<u>How to create a proposal in Kuali</u>

1. Opening the proposal
   a. Log into Kuali (https://siue.kuali.co/dashboard/)
      i. **Note: y**ou may use Kuali Sandbox to create practice proposals and explore various Kuali features at: https://siue-sbx.kuali.co/dashboard/
   b. To expand the menu, on the bottom left, click the arrow pointing to the right.
   c. Click Common Tasks.
   d. Under Proposal Development on the right, select Create Proposal.
   e. Fill out Proposal Details
      i. Proposal Type (typically New). See the Kuali Proposal Types list for guidance.
      ii. Lead Unit (select your six-digit unit from the dropdown)
         1. **Note: ensure that the lead unit is correct here, as this field cannot be changed once the proposal is created.**
      iii. Activity Type (select from the dropdown). See the Kuali Activity Types list for guidance.
      iv. Project Dates – dates you are going to perform the work. (For federal proposals: allow 4-6 months from the submission date. NIH may require a specific start date. See Review and Award Cycles at the bottom of the NIH Due Dates page.)
      v. Project Title
      vi. Sponsor (If your sponsor is not in Kuali, use TBD Sponsor. Email your assigned Pre-Award Specialist with the name and website/address of the sponsor that needs to be added.)
   f. Click Create Proposal.
2. Basics
   a. Proposal Details
      i. Information entered when you created the proposal will appear here.
   b. S2S Opportunity Search (if applicable)
      i. This field will only appear in the proposal if a federal sponsor (except for NSF) was selected in Proposal Details.
      ii. Contact your assigned pre-award staff member so that they can link your proposal to the federal opportunity. These proposals are submitted directly from Kuali to the federal sponsor at Grants.gov. They will enter the FOA or opportunity number here.
   c. Fill out Delivery Info
      i. Submission by (ORP for federal submissions, Other if the PI is submitting).
      ii. Submission Type is typically Electronic.
   d. Fill out Sponsor & Program Information

    i. Date and a deadline (5:00 local time is typical for federal proposals)
    ii. Deadline Type – choose what applies
    iii. Notice of Opportunity – choose what applies
    iv. Opportunity ID – enter the FOA/federal solicitation number. See the Kuali Opportunity Types list for guidance.
    v. CFDA Number can leave blank (enter if known)
    vi. Subawards – check, if applicable
    vii. Sponsor Proposal ID - if known (not required)
    viii. NSF Science Code – choose from the dropdown even if this is not an NSF grant. Select the field most applicable to your work.
    ix. Anticipated Award – choose what applies
    x. Agency Routing ID and Prev Grants Tracking - leave blank (unless this is a changed/corrected S2S proposal)
    xi. Opportunity Title from the solicitation
  e. Organization and Location – should be prefilled for you with the SIUE address.
    i. If this is a S2S submission and you have a subaward, add the subawardee organization's location under Organizations & Locations. Search by organization name. If the organization is not in Kuali, contact your assigned pre-award specialist to add the subawardee's location to the system.

3. Key Personnel
  a. Personnel
    i. Click on Add Personnel for each person. Type in the Last Name and click on Continue. Choose the correct person from the list. Assign a Role. After the PI has been designated, everyone else can only be a Co-I or Key Person.
    ii. Once each person has been added, you will see that their "Certification is incomplete." Each PI and Co-I person needs to log into Kuali, access the proposal and complete the Proposal Person Certification.
      1. Click on the small arrowhead to the left of your name
      2. When the field opens, chose Proposal Person Certification tab on the right
      3. Answer every question as it pertains to you
      4. Click on Save, then Close
    iii. Note: If "Annual Disclosure Status" says Update Needed or is blank for any personnel, they will need to complete their COI at https://siue.kuali.co/coi.
  b. Credit Allocation
    i. The ICR Split column is all that needs to be completed here. Each person on the grant must claim a portion of the ICR. The total has to add up to

100. The default is to divide the ICR evenly among all PI/Co-Is. **Any deviation from this policy must be agreed upon by the Associate Dean(s) of all schools or colleges involved in the project and all personnel on the proposal.** An email confirming this must be uploaded in the Attachments-> Internal tab.

        ii. Each person also needs to put a percentage next to their unit. If you have only one unit, use 100. If you have more than one, divide 100 evenly among your units.

