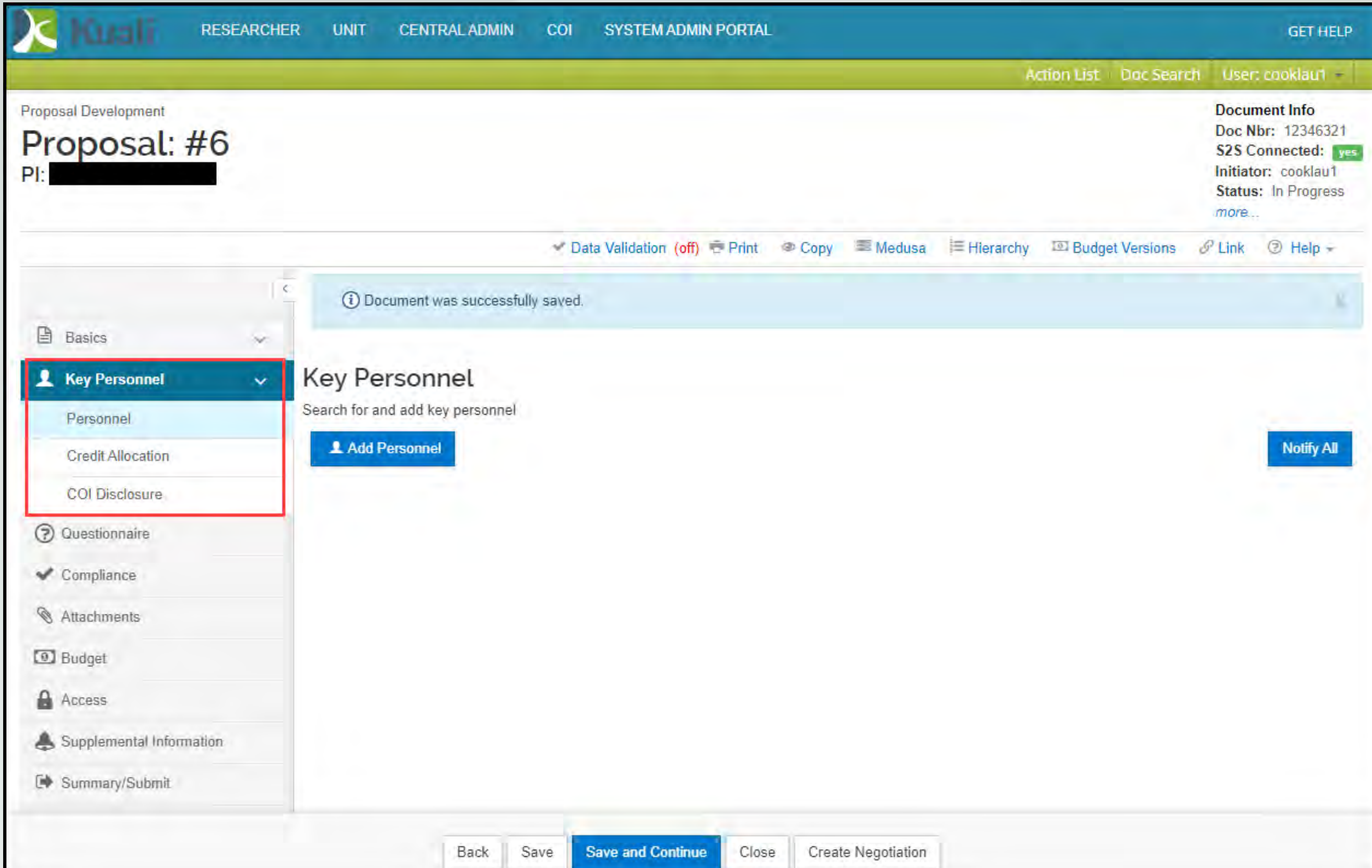
- In the **Performing Organization** tab, search for and select Henry Ford Health as the Performing Organization.



Organization and Location

- Click **Performance Site Location** tab or **Other Organizations** tab – to add additional performance sites for subawardees:
  - Click on *Add Performance Site*
  - Enter the search criteria
  - Click search; click Return Selected next to the appropriate record
  - Click Add Congressional District + Add Congressional District
  - Select the applicable State from the dropdown (or 00 if foreign)
  - Enter the number portion only in the District Number field (e.g. 008)
  - Click Add
- If the organization is not found in the Performance Site Locations or Other Organizations search, email the KR Helpdesk, krhelpdesk@msu.edu, to request that they be added.

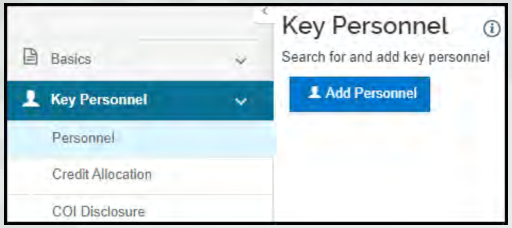
Key Personnel



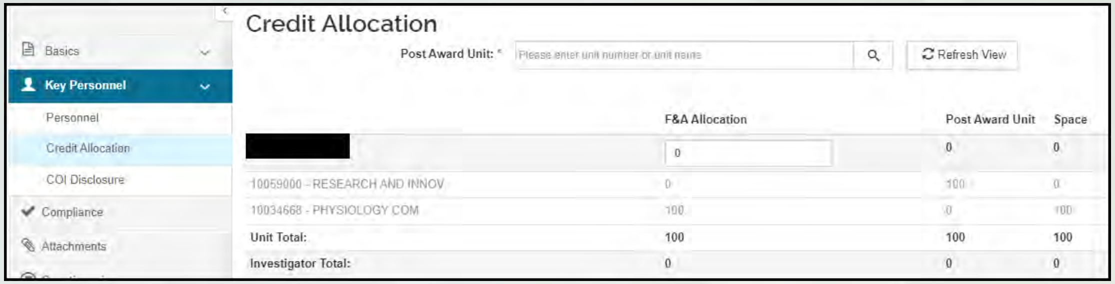
Key Personnel

Three sub-options:

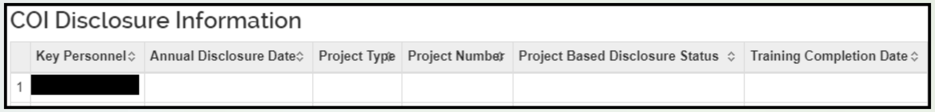
- **Personnel** – Where Key Personnel are added.



- **Credit Allocation** – F&A Allocation, Post Award Unit, & Space



- **COI Disclosure** – Table that shows the status of project based and annual COI disclosures.



Steps for Adding Key Personnel

1. Add Personnel
   - Click on *Key Personnel* option → *Personnel* suboption
   - Click on **Add Personnel**
   - Choose *Employee* or *Non-Employee* *(HFH faculty will be included as Employees)*
   - Enter desired search criteria and click **Continue...**
   - Click the circle next to the desired individual to select them and click **Continue...**
2. Select the Proposal Role
   - PI/Contact, PI/Multiple, Co-Investigator, Key Person and click **Add Person**
     - If Key Person, a role must be entered

Key Person

Key Person's role will be:

Steps for Adding Key Personnel, Cont.

4. When Key Person is selected
   - **Non-MSU employees & Non-HFH faculty** will **<u>always</u>** be added with the Key Person role
     - If the nor 

a multiple PI on an NIH proposal enter “PD/PI” in the Key Person Role box
     - If they are a Co-Investigator, enter “Co-Investigator” in the Key Person Role box
     - To add non-employees to the address book, email the information to the KR Helpdesk, krhelpdesk@msu.edu.
5. Click the add person button

To designate a Key Person with the Other Significant Contributor role (NIH designation), Click show on the individuals Person Details subpanel and Check the Other Significant Contributor checkbox.

Key Personnel – Order on Grants.gov Forms

- Order of the personnel is the same as on the Grants.gov forms – use the up/down arrows to change the order, if necessary
  - Default order is grouped first by role (PI, Multiple PI or Co-PD/PI, Co-Investigators, Key Persons) and alphabetically by first name within the role groupings
  - Additional PD/PIs and Co-Investigators added as Key Persons should be moved so that they are listed after the PI

Proposal Person Certification Questions

- MSU employees and HFH faculty with PI, Co-I, Multi-PI, or Co-PD/PI roles must answer the certification questions
- Under the person's name, select *Proposal Person Certification* tab

Proposal Person Certification

Clear All Answers

Do you certify that 1) information submitted within the referenced proposal are true, complete and accurate to the best of your knowledge / 2) you are aware that false, fictitious, or other fraudulent statements or claims herein may subject you to criminal, civil, or administrative penalties / 3) you accept responsibility for the technical conduct of the project and to provide required progress reports in a timely manner if an award results from this application / and 4) you accept responsibility for ensuring compliance with applicable laws, regulations, policies, and guidelines regarding this proposal and the ensuing award/project?

- Yes
- No

Have lobbying activities been conducted on behalf of this proposal?

- Yes
- No

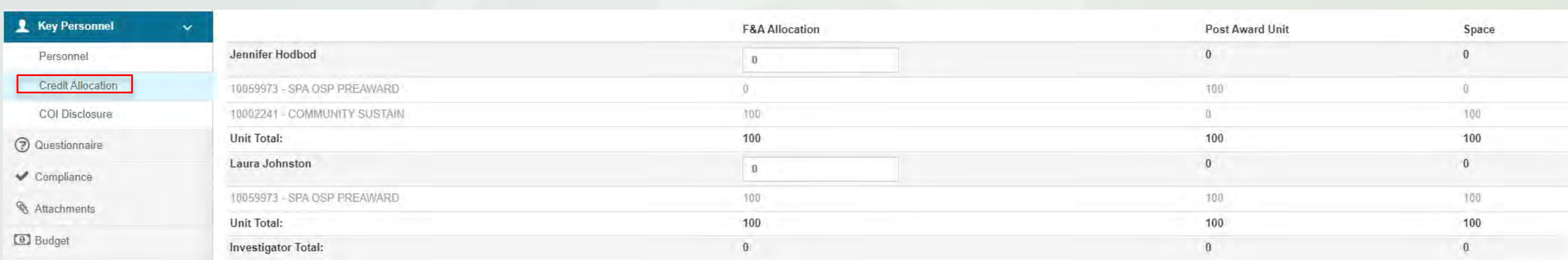
Are you aware of the current sponsor's requirements related to disclosures of current and pending support (also known as Other Support), and that at a minimum you must disclose ALL support including gifts, grants, and contracts from all foreign and domestic sources including MSU project support? (click More Information for a web address with additional resources)

