

How-To Guide

for PIs in Kuali Research

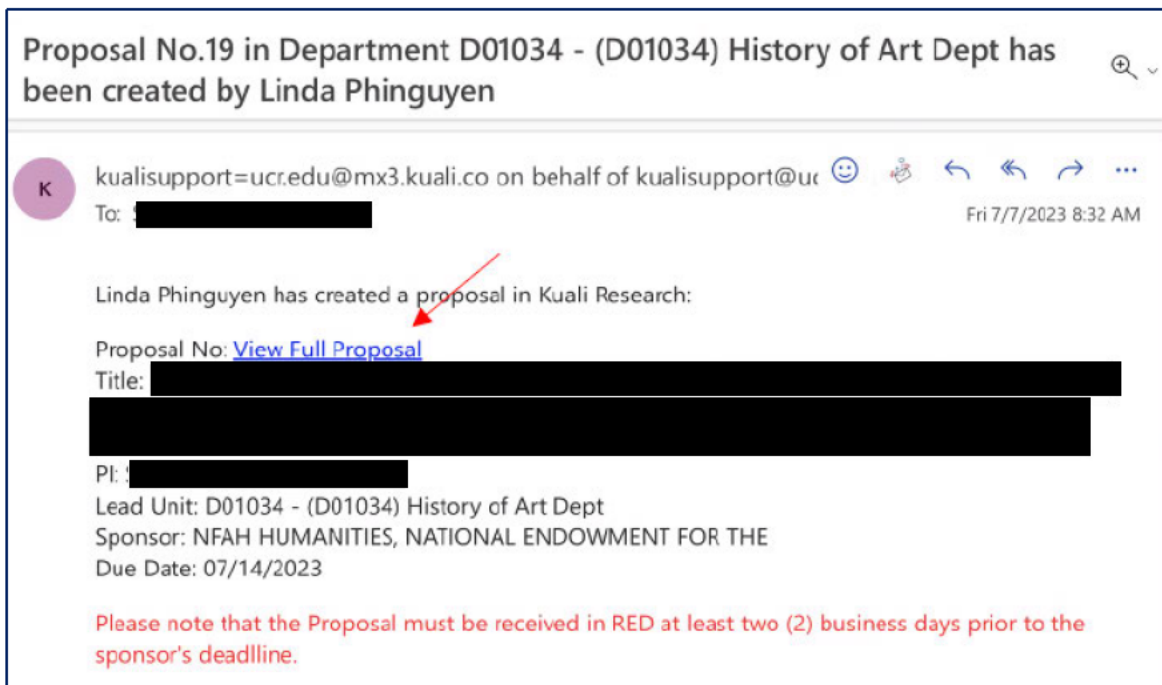
This how-to guide provides instructions for the following:

- ✓ How to access a proposal
- ✓ How to access and complete the questionnaire
- ✓ How to approve a proposal
- ✓ Reviewer/Approval options and definitions
- ✓ How to fix Data Validation errors

When a proposal is initiated by the analyst in Kuali Research, the PI will receive a series of email notification alerting them that a proposal is in queue and actions are required to complete the proposal submission.

How To Access a Proposal:

- From the email notification received, click “View Full Proposal”.



- The bottom of this email contains an invitation to view the proposal and complete the required questionnaire.

You must complete the UCR Proposal Questions (Located on the Questionnaire Page) of your [Proposal](#) as soon as possible so the proposal can be submitted into routing. Once your Analyst has completed the rest of the proposal it will be routed to you for final review and approval.