4. Compliance
    a. Will your proposal involve human subjects, animal subjects, hazardous waste, export controls, intellectual property, etc.? If it does, click on the Add button and use the dropdowns in the box to select the Type of compliance. Choose "Pending" or "Not yet applied" as the approval status.
    b. **Note:** Typically, your proposal does not need IRB/IACUC approval prior to submission, unless explicitly requested by the sponsor in the guidelines. This process begins
    c. Contact Linda Skelton, Compliance Coordinator, with any related questions.
5. Attachments
    a. Proposal tab: this is where you will attach the proposal summary and budget justification.
        i. **Note: these two attachments are required for all proposals.**
    b. Internal tab: this is where you will upload the Agency Guidelines (FOA/solicitation/RFP) **(required for all proposals)** and F&A Justification (if an indirect cost rate other than 44.5% is used),
    c. For S2S submissions only: placeholders for all other required attachments will have to be uploaded, including Biosketches (uploaded to the Personnel tab). These files can be swapped out with final versions prior to submission.
6. Questionnaire
    a. Answer each question carefully on any questionnaires available. There may be multiple questionnaires.
    b. If you answer Yes to any of the questions on the SIUE Proposal Questions tab, enter additional information in the Please explain box.
    c. **Note #1:** If your proposal has facilities or IT needs, and you answer Yes to the corresponding questions, additional approvers will be pulled into the routing log. Please contact the following individuals to discuss your specific needs:
        i. Facilities: Rich Walker, Vice Chancellor for Administration
        ii. IT: Mike Pulley, Director of Information Technology Services
    d. **Note #2**: If your proposal involves export controls or intellectual property issues, please contact the following individuals to discuss:
        i. Export Control:

            1. Susan Morgan, Assoc. Dean of the Graduate School
            2. Todd Wakeland, Export Control Officer
        ii. Intellectual Property:
            1. Rob Patino, Director, SIU Office of Technology Transfer

7. Budget – click on Add budget at the right of the screen, name the budget, and select "Start a detailed budget" and then Create Budget.
    a. Periods & Totals
        i. This page is a summary of all budget periods
    b. Rates
        i. This page will show you the fringe, inflation, and indirect cost rates over the course of your project.
        ii. Kuali uses the University's 44.5% federally negotiated indirect cost rate (MTDC) by default. Contracts of $50,000 or less may use the MTDC Commercial <$50K of 15%. You can change the applicable rate by clicking on Budget Settings in the middle of the screen and selecting F&A Rate Type: MTDC Commercial <$50K.
        iii. **Any deviation from these rates must be explicitly described by the sponsor in their solicitation or guidelines.** Documentation describing this must be uploaded in the Attachments -> Internal tab as the F&A Rate Justification attachment type. Notify your assigned Pre-Award Specialist if a rate other than 44.5% or 15% is required by the sponsor.
    c. Personnel Costs
        i. Project Personnel
            1. If additional personnel need to be added (key personnel entered earlier in the proposal basics will automatically populate here), click on Add Personnel (on the right), enter their last name and click on Search, then select the correct person. Repeat as needed.
            2. If adding Graduate Assistants, Student Workers, or other to be named positions, click Add Personnel on the right and select To Be Named in the "Search for" dropdown. Enter the appropriate number of each position and click Add TBN Personnel.
            3. For Graduate Assistants, Student Workers, or other part-time personnel, click on Details on the right (under Actions) of each personnel line item. Change the Appointment type to 1M Duration and enter the full-time equivalent monthly base salary.
                a. For GAs: Use salaries in the GA Handbook https://www.siue.edu/graduate-students/assistantships/index.shtml). You will have to multiply the "Full-Time Semi-Monthly Salary Base" salary table by 2 to get the full-time monthly salary base.

i. Ex: 1st Year, 25% (10 Hour) GA is listed with a full-time semi-monthly base of $1,213.80. Multiply this by 2, resulting in a full-time monthly base of $2,427.60.

b. For Student Workers: ((min wage * 2080) / 12). 2019 Minimum wage: $8.25/hr. With minimum wage increases set for every year until 2025, Kuali will automatically calculate this increase in each project year.