- Yes
- No

- Can be answered by the investigator prior to routing or during review/approval

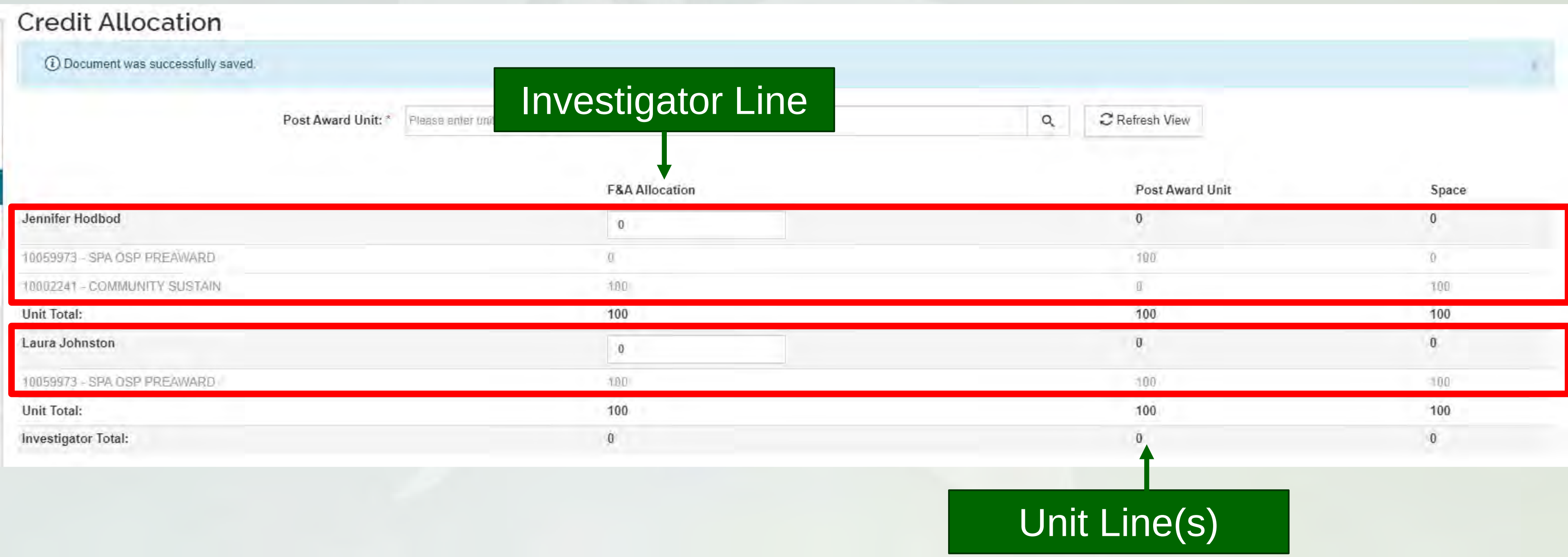
Credit Allocation

- The Credit Allocation sub option is where MSU identifies:
  - F&A Allocation credit
  - Post Award Unit credit
  - Space credit
- PI Profiles will load into the F&A Allocation column along with any Space Credit, if applicable
- Values in the Combined Credit Split panel (across investigators and units) **<u>must</u>** add up to 100%.



Credit Allocation

- Credit is distributed both across investigators, and between the units they are appointed in



Credit Allocation

Document was successfully saved.

Post Award Unit: * Please enter uni… Refresh View

	F&A Allocation	Post Award Unit	Space
Jennifer Hodbod	0	0	0
10059973 - SPA OSP PREAWARD	0	100	0
10002241 - COMMUNITY SUSTAIN	100	0	100
Unit Total:	100	100	100
Laura Johnston	0	0	0
10059973 - SPA OSP PREAWARD	100	100	100
Unit Total:	100	100	100
Investigator Total:	0	0	0

F&A Allocation – Investigator's Unit(s)

- F&A Allocation between units is populated by that individual's PI Profile.

Credit Allocation

ⓘ Document was successfully saved.

Post Award Unit: * Please enter unit number or unit name | Refresh View

	F&A Allocation	Post Award Unit	Space
Jennifer Hodbod	0	0	0
10059973 - SPA OSP PREAWARD	0	100	100
10002241 - COMMUNITY SUSTAIN	100	0	0
Unit Total:	100	100	100
Laura Johnston	0	0	0
10059973 - SPA OSP PREAWARD	100	100	100
Unit Total:	100	100	100
Bruno Basso	0	0	100
10032368 - EARTH ENVIRON SCI	75	100	100
10057500 - KBS MABR	25	0	0
Unit Total:	100	100	100
Investigator Total:	0	0	100

Pre-populated by PI Profile

F&A Allocation – Investigators

- Credit must be entered (distributed) among the investigators listed on the project

Credit Allocation

ⓘ Document was successfully saved.

Post Award Unit: * Please enter unit number or unit name | Refresh View

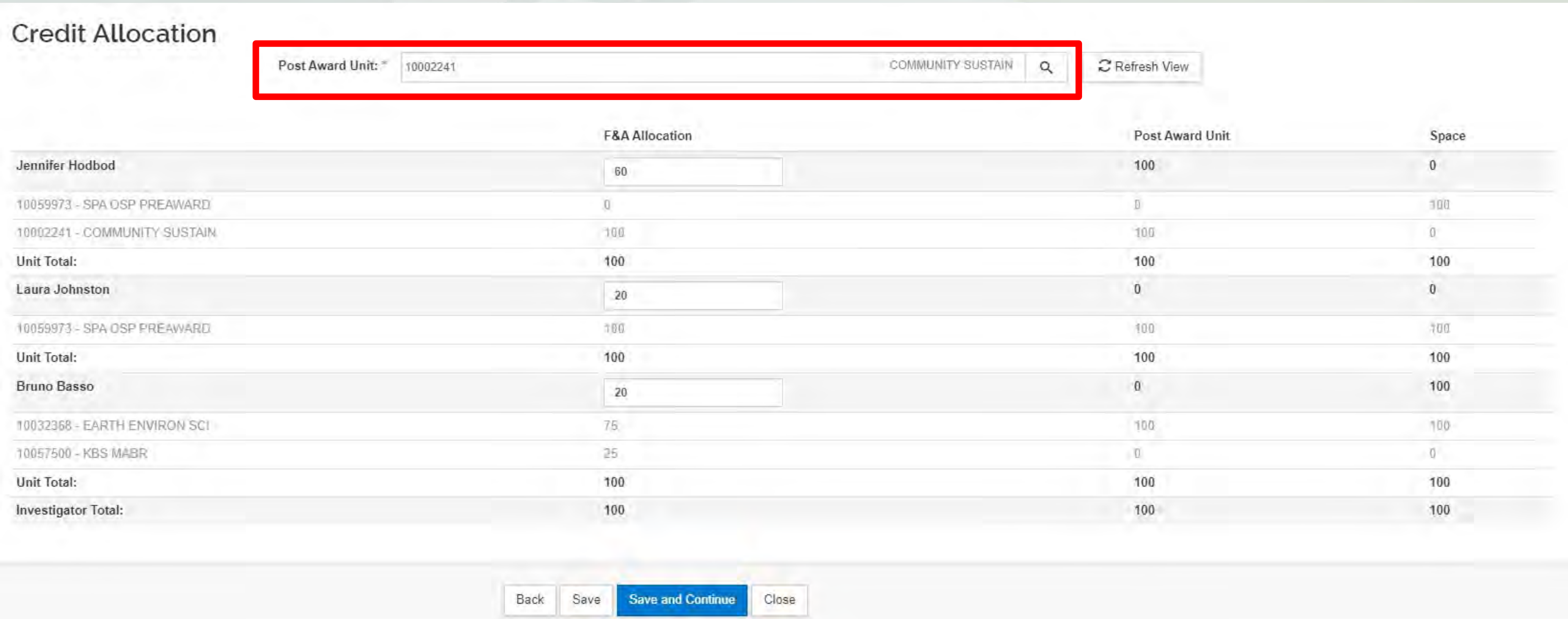
	F&A Allocation	Post Award Unit	Space
Jennifer Hodbod	60	0	0
10059973 - SPA OSP PREAWARD	0	100	100
10002241 - COMMUNITY SUSTAIN	100	0	0
Unit Total:	100	100	100
Laura Johnston	20	0	0
10059973 - SPA OSP PREAWARD	100	100	100
Unit Total:	100	100	100
Bruno Basso	20	0	100
10032368 - EARTH ENVIRON SCI	75	100	100
10057500 - KBS MABR	25		0
Unit Total:	100		100
Investigator Total:	100		100

Investigator lines must total 100%

Back | Save | Save and Continue | Close

Assigning the Post Award Unit

- Use the Post Award Unit field at the top of the Credit Allocation sub option. Select the same unit that was used for the Lead Unit.