Proposal Development

Proposal: #19
PI: [REDACTED]

Document Info
Doc Nbr: 84325
S2S Connected: [REDACTED]
Initiator: ipnguyen
Status: In Progress
[More...](#)

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

Proposal Details

* Indicates required fields

- Proposal Type: Now
- Lead Unit: D01034 - (D01034) History of Art Dept
- Activity Type: Basic Research
- Project Dates: 07/01/2024 06/30/2027
- Project Title: [REDACTED]
- Sponsor: 5280 - NFAH HUMANITIES, NATIONAL ENDOWMENT FOR THE
- Prime Sponsor Code:
- Keywords:

Basics | **Proposal Details** | Delivery Info | Sponsor & Program Information | Organization and Location | Key Personnel | Attachments | Questionnaire | Compliance | Budget | Access | Summary/Submit

How To Access and Complete the Questionnaire:

- In the Proposal, click on the “Questionnaire” section

Basics >

Key Personnel >

Attachments

Questionnaire

Compliance

Budget

Access

Summary/Submit

Notifications History

- Click on the 2nd tab, “UCR Proposal Questions” to complete the questionnaire

Kuali Research

Attachments

Questionnaire

Compliance

Budget

Access

Summary/Submit

Notifications History

Proposal Deadlines | **UCR Proposal Questions**

UCR Proposal Questions (Incomplete)

Print

Proposal Function ⓘ

Function

Intellectual Property

Is this project likely to result in Intellectual Property? ⓘ

Export Controls

Will travel outside of the U.S. occur in the performance of this project? ⓘ

Is the destination a sanctioned country or country of concern (e.g., Iran, Syria, North Korea, Russia, etc.)? See current [Listing of Current Sanctioned Countries](#) ⓘ

Will any equipment, materials or software be exported to other countries? ⓘ

Will any foreign subrecipients/subcontractors or foreign collaborators be involved? ⓘ

Do you anticipate the receipt of any sponsor-owned equipment, materials, technology or software in support of the project? ⓘ

Are Any of the Following Involved?

Does the project involve Substance Abuse research? ⓘ

Does this project involve Cannabis research? ⓘ

Does the project involve Investigational New Drugs? ⓘ

Does the project involve Sustainability Research? ⓘ

(Sustainability research addresses, directly or indirectly, any of these topics:
living within limits imposed by available resources and the carrying capacity of our environment;
examining the interconnections among the economy, social well-being, and the environment; or
equitably distributing resources and opportunities for advancement across places and among generations.) ⓘ

Environmental Health and Safety

Will any toxic or non-toxic chemical, biological, or other hazardous materials be used in this project? ⓘ

Back | Save | Close

- **NOTE: If you answer “yes” to any of the questions below, you must also complete the COMPLIANCE tab**

Research Integrity Committee Approvals

Will Vertebrate Animals be used on this project? (Vertebrate Animals: All research and teaching activities involving vertebrate animals must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) PRIOR to initiation of that activity. This includes payment to outside institutions/companies for custom research activities involving live animals (e.g., generation of custom antibodies, generation of transgenic animals). For more information, please visit the IACUC website.) ⓘ

☐ Yes

☐ No

Will this project include Human Subjects Research/Tissues/Stem Cells (IRB)? ⓘ

☐ Yes

☐ No

Will this project include Biohazards/rDNA (IBC)?

(Research with all ""biohazardous materials"" is defined as:

(i) Recombinant/synthetic nucleic acid molecules and genetically-modified organisms, as covered by the NIH Guidelines;

(ii) Potentially infectious organisms such as viruses, bacteria, fungi, or prions that can cause disease in humans or cause significant environmental or agricultural impact;

(iii) Select agents and select toxins, as covered by the CDC DSAT regulations;

(iv) Human and nonhuman primate materials (including established cell lines), as covered by the Cal/OSHA Bloodborne Pathogen Standard;