ii. Assign Personnel to Periods

1. On the left, click Assign Personnel to Periods to add personnel effort to the budget.
2. Select Assign Personnel on the right of the screen.
3. Use the drop down to select a person, and then continue down the screen and complete the Object Code (this is the fringe benefit rate associated with faculty/staff/student).
4. Start Date/End Date
    a. For all salary, overload, and course buyout requests, use the appropriate dates:
        i. Full academic year: Start Date: 08/16, End Date: 05/15.
        ii. Fall: Start Date: 08/16, End Date: 12/31.
        iii. Spring: Start Date: 01/01, End Date: 05/15.
        iv. Summer: Start Date: 05/16, End Date: 08/15.
        v. **Note: if you are requesting academic year overload or summer salary for a particular week/month(s) in any of the above date ranges, please select those dates.**
    b. Faculty are limited to 14-months of salary.
    c. NSF limits personnel time requests to two months per person per University fiscal year.
    d. Course Buyouts: Use the call staff rates set by your department/school. Change effort/charged to arrive at the dollar amount closest to your call staff rate.
5. Enter % Effort and % Charged (same value for both) and period type. You should have already fleshed out the details of % Effort and Period Type for each project person. Enter those values here.
6. After you have added each person, click on the “Details” button in the Actions column on the right. You should see most of your data already entered. Use this screen to adjust the Start/End dates and Effort and Charged boxes in order to get the desired Person

Months. After you change a value, click on "Calculate" to see the effect of your changes before you leave the screen. When you have the numbers right, click Save Changes.

7. For the Graduate Assistant lines, on the right, click Details & Rates. Uncheck the Apply Inflation box and click Save.
8. Repeat, as necessary.

d. Non-Personnel Costs
   i. On the right, click on Assign Non-Personnel
   ii. Use the dropdowns to select what you need.
      1. Notes:
         a. The Equipment line is only used for individual pieces of equipment that cost $5,000 or more each.
         b. Computers and other equipment under $5,000 per item are added as Other Direct->Materials.
         c. Participant Support costs have a very narrow definition per federal guidelines. These are typically reserved only for training grants involving students, postdoctoral fellows, or K-12 teachers.
   iii. The Total Base Cost is the total cost for this line item (Ex: Two PCs at $1,000 each, enter $2,000 here).
   iv. Leave Quantity blank.
   v. In the Description box, type the name of the item, short description of the item and its use, and how many units. (Ex. Two PCs at $1,000 each for data analysis).
   vi. Repeat as necessary.

e. Autocalculate Periods
   i. After completing the first year project budget, and you have multiple project years, near the top right of the screen, click Autocalculate Periods.
   ii. Then click Yes. This will project your budget forward with salary inflation and fringe benefit rate increases.
   iii. You may then go into each project year and change/add/delete any line items, as necessary.

f. Subaward
   i. Click Add Subaward, if applicable. Click the magnifying glass to search for the subawardee organization. Notify your assigned pre-award specialist if they are not in Kuali.
   ii. NIH Submissions Only: in File Name, click Choose File and upload a complete R&R Subaward Budget Form.
   iii. Kuali automatically excludes amounts in excess of $25,000 for each subaward from SIUE's indirect cost calculation (per federal guidelines).

    g. Institutional Commitments
        i. Used only when a sponsor explicitly requires cost share.
        ii. Work with your assigned pre-award staff member to resolve any cost sharing issues.
    h. Project Income
        i. Not applicable.
    i. Modular
        i. Used only for specific NIH proposals with budgets under $250,000
        ii. Work with your assigned pre-award staff member to address modular budget issues.
    j. Budget Notes
        i. Not applicable.
    k. Budget Summary
        i. You can view a summary of the budget by clicking on Periods and Totals at the top of the left hand budget or the Budget Summary box on the bottom left while in Budget module.

8. Access tab
    a. Whoever opens the proposal will automatically have Aggregator (read/write access) status.
    b. You can add other people and give them one of the status types that is presented. See Kuali Access Type list for guidance.
    c. Add department chairs and Dean's office approver(s) from the route log from non-lead unit personnel so that they can

9. Supplemental Information
    a. Enter the number of student workers or GAs
    b. If you said there were IP issues in the questionnaire, explain them again here.
    c. For ORP Use Only tab: enter the e-ID of your assigned Pre-Award Specialist.

10. Summary/Submit
    a. After you have completed all the fields, uploaded all the required documents, and checked you budget for accuracy, you will need to mark the budget Complete and For Submission.
        i. To do this, click on the Budget tab on the left, and on the very right of the budget file line, there is a box called Action. Click on this and go down to the "Complete" box and click on it. Answer the question Yes that appears.
        ii. Then go back to the Action box and click on the last item – "Include for Submission"

b. Use the Data Validation tab towards the top of the screen – click on the blue words, then click the Turn On red button in the top right. This will give you a list of errors that need to be fixed.
c. After you fix all the errors, go to the Summary/Submit tab.
d. Click on Summary/Submit, then on the blue box that says Submit for Review.
e. That will send your proposal into routing.
f. You can click View Route Log to preview the various approvals required.

At any point in this process, you are welcome to call or email the Pre-Award Specialist assigned to your proposal and ask for assistance!