Credit Allocation

Post Award Unit: * 10002241 COMMUNITY SUSTAIN

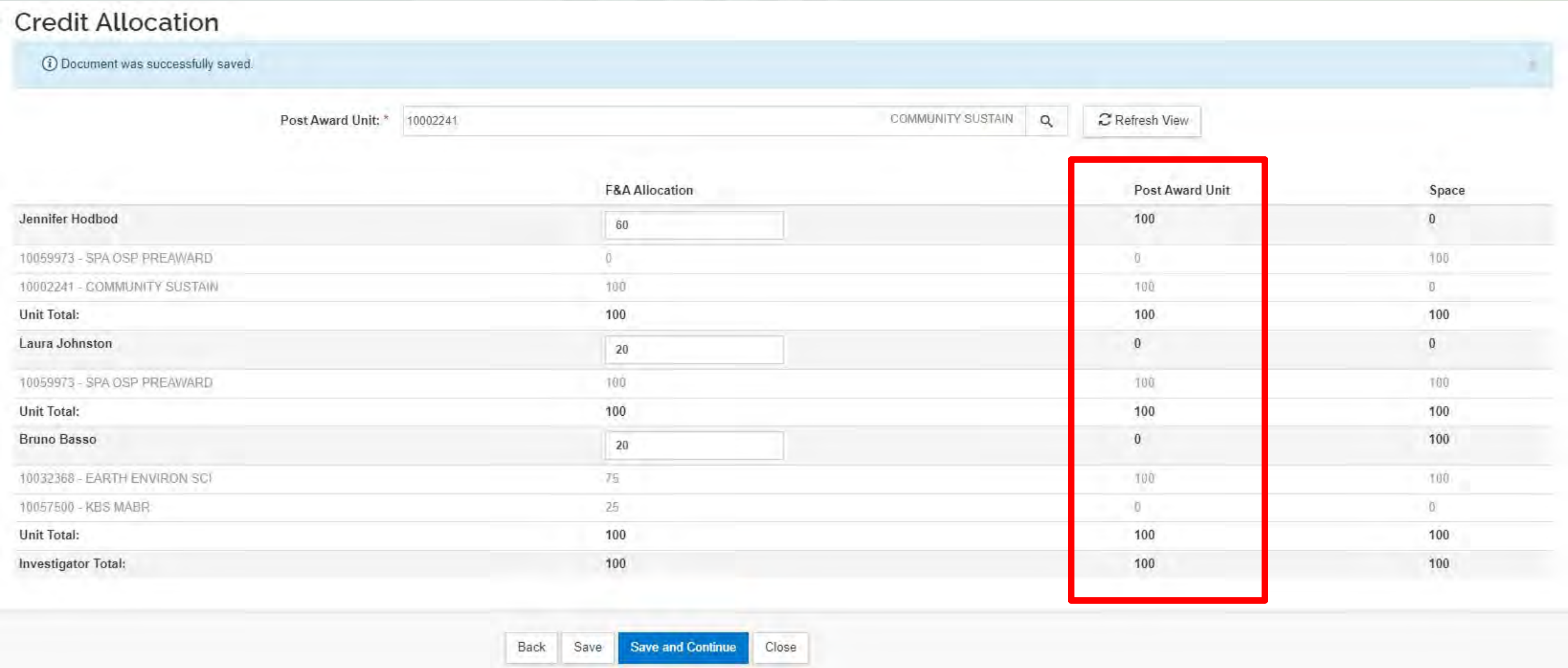
Refresh View

	F&A Allocation	Post Award Unit	Space
Jennifer Hodbod	60	100	0
10059973 - SPA OSP PREAWARD	0	0	100
10002241 - COMMUNITY SUSTAIN	100	100	0
Unit Total:	100	100	100
Laura Johnston	20	0	0
10059973 - SPA OSP PREAWARD	100	100	100
Unit Total:	100	100	100
Bruno Basso	20	0	100
10032368 - EARTH ENVIRON SCI	75	100	100
10057500 - KBS MABR	25	0	0
Unit Total:	100	100	100
Investigator Total:	100	100	100

Back Save Save and Continue Close

Assigning the Post Award Unit

- Click *Save* and KC will fill in Post Award Column for you



Credit Allocation

Document was successfully saved.

Post Award Unit: * 10002241 COMMUNITY SUSTAIN Refresh View

	F&A Allocation	Post Award Unit	Space
Jennifer Hodbod	60	100	0
10059973 - SPA OSP PREAWARD	0	0	100
10002241 - COMMUNITY SUSTAIN	100	100	0
Unit Total:	100	100	100
Laura Johnston	20	0	0
10059973 - SPA OSP PREAWARD	100	100	100
Unit Total:	100	100	100
Bruno Basso	20	0	100
10032368 - EARTH ENVIRON SCI	75	100	100
10057500 - KBS MABR	25	0	0
Unit Total:	100	100	100
Investigator Total:	100	100	100

Back Save Save and Continue Close

Space Credit

- Space credit is assigned in the Space column

Credit Allocation

ⓘ Document was successfully saved.

Post Award Unit: * 10002241 COMMUNITY SUSTAIN | Refresh View

	F&A Allocation	Post Award Unit	Space
Jennifer Hodbod	60	100	0
10059973 - SPA OSP PREAWARD	0	0	100
10002241 - COMMUNITY SUSTAIN	100	100	0
Unit Total:	100	100	100
Laura Johnston	20	0	0
10059973 - SPA OSP PREAWARD	100	100	100
Unit Total:	100	100	100
Bruno Basso	20	0	100
10032368 - EARTH ENVIRON SCI	75	100	100
10057500 - KBS MABR	25	0	0
Unit Total:	100	100	100
Investigator Total:	100	100	100

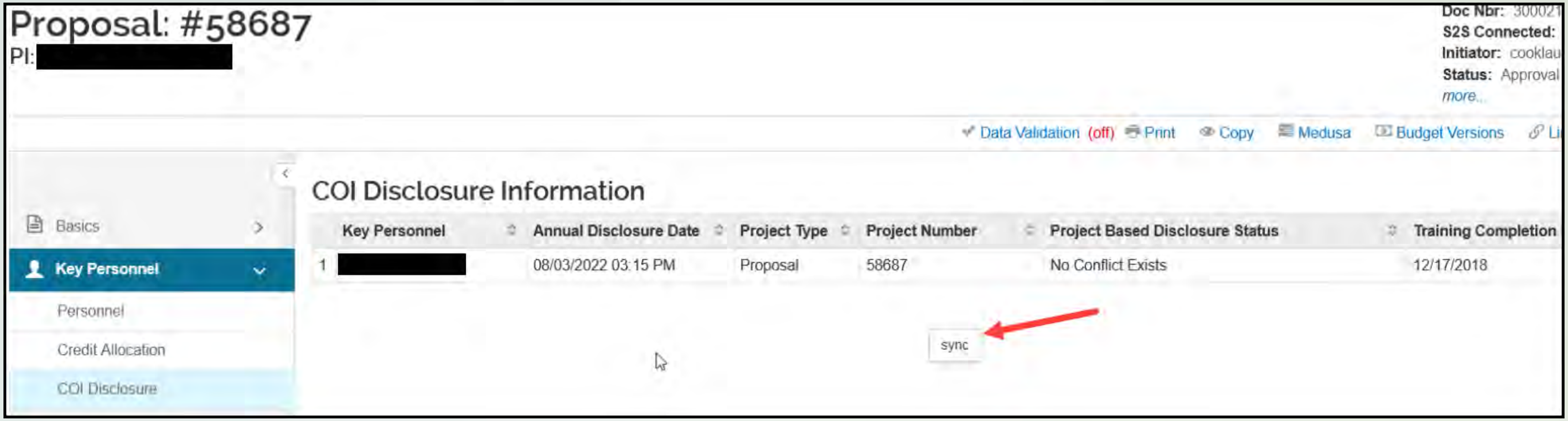
Back | Save | Save and Continue | Close

Assigning Space

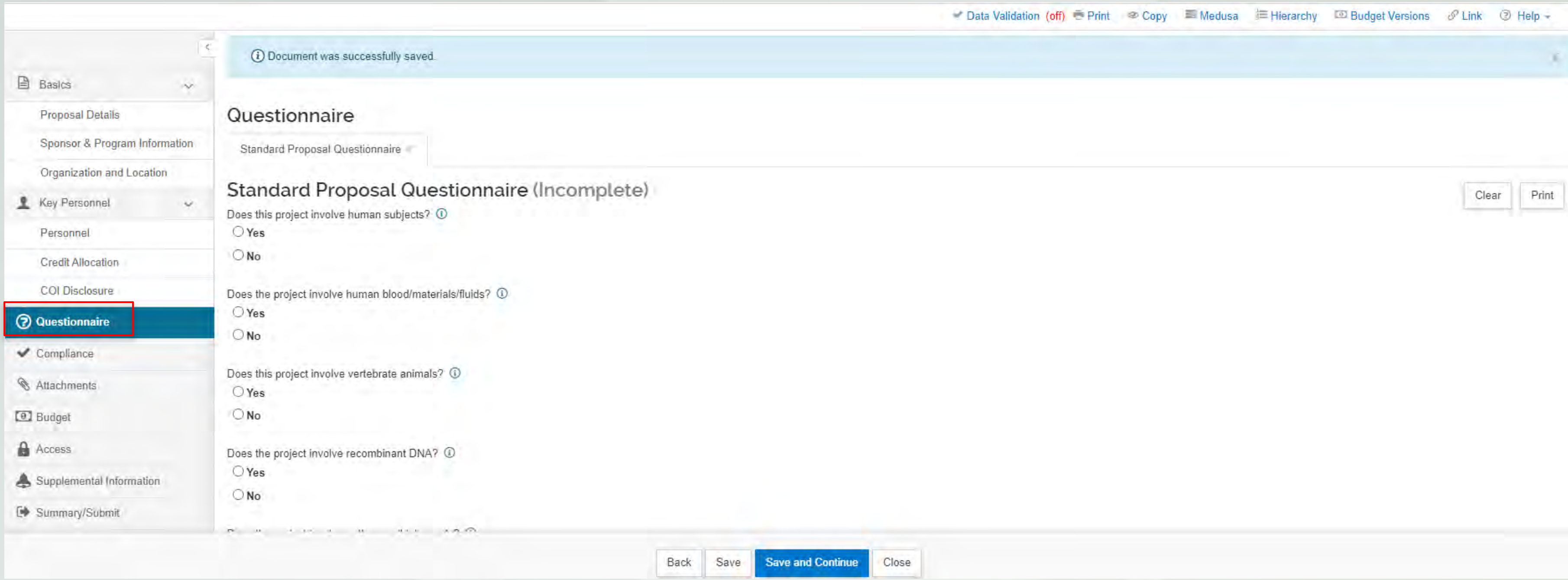
- When there is not an Investigator with a Space profile, KR will make the Space column match the F&A Allocation column automatically
- If an Investigator does need space credit, this should be setup in their PI Profile. KR will automatically complete the space column for any Investigators with a Space profile.

COI Disclosure

- **COI Disclosure Information Sub option** – where project-based and annual COI disclosure information is displayed.
  - Click **sync** to pull in the most up-to-date information.