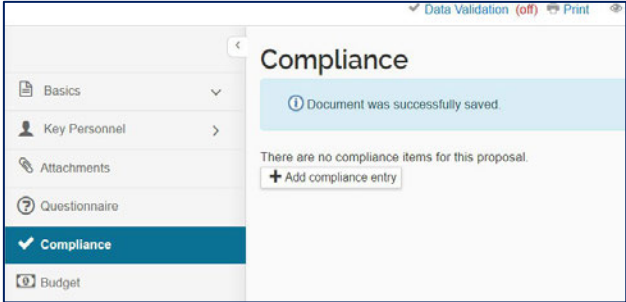
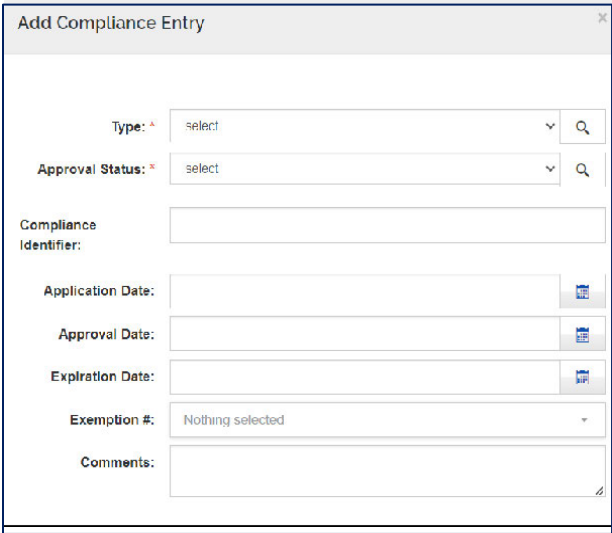
(v) At its discretion or IACUC request, the IBC may also review protocols involving animals or animal specimens known to be reservoirs/vectors of zoonotic diseases; and/or

(vi) Dual Use Research of Concern and plant infectious agents or other infectious agents with potential environmental impact. For more information, please visit the [IBC website](#).) ⓘ

