How to Complete the Proposal Questionnaires in Kuali

The Principal Investigator is required to complete all questionnaires available in their proposals. Below are instructions on how to access and complete them.

1. Go to https://siue.kuali.co/dashboard/
2. Log-in with your SIUE e-ID and password

3. On the right, under Proposals not routing, click on the proposal that you wish to complete the questionnaires for.

4. On the left navigation, click on Questionnaire.

5. On this page, you will see a number of tabs, one for each questionnaire that you must complete.

6. Note: If the blue Update Available button is available, click to pull in updates to the questionnaire.

7. Click the "Copy the answers" button, followed by OK to copy over any of your previous answers:

Please make a selection.   ×

A newer version of this questionnaire has been published. An Update is required.
◉ Copy the answers from the old version of questionnaire to the new one. Only questions that have been changed in the new version will have to be answered.

○ Do not copy answers from previous version of the questionnaire. Every question in the new version of the questionnaire will have to be answered.

Ok

8. Note: You will have to re-answer any questions that you had previously answered if the question has been updated.

9. Scroll through and answer the questions.

10. Note: Click on each question's ⓘ Information dot for an explanation or additional information.

11. Yes answers may trigger a need to provide additional details. As needed, provide additional information in the boxes that pop up.

Please explain. ⓘ

12. Then, at the bottom of the screen click **Save**.

Edit | Save | Close

13. Scroll back up to the top of the screen and complete the remaining questions. Click Save at the bottom of the screen after completing each questionnaire.

14. Note that a green checkmark will appear on the questionnaire's tab to indicate it is completed and saved.

Questionnaire

SIUE Proposal Questions ✓ | Sub-award Questions ✔

Sub-award Questions (Complete)

15. Once all questionnaires are complete, at the bottom of the screen click **Save**, then click **Close.**

Edit | Save | Close

16. In the pop-up box, click **Yes**.

Please Select   ×

Would you like to save this document before you close it?

Yes | No | Return To Document