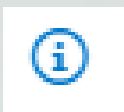


Questionnaire

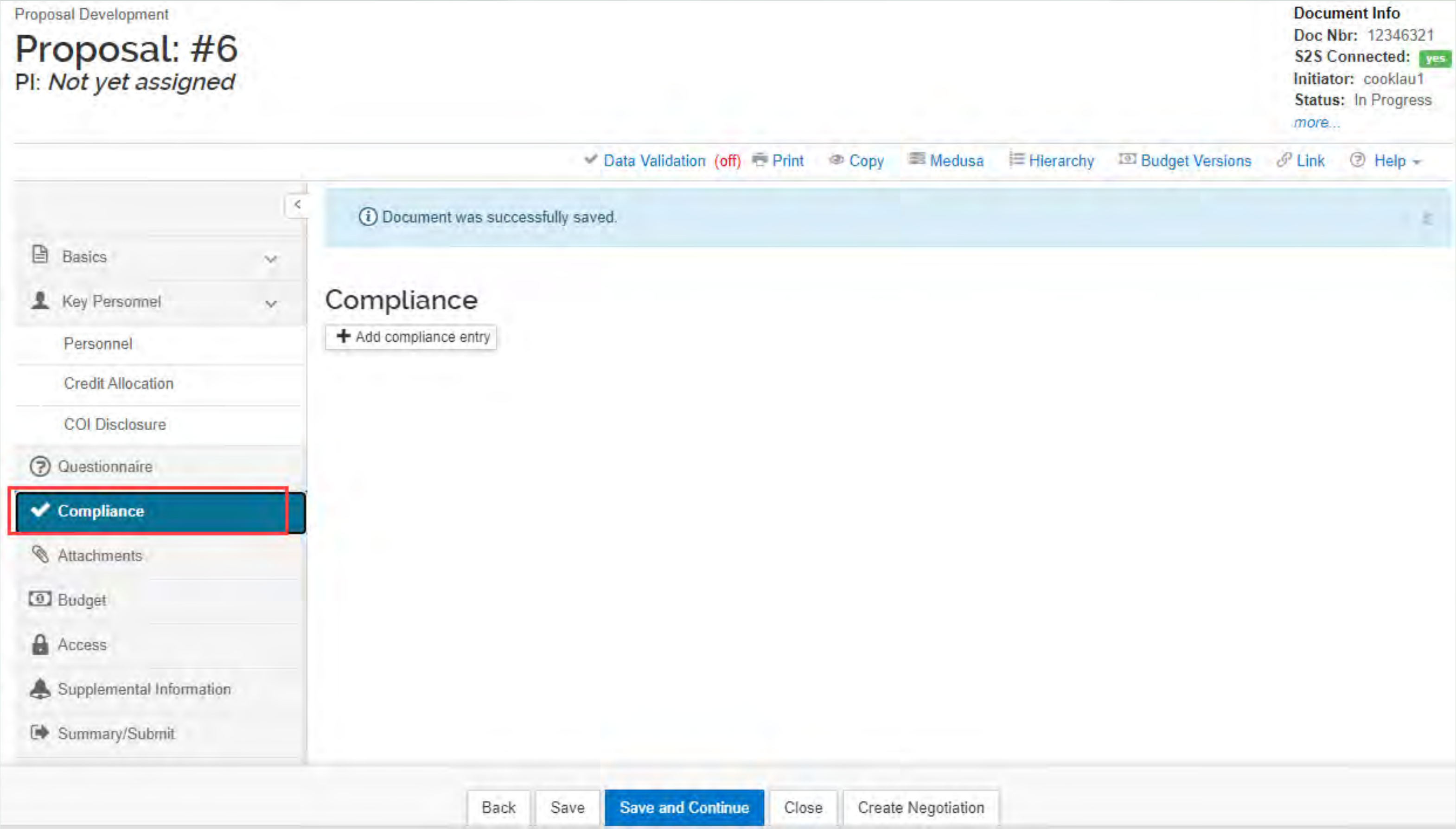


- Every proposal will contain a standard set of questions that must be answered; these are included in the Standard Proposal Questionnaire
- Additional questionnaires may be required for S2S proposals

Questionnaire functionality

- KR has intelligent questionnaire functionality – that is, the questions presented may depend on how other questions are answered
  - e.g., Human Subject = Yes – other questions related to clinical research will appear
- The  next to the question provides links to MSU policies or additional information (context) to help answer the question

Compliance



- Compliance activities requiring special review should be noted on the *Compliance* option

Compliance, cont.

- Types of special reviews that, if applicable, should be identified at the proposal stage include:
  - Human Subjects*
  - Animal Use*
  - International Activities*
  - Additional Space/Renovations
  - *Export Control – if review is required at the proposal stage*
  - *URO – if inclusion in the URO is determined at the proposal stage*

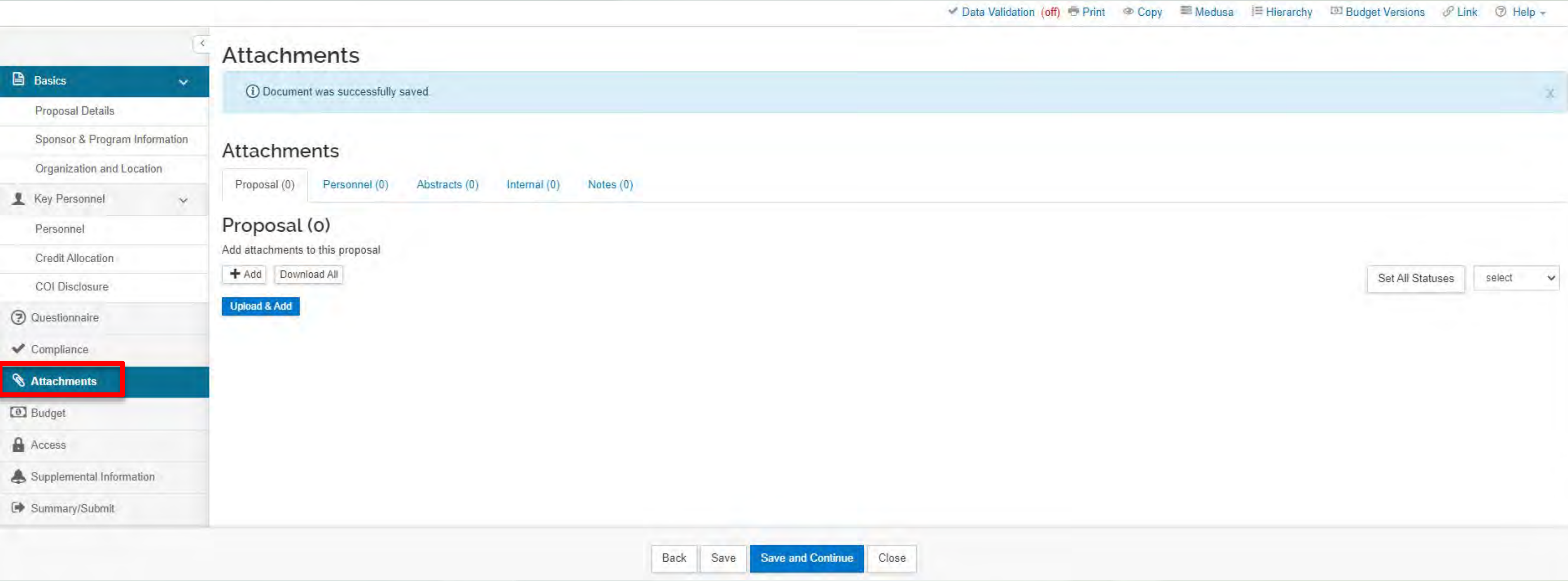
* *You will receive a validation error if you have marked “yes” to one of these questions on the Questionnaire option and have not made a corresponding entry on the Compliance option.*

Notes for Compliance

- Select the Compliance Type
- Select the Approval Status
  - If Human Subjects or Animal Use approval has not been applied for, select Approval Status of Pending (this will populate the Grants.gov forms appropriately)
- Complete other fields, if applicable
  - Compliance Identifier
  - Application Date
  - Approval Date
  - Expiration Date
  - Exemption # (used only for Human Subjects)
  - Add comments, if desired
- Click *Add Entry*

Additional information for completing entries for human subjects on NIH proposals is available on the PHS Human Subject and Clinical Trials Form Information Guide.

Attachments



- The *Attachments* option contains documents required for the completion of the PD, such as the narrative, budget justification, biosketches, etc.
- The *Notes* tab is where notes can be added for the proposal

Attachments, cont.

- Four types of attachments:
  1. **Proposal** – for S2S proposals only. Examples include: research strategy, facilities, budget justification, etc.
  2. **Personnel** – for S2S proposals only. Examples include: biosketches, current & pending support, etc.

File format is typically pdf (verify sponsor requirements)

File names must be unique

File name and the Description field must be free of special characters

File name should be less than 50 characters

Attachments, cont.

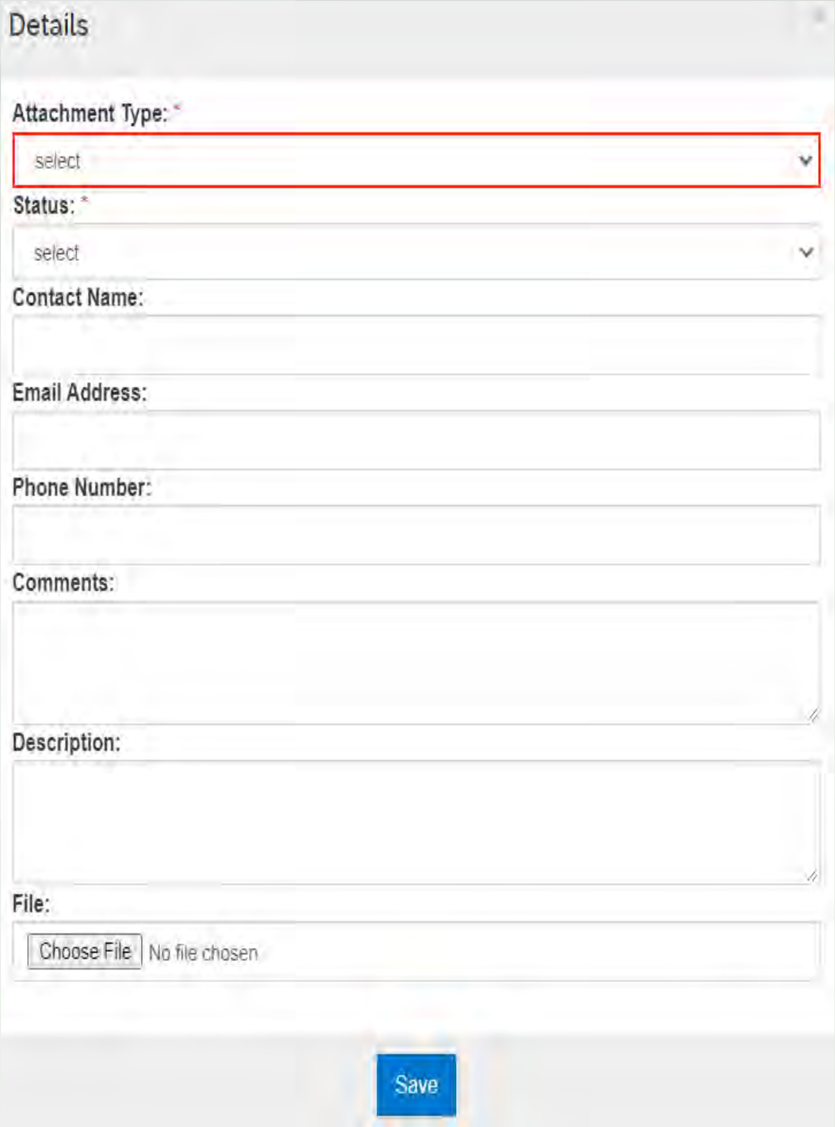
4. **Internal** – for non-S2S proposals, and all documents relating to MSU business policies or practices in support of the project; e.g., space plan, cost share commitment letter, subrecipient commitment letter, etc.
   - Non-S2S proposals will include all attachments on this tab (including scope of work, budget justification, etc.)