☐ Yes

☐ No

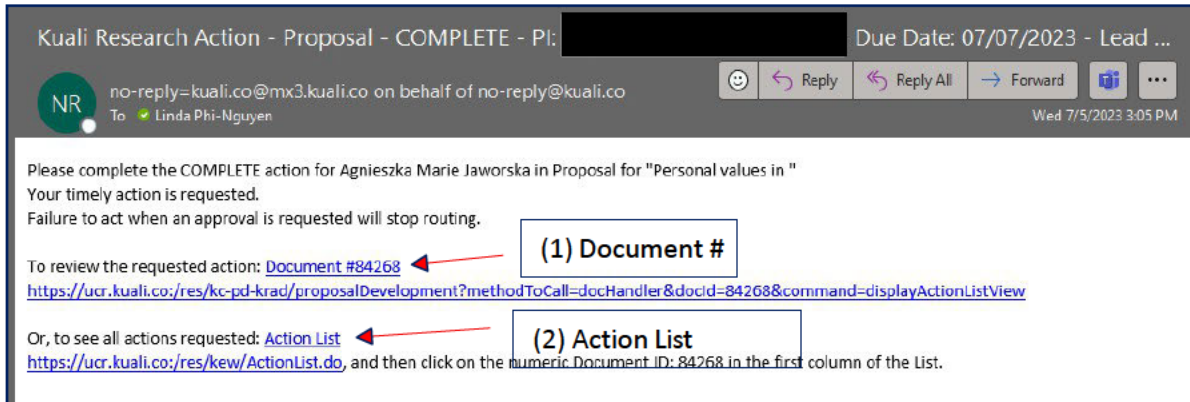
- **Add compliance entry:**

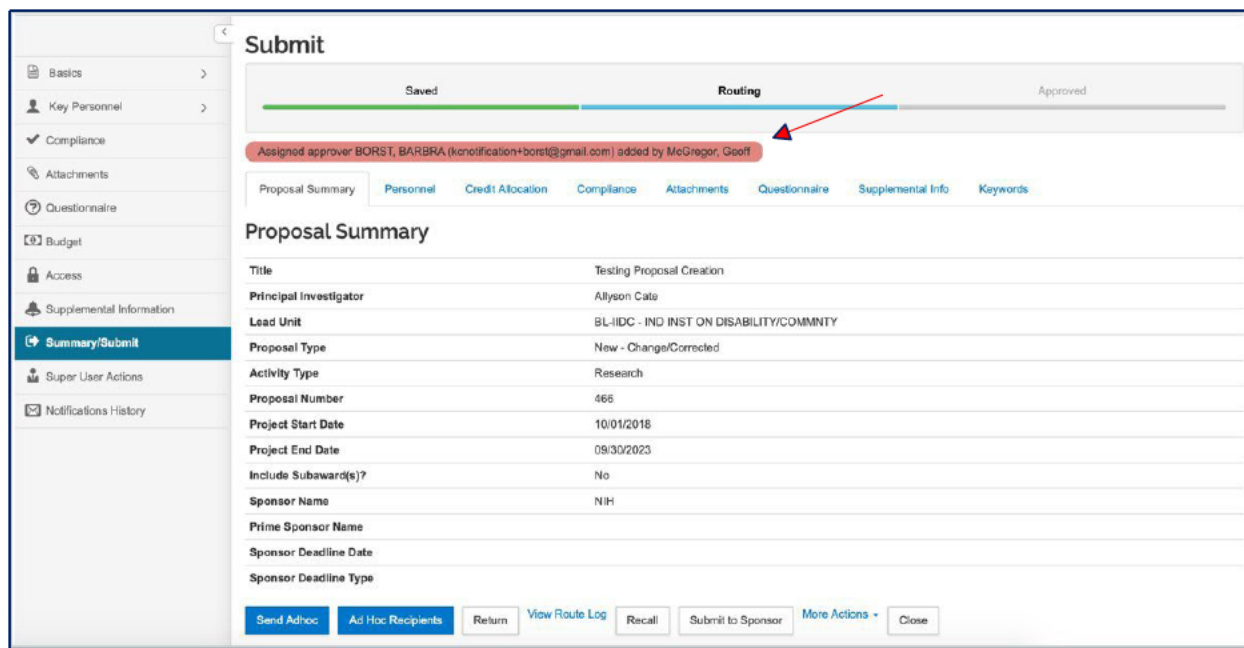
- **For an overview and additional information, please refer to the Answering the Compliance Questionnaire and Certification Guide**

How To Approve a Proposal:

- When a proposal is submitted for review or approval, a notification is sent to all users listed in the route log. The notification includes several details about the proposal in the subject line of the email. If the PI clicks on the **(1) Document #** link, they will be taken to the Summary/Submit screen of the proposal where they can complete their review.
- If the PI click on the **(2) Action List** link, they will be taken to their Action List which lists all items (e.g., COI, certification) that are pending their review.



- The summary/submit screen provides a series of tabs with information across the entire proposal so a PI can view the proposal from this single tab. Below outlines the Summary/Submit tab and the action buttons available.
- On the top of the screen highlighted in red is the status visual indicator. This begins at saved, updates to routing when submitted under review, to approved when all reviews are complete.



Reviewer/Approver Options and Definitions:

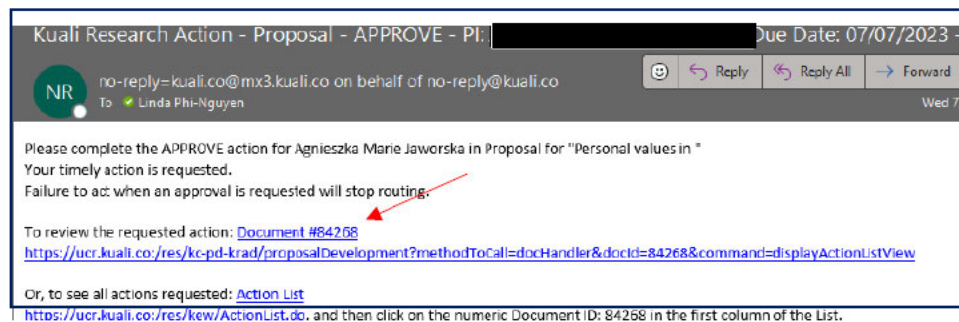
Approve: This signifies your approval of the proposal and allows it to continue along the workflow path. You may receive a message asking if you wish to receive future approval requests if you also appear in a future workflow stop - clicking yes will require you to approve again at the future stop, whereas, clicking no will automatically approve on your behalf at the future stop.