Adding Attachments

Attachments can be added one at a time, or multiple attachments can be added all at once. To add one:

- Click on the *Attachments* option
- Choose the appropriate tab (Proposal, Personnel, or Internal)
- Click 

- Choose Attachment Type and Status (add description, if required), then 'Choose File'
- Select the file to attach
- Click Save



Adding Attachments, cont.

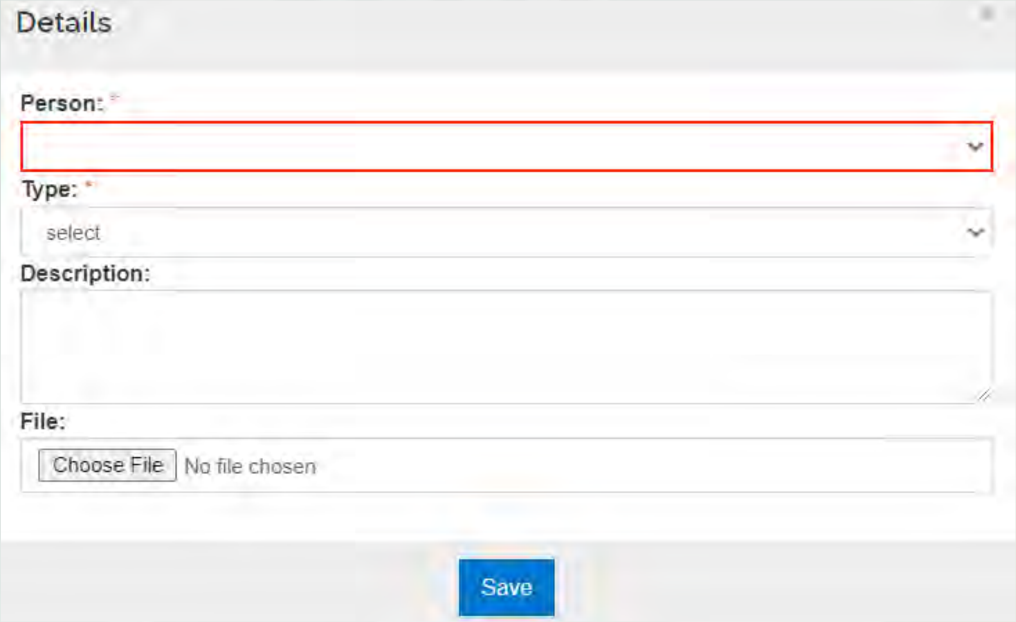
To add multiple attachments at once:

- Click on the *Attachments* option
- Choose the appropriate tab (Proposal, Personnel, or Internal)
- Click **Upload & Add**
- Select all files to add and click ‘open’
- Once files are upload, choose the Attachment Type and Status (add description, if required)
  - Status should be “Complete” before sending the final proposal to HFH Central office.

	File	Type *	Status *	Description
1	ReferencesCited.pdf	Bibliography	Incomplete	
2	OtherResources.pdf	Facilities	Incomplete	

Adding Attachments, cont.

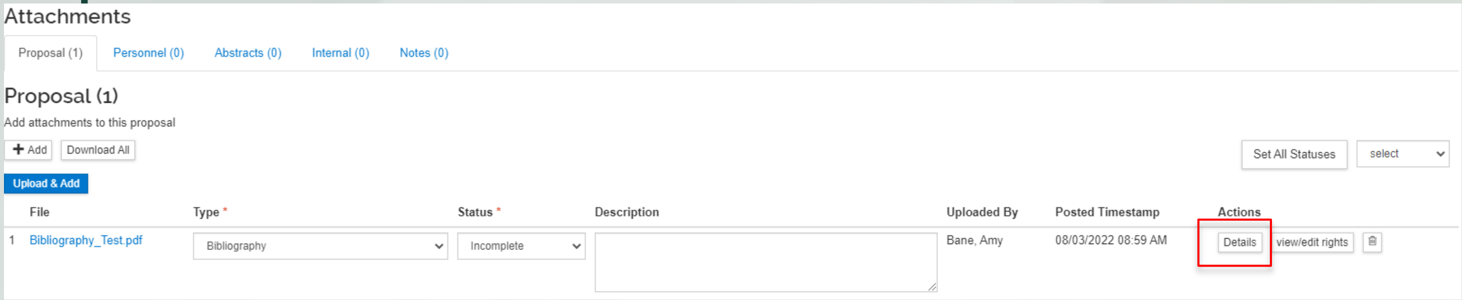
- Personnel Attachments require the selection of the person



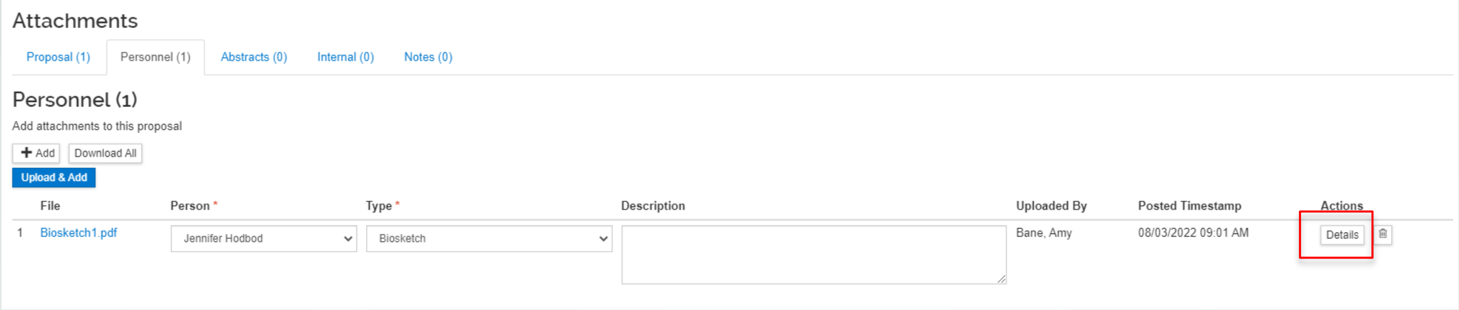
- Depending on the Attachment Type, a Description may be required

Replacing attachments

- Proposal Attachments



- Personnel & Internal Attachments



- Click 'Details', then choose updated file
- Update the status (Proposal Attachments only)
- Click save

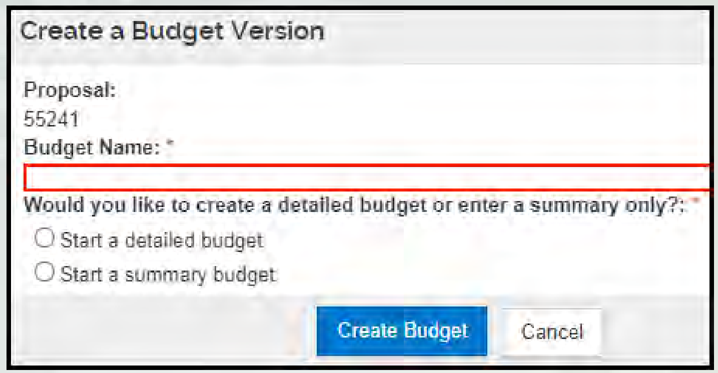
Adding a Note

- Notes can be added to the proposal on the Notes tab of the Attachments option
  - Can be viewed by anyone that has access to the proposal
  - Can be deleted by the note author, while “In Progress”
  - Do not flow to the Institutional Proposal or Award
  - This is where notes will be added during routing
- Enter the Note Topic
- Type the note into the Note Text field
- Click Add

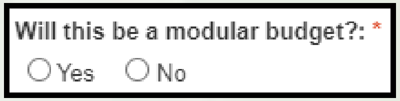
Budget

As of November 1st all HFH proposals will only include a summary budget in KR.

- To add a budget, click the **Add Budget** button, which prompts a Create a Budget Version popup.



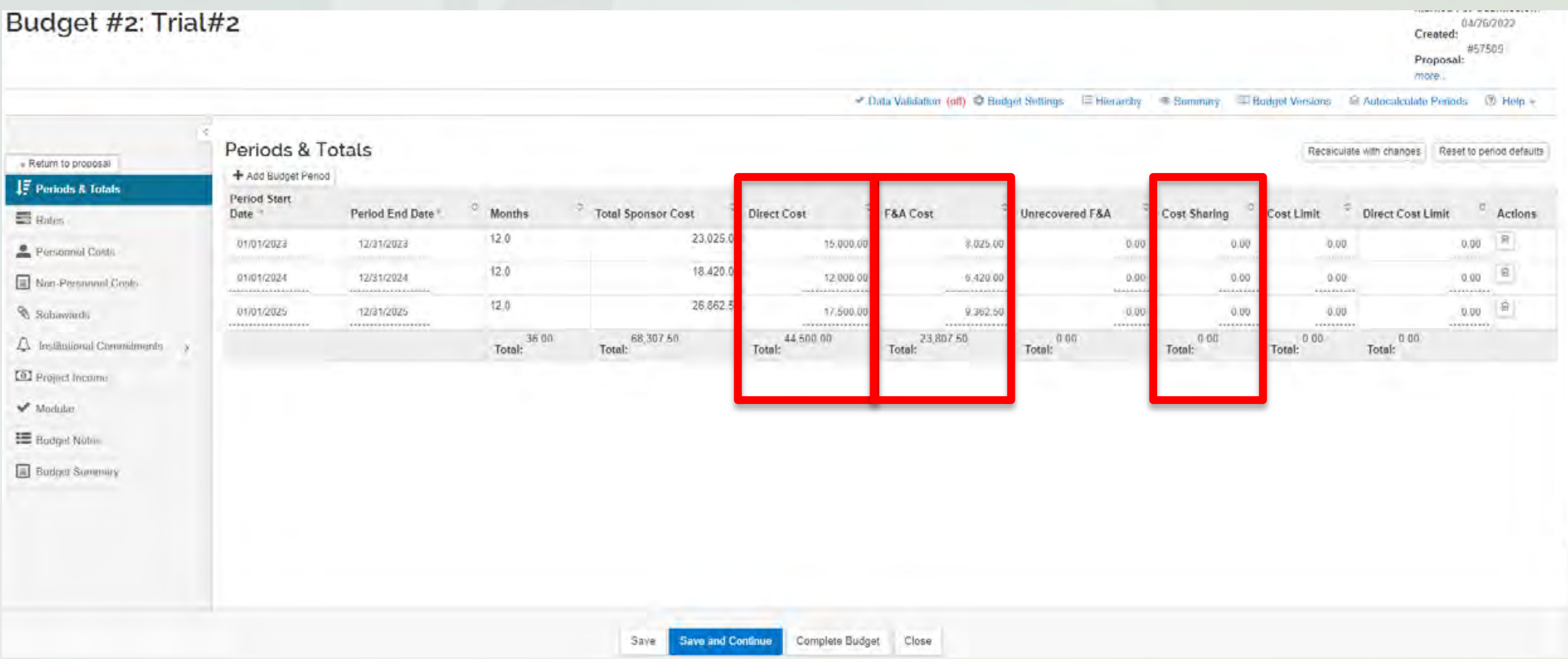
- Enter a name in the Budget Name field
- Select the radio button next to the summary budget option
- If the sponsor is within the NIH hierarchy, an additional Modular Budget question will appear; select **No**



- Click **Create Budget**

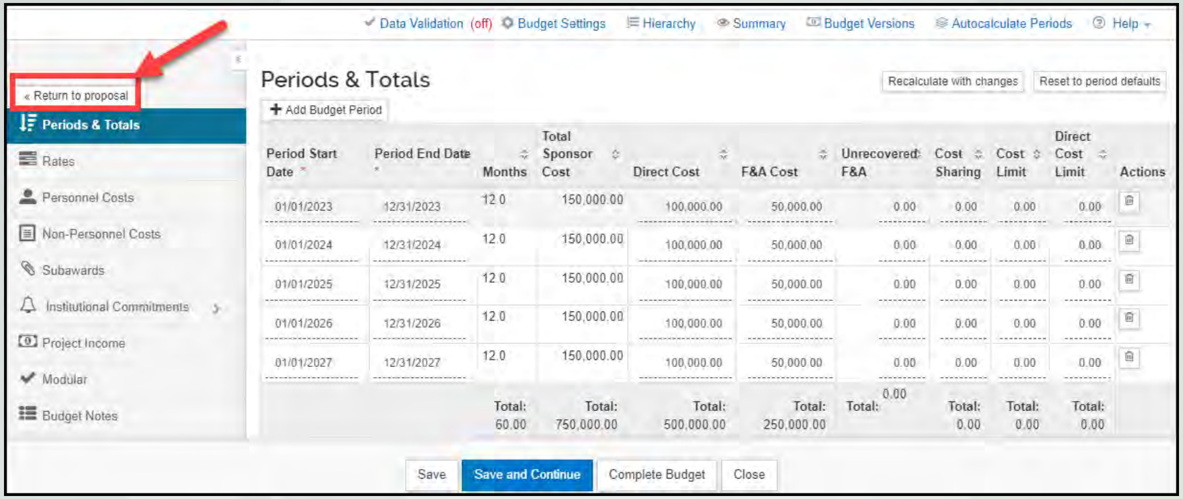
Creating a Summary Budget

1. You will land on the Periods & Totals option
2. Adjust period dates, if necessary
3. For each budget period, manually enter:
   - Direct Costs
   - F&A Costs
   - Cost Share, if applicable



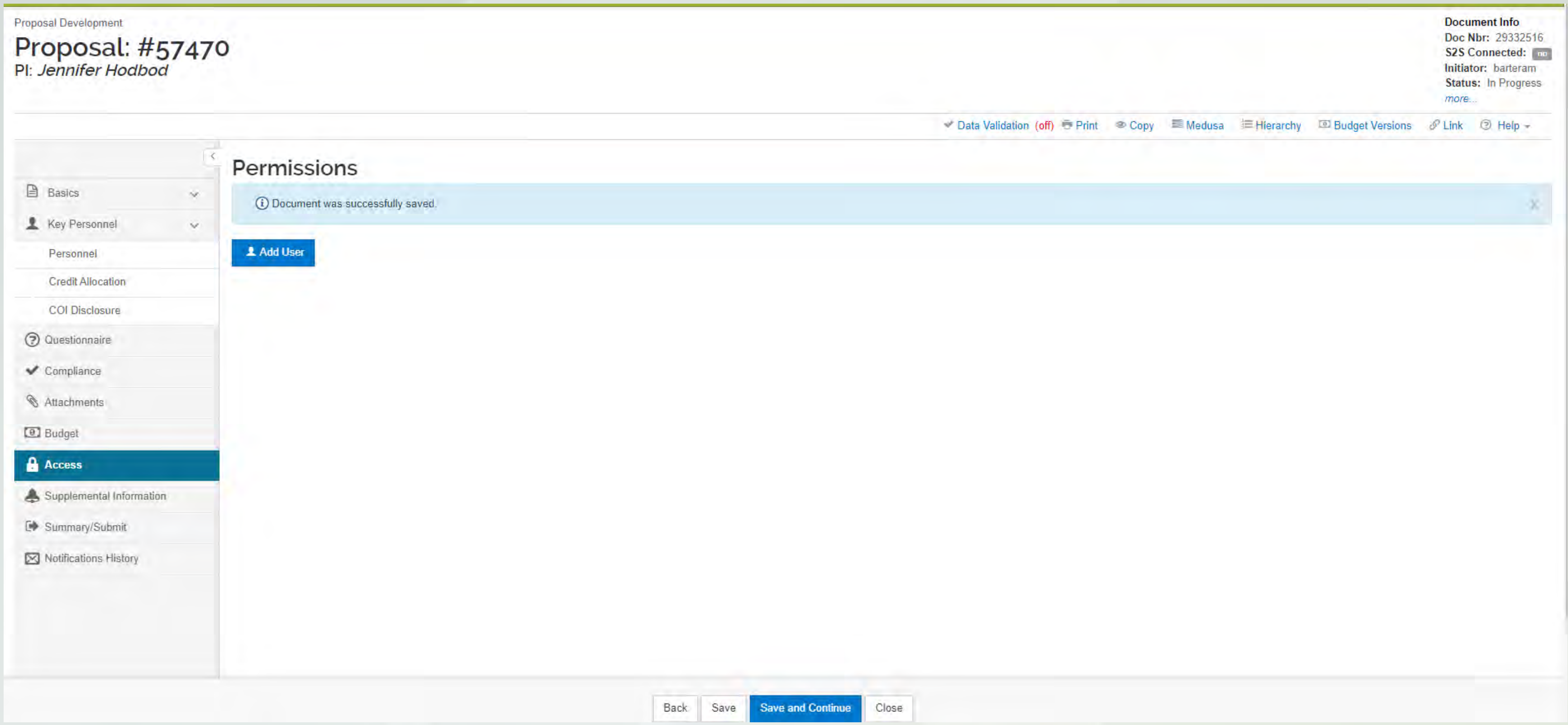
Finalizing the Budget

- Click **Return to Proposal**



- From the Budget Option, click the Action dropdown and select **Include for Submission**

Access


Proposal Development
Proposal: #57470
PI: Jennifer Hodbod
Document Info
Doc Nbr: 29332516
S2S Connected:
Initiator: barteram
Status: In Progress
more...
Data Validation (off)
Print
Copy
Medusa
Hierarchy
Budget Versions
Link
Help
Basics
Key Personnel
Personnel
Credit Allocation
COI Disclosure
Questionnaire
Compliance
Attachments
Budget
Access
Supplemental Information
Summary/Submit
Notifications History
Permissions
Document was successfully saved.
Add User
Back
Save
Save and Continue
Close

Access

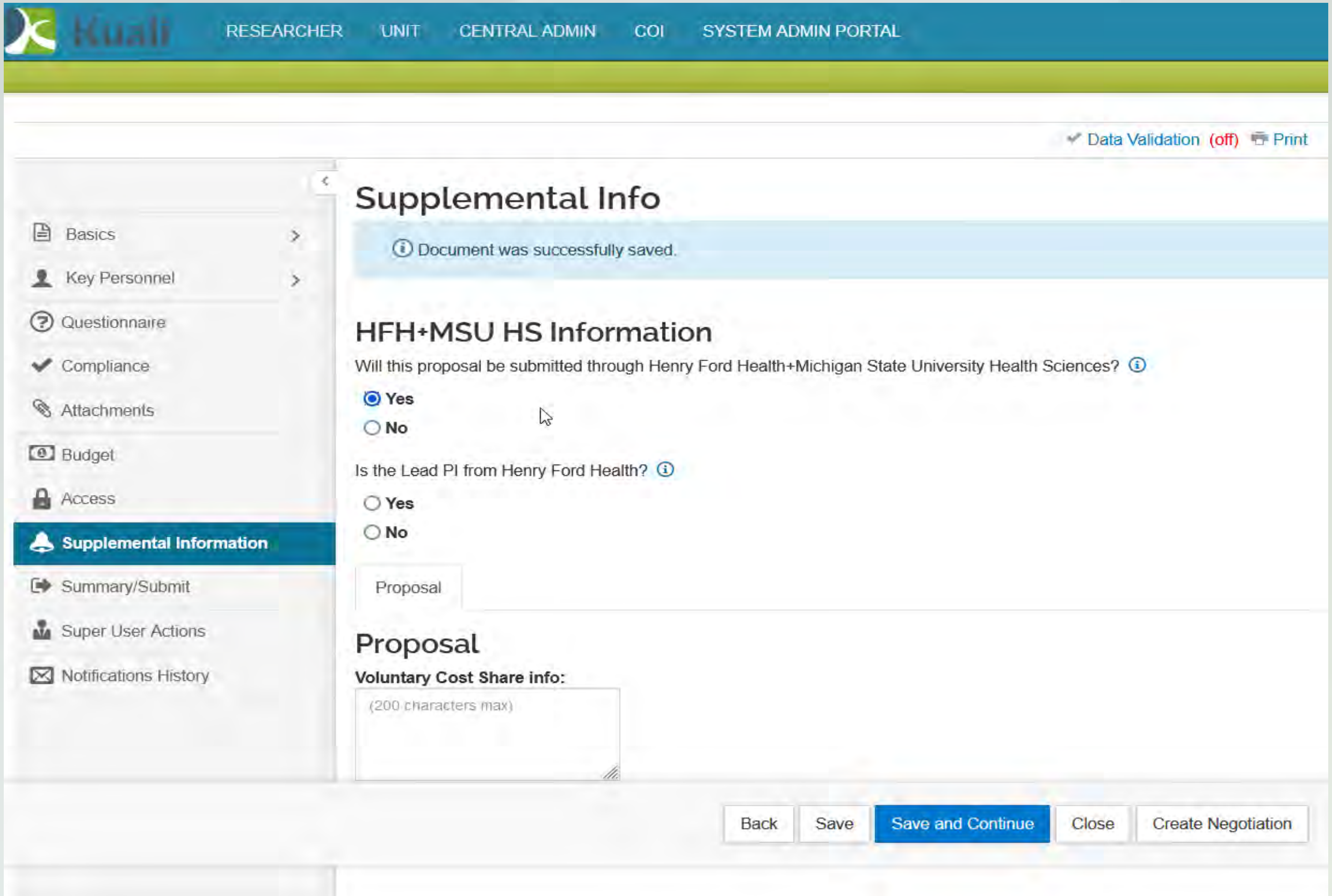
- Allows the individual creating the proposal to grant permission for others to create, modify, or view information in the proposal
- Assigning roles will permit others to interact with the *specific* proposal they are added to; it does not impact other documents in KR
- Proposal roles can be added, changed, or removed
- To assign proposal permissions:
  - Click on the *Access* option
  - Type in the MSU net id or perform a lookup to find the person being granted a role
  - Select the role
  - Click add