Disapprove: If you do not want this proposal to continue the disapprove action will make the proposal no longer a valid submission document; it will not be returned to the aggregator for corrections, nor will it continue in workflow. To return a proposal to the aggregator, use the Return button. Once Disapproved is clicked, a confirmation window will appear; enter the reason for the disapproval and then click "OK" to complete the action. Otherwise click 'cancel.'

Return: If the proposal requires substantial corrections use the return action to return to the aggregator for necessary changes. Upon return you must then enter a reason for the action in the confirmation window that appears. Once returned, all the proposal details, narratives, and budget can be fully edited by the aggregator and then resubmitted into the approval routing workflow for submission. FYI - some edits can be performed while the proposal is enroute (aka in workflow routing) such as replacing existing narrative attachments, update documents, budgets (new attachment types cannot be added.)

Follow the steps below to approve a proposal:

- Click on "Document #" link which will take you to the Summary/Submit section.



- Select "Approve" at the bottom of the screen.

Submit

Saved Routing Approved

Proposal Summary Personnel Credit Allocation Compliance Attachments Questionnaire Supplemental Info Budget Summary

Proposal Summary

Title	Kual Routing Test
Principal Investigator	Patrick A. Limbach
Lead Unit	6066622 - J&S Chemistry
Proposal Type	New
Activity Type	Research
Proposal Number	15619
Project Start Date	09/01/2021
Project End Date	08/01/2022
Include Subaward(s)?	No
Sponsor Name	National Science Foundation
Prime Sponsor Name	
Sponsor Deadline Date	03/09/2021
Sponsor Deadline Type	

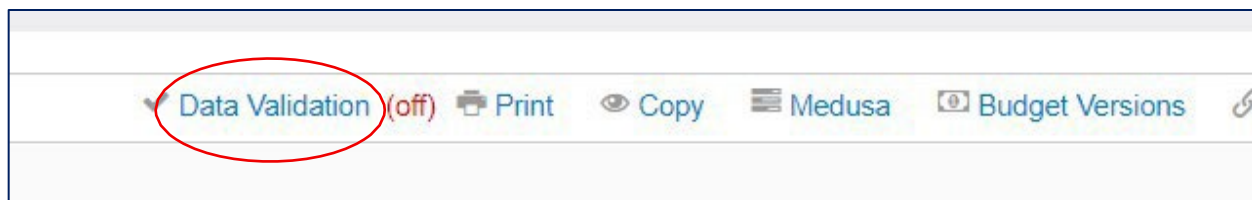
Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new or renovated facilities/space have been discussed with the appropriate people, contributions listed will be met by the department/college unless otherwise approved, that Conflict of Interest requirements have been addressed, and that Sponsored Programs may process the proposal.