Proposal Roles

Aggregator	Automatically assigned to the individual that creates the proposal; Full access to add/edit/delete data and attachments, answer investigator certification questions, submit or delete the proposal
Narrative Writer	Can add/edit/delete proposal data and attachments and view budgets
Budget Creator	Can add/edit/delete proposal data and budgets and view attachments
Viewer	Can view proposal data, attachments, and budget
Delete Proposal	Can delete the proposals that are in progress (proposals that have been submitted for approval or have a negotiation linked to it cannot be deleted)

Other roles are listed in the system, but are not used

Supplemental Information



- **Voluntary Cost Share** – voluntary cost share needs to be described, not quantified

Submitting the Proposal for Approval

- The HFH Central Office will submit the proposal into route
- Only individuals with the role of Aggregator can submit the proposal into route
- KR will automatically route the document to the required approvers
- Once submitted into route, the proposal becomes read-only preventing further changes/modifications, except:
  - Notes can be added by anyone on the route path
  - Attachments can be *replaced*
  - OSP/BC/CGA can make *limited* edits

Proposal Routing (Nodes)

Investigator(s) in Combined Credit Split panel

Department(s)

College(s)

Special Approvers, if applicable

Office of Sponsored Programs / Business Connect / Contract & Grant Administration

Actions in each node must be taken before the proposal will proceed to the next node

Reviewing the Proposal

- Locate the proposal via the Action List or Notification link
  - Individuals will receive an email notification letting them know that they have a pending action
  - Notifications can be turned off in users action list preferences
- Click on the document number link to open the proposal and begin reviewing the content
  - The document will open, displaying the Summary/Submit option, which contains the information that reviewers need to assess
  - Additional information about this can be found in the ***Reviewing and Approving*** job aids that have been created for Investigators and other approvers
- PI/Co-I: Answer proposal certification questions*
  - *Principal investigators and Co-Investigators only*
  - **Can be answered prior to routing as well*

Approving the Proposal

- Review the disclaimer statement located at the bottom of the Summary/Submit option
  - Disclaimer statement contains qualifiers for the different types of individuals approving the project
- Click on the desired approval action
  - Approve/Return buttons
- Approvers that appear in multiple nodes can elect to opt out of future approval requests for a given proposal
  - If elected the system will include the approval at all nodes

Approval Actions

Action	Description
Approve	Indicates agreement with the information provided
Return	Indicates that additional information or corrections are required before approval can be granted • Requires the approver to add a comment indicating what information needs to be added/corrected • Returns the document to the initiator, allowing edits to be made • Acknowledgement request sent to previous approvers

OSP/BC/CGA Approval Actions

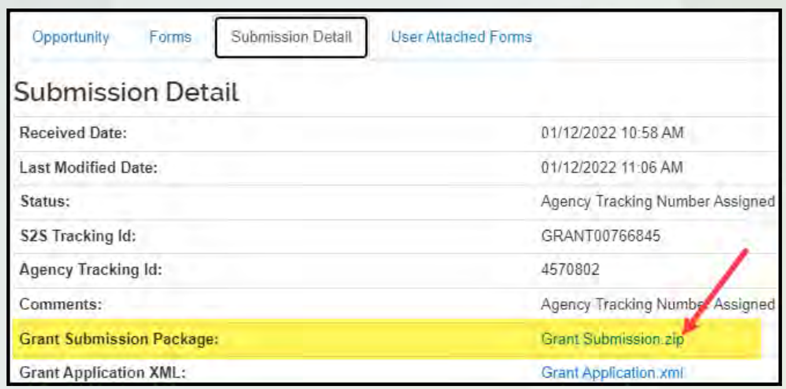
- Review the proposal
  - OSP/BC/CGA can perform limited updates in the proposal, should there be an error that does not impact the scope or budget of the project (e.g. a typo in the title)
- Approval Action

OSP/BC Submission Actions

- Submit to Sponsor (button)
  - Generates the Institutional Proposal
- Submit to S2S (button)
  - Submits the proposal to Grants.gov
    - Only applicable to Grants.gov proposals
    - Action is taken by OSP

Grants.gov Post Submission Status

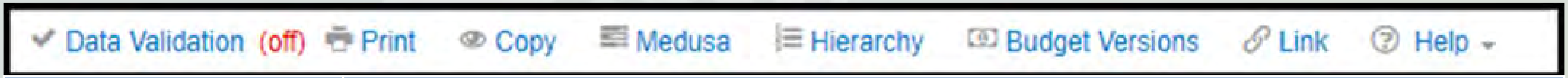
- Status transmitted to KR and displayed on the S2S Opportunity suboption > Submission Detail tab
  - Status is transmitted frequently
  - Click refresh for the most recent update (optional)



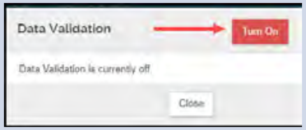
- Typical updates include: Submitted to Grants.gov, Received by Agency, Agency Tracking Number Assigned, Rejected with Errors

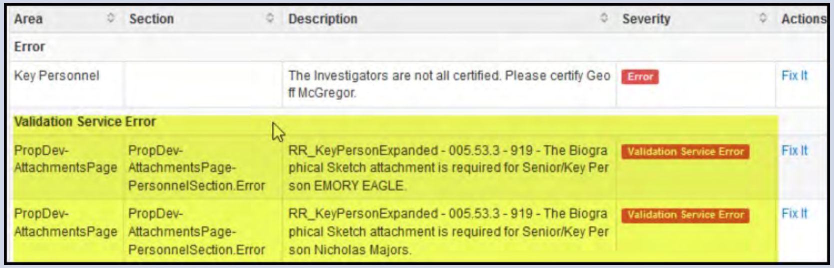
Links

The PD document has Links at the top of the webpage.



Link Name	Description/Instruction
Data Validation	• Defaults to **off** • Click the link to change the status • If the status is **on**, click the link to view the Errors or Warnings • Error/Warning will display in Data Validation window and on the applicable Option/Sub-option webpage. • NIH Validation Service provides errors and warnings from eRA Commons. Validation Service will not appear until all Grants.gov errors are cleared.

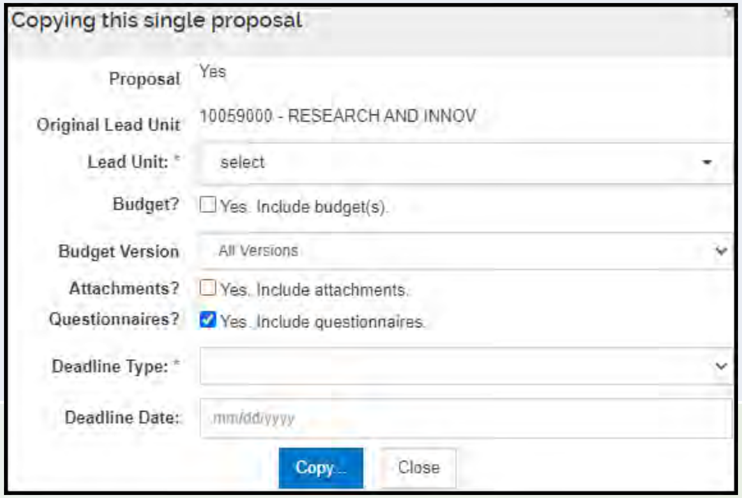




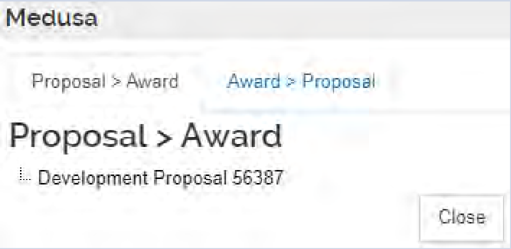
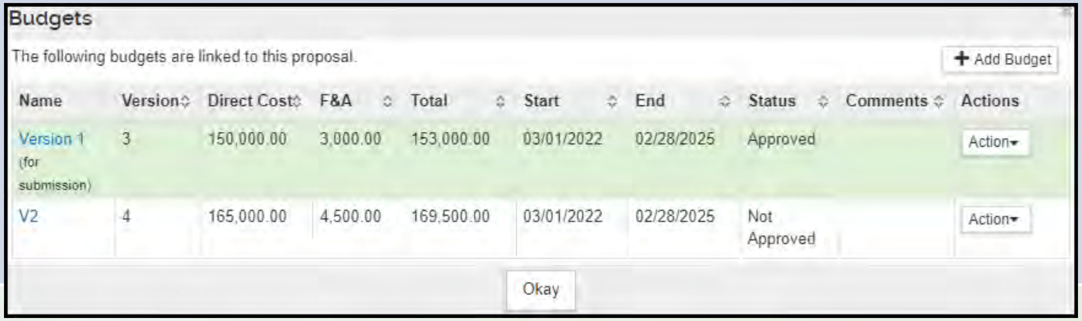
Area	Section	Description	Severity	Actions
Error				
Key Personnel		The Investigators are not all certified. Please certify Geo ff McGregor.	Error	Fix It
Validation Service Error				
PropDev-AttachmentsPage	PropDev-AttachmentsPage-PersonnelSection.Error	RR_KeyPersonExpanded - 005.53.3 - 919 - The Biographical Sketch attachment is required for Senior/Key Person EMORY EAGLE.	Validation Service Error	Fix It
PropDev-AttachmentsPage	PropDev-AttachmentsPage-PersonnelSection.Error	RR_KeyPersonExpanded - 005.53.3 - 919 - The Biographical Sketch attachment is required for Senior/Key Person Nicholas Majors.	Validation Service Error	Fix It

Layout of Proposal Development

Link Name	Description/Instruction
Print	Prints different sections of the proposal.
Copy	Copy all or parts of a PD document into a new PD.



Layout of Proposal Development

Link Name	Description/Instruction
Medusa	Links different documents throughout a project's lifecycle. 
Hierarchy	This feature is currently not being used.
Budget Versions	Access to the budget versions with the ability to add a new version. 

Budgets

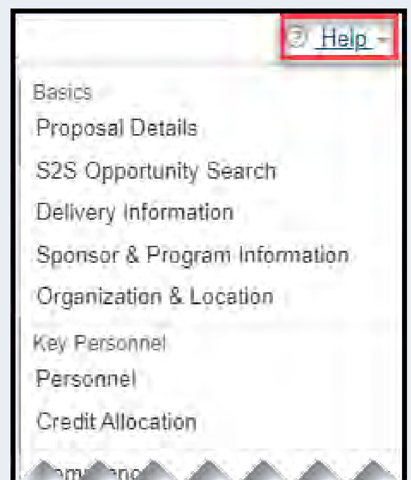
The following budgets are linked to this proposal.

+ Add Budget

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Version 1 (for submission)	3	150,000.00	3,000.00	153,000.00	03/01/2022	02/28/2025	Approved		Action
V2	4	165,000.00	4,500.00	169,500.00	03/01/2022	02/28/2025	Not Approved		Action

Okay

Layout of Proposal Development

Link Name	Description/Instruction
Link	Provides a direct link to the PD document. The link may be copy/pasted and sent to another user. The user must have permissions to access the PD. 
Help	Provides helpful articles and resources from Kuali Research. The Help links will direct users to the Kuali website, and are not specific to MSU business processes. 

Layout of Proposal Development

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

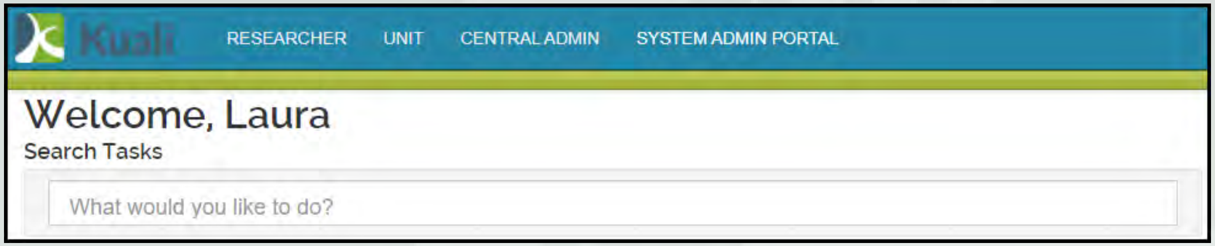
Once routed a new link will appear: Update Disclosure

Link Name	Description/Instruction
Update Disclosure	Provides a direct link to an Investigator’s Project Based COI disclosure.

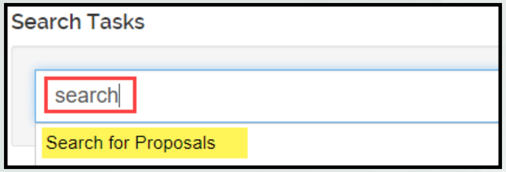
Proposal Search

Searching for PDs

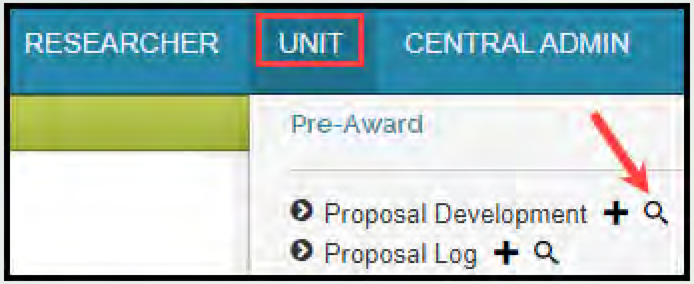
The Kuali Research landing page is a welcome screen with a Search Tasks bar.

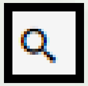


- To search for a PD, start typing the word “search” in the task bar and options will appear. Select **Search for Proposals**.



- You can also search for PDs through the Researcher and Unit links.



 = Search

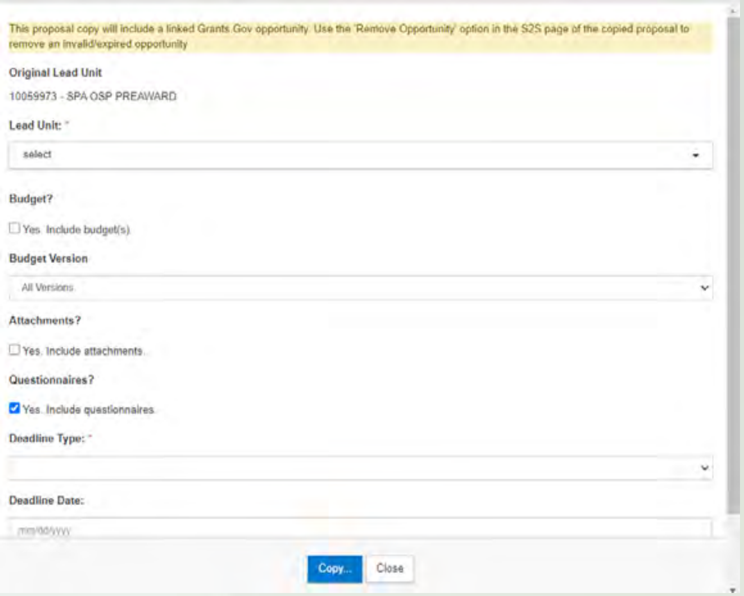
Copy a Proposal

Reasons you may choose to copy a proposal

- Create a template proposal
- Change the lead unit
  - Only permitted when individual is appointed in or has permission to create proposals in multiple units
- Calculate a revised budget at the JIT phase
- Prepare an Award Revision
- Submit a proposal that is similar to one already submitted

Copying the Proposal

- Creates a new proposal development document, copying the data from the original proposal



- Copy options
  - Include the Sponsor Deadline Type and Date if required
  - Include the budget; final version or all versions
  - Include the attachments
  - Change the lead unit (if you have proper permissions)
  - Include responses to the proposal questionnaires

Things to check in a copied proposal

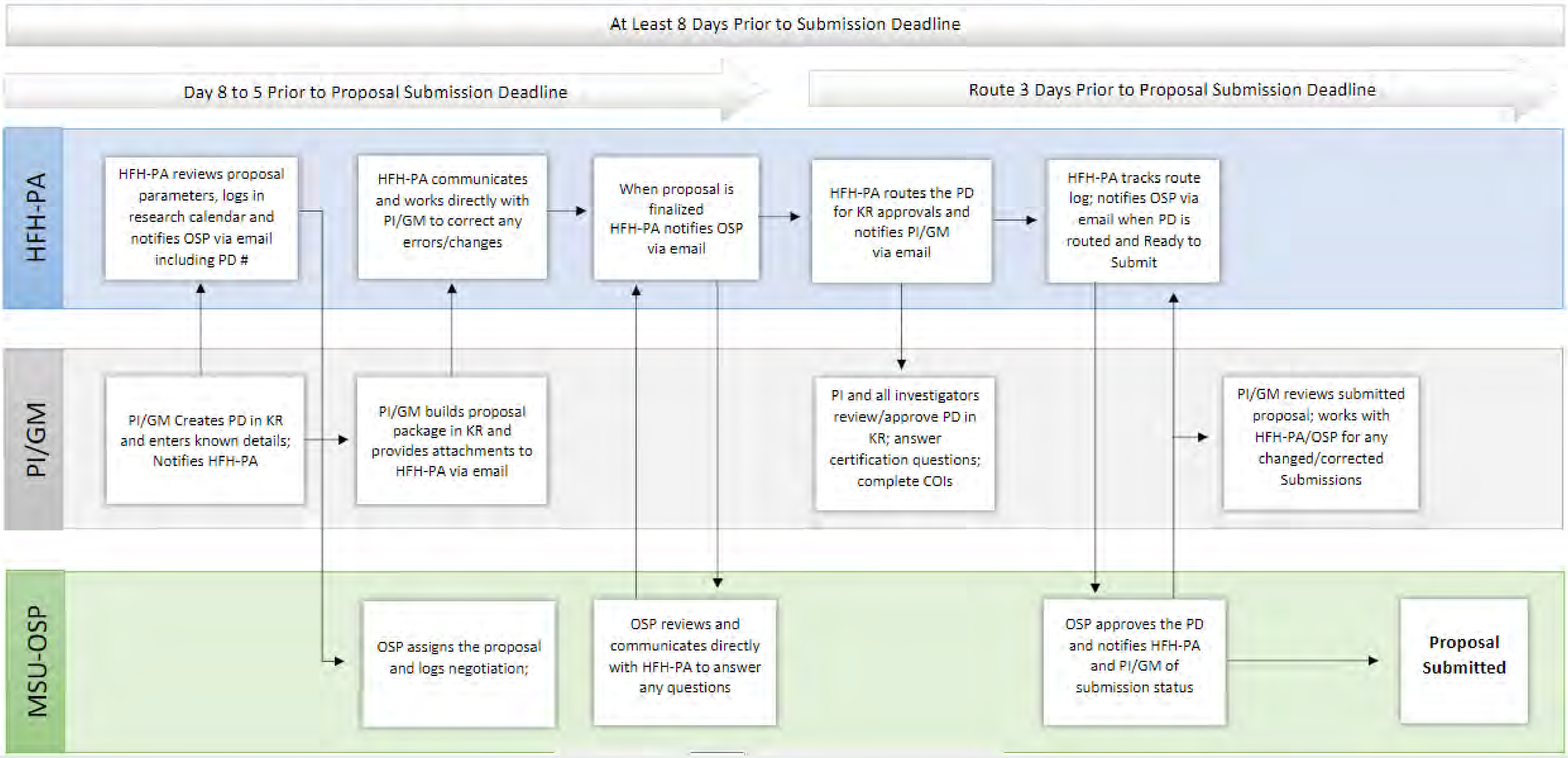
- **Grants.gov Opportunity and Forms** – both the opportunity and form selections (including User Attached Forms) are copied to the newly created proposal
- **Permissions** - original proposals permissions are copied to the newly created proposal
- **Questions** - responses to questions are copied to the newly created proposal, when selected
  - Responses to Investigator Certification Questions do not copy
- **Attachments** – all proposal, personnel, and internal attachments are copied to the newly created proposal, when selected
  - Status changes to Incomplete in copied proposal

For more information

- Additional educational/support materials are available at: https://osp.msu.edu/PL/Portal/787/KualiResearchKRTraining
- KR Support - (517) 355-2000 or KRHelpDesk@msu.edu

HENRY FORD HEALTH

RESEARCH ADMINISTRATION | PRE-AWARD | NIH PROPOSAL WORKFLOW



Questions???

Thank you for your attendance and participation!