Send Ad Hoc Ad Hoc Recipients Approve Return View Route Log Main Actions Close

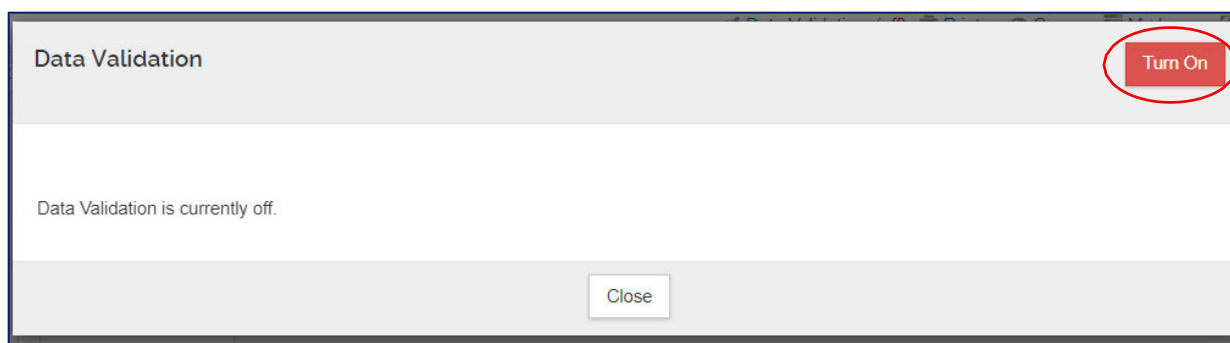
How To Fix Data Validation Errors:

NOTE: When approving proposal, if you get an error “Validation errors exist”, please correct these errors prior to submitting to workflow routing by following the steps below:

- Click on the top right “**Data Validation**” (this will show what the errors are)



- Turn on Data Validation by clicking on “**Turn On.**”



- Click on “**Fix it**”, this will take you directly to the page where the error is so you can complete the certifications. After certifications are completed, the PI can come back to the “Summary/Submit” section to approve the proposal.

A screenshot of the 'Data Validation' modal window. The title is 'Data Validation'. In the top right corner, there is a green button labeled 'Turn Off'. Below the title bar, there is a 'Show 10 entries' dropdown and a 'Search:' input field. Below these, there is a table with columns: 'Area', 'Section', 'Description', 'Severity', and 'Actions'. The table contains two rows of warnings. The first row has 'Proposal Details' as the area, 'Sponsor Code' as the section, and a description about the MISCELLANEOUS SPONSOR CODE "9850". The second row has 'Sponsor & Program Info' as the area and a description about the sponsor deadline date. Both rows have a 'Warnings' severity and a 'Fix It' button in the 'Actions' column. The 'Fix It' button in the first row is circled in red.

Area	Section	Description	Severity	Actions
Warnings				
Proposal Details	Sponsor Code	Do not use the MISCELLANEOUS SPONSOR CODE "9850" (unless this is a new Sponsor for which an existing sponsor code is not located in the Look-up table).	Warnings	Fix It
Sponsor & Program Info		Sponsor deadline date is in the past, relative to the current date.	Warnings	Fix It

- NOTE:** This example reflects an analyst’s queue - PI’s will not see the errors as listed. Data Validation errors for a PI usually occur when the certifications have not been completed.

- After you approve, you may click on “**View Route Log**” at the bottom of the screen to confirm your approval. You can also see the full routing chain which shows who still needs to approve.

Assigned approver Garcia, Karen S (kgarcia@ucr.edu) added by Chan, Robert Rothana

[Proposal Summary](#)
[Personnel](#)
[Compliance](#)
[Attachments](#)
[Questionnaire](#)
[Keywords](#)
[Budget Summary](#)

Proposal Summary

Title	State of Workers in Transportation, Distribution, and Logistics in the Inland Empire
Principal Investigator	
Lead Unit	D01256 - (D01256) Liberal Stds & Interdisc Prgs
Proposal Type	New
Activity Type	Other Research
Proposal Number	21
Project Start Date	07/01/2023
Project End Date	02/29/2024
Include Subaward(s)?	No
Sponsor Name	MISCELLANEOUS SPONSORS
Prime Sponsor Name	
RED Deadline Date	07/19/2023
RED Deadline Type	Target Deadline

[Send Adhoc](#)
[Ad Hoc Recipients](#)
[View Route Log](#)
[Recall](#)
[More Actions ▾](#)
[Close](#)

- Clicking the “**Approve**” button after resolving any errors completes this process.