How do I get into Kuali Research?

- Are you using the correct URL? BYU also uses another Kuali product – Kuali Curriculum. Sometimes users go to that URL thinking they can access Kuali Research there.

- Kuali Research users can login via this url: - https://byures.kuali.co/res or by clicking the **Kuali Research Login** buttons on the RAO/SPO websites, see below (rao.byu.edu or spo.byu.edu).
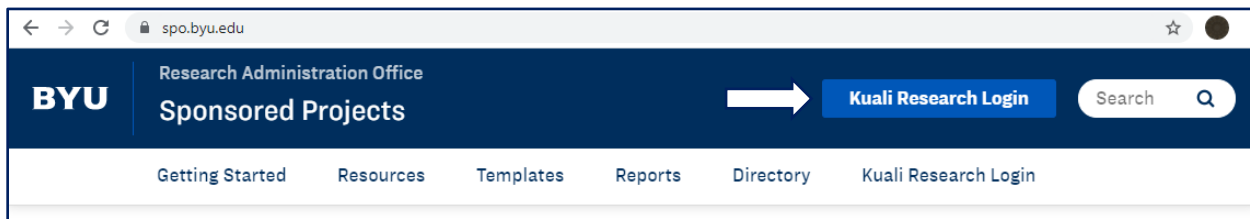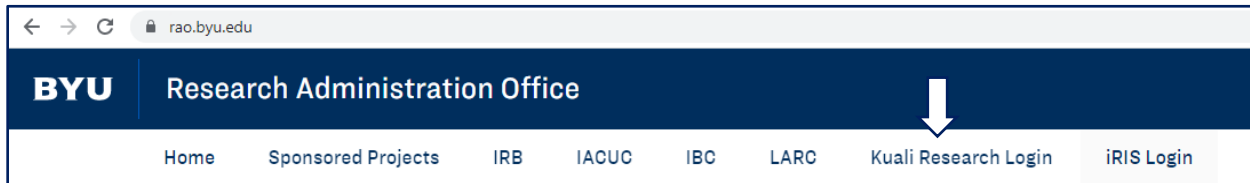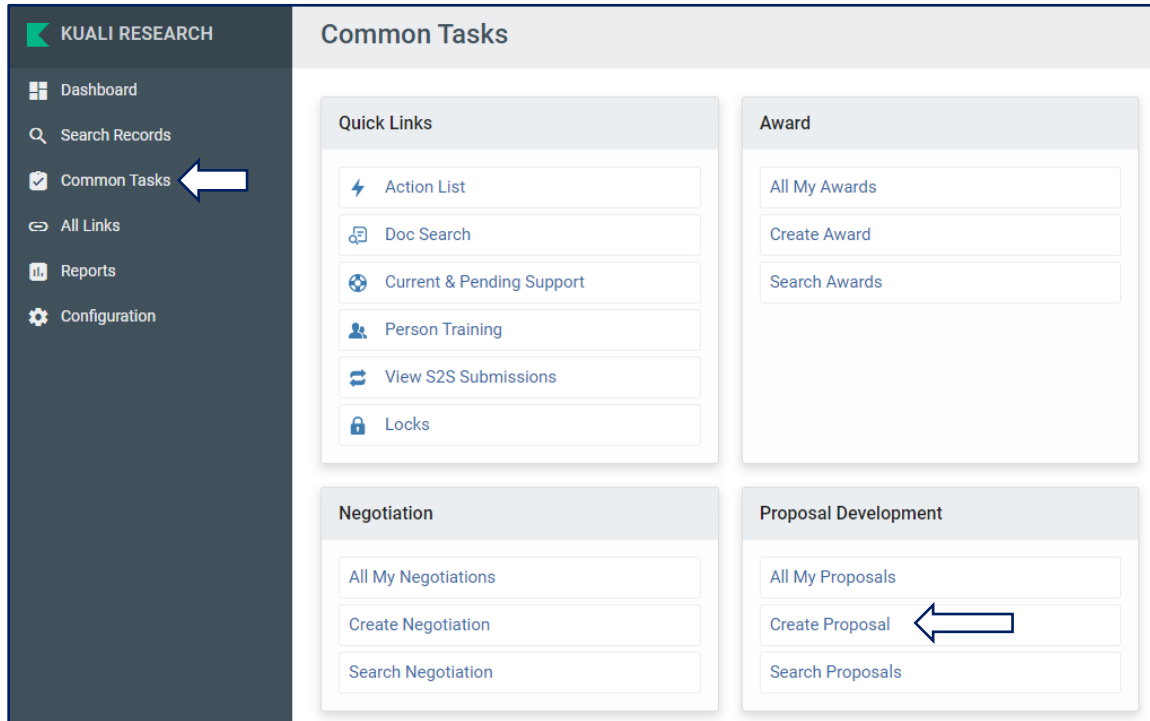

- To open Kuali Research, users should select the **Research Home** box below.
  - o Note – this is not always required. Sometimes a user is taken directly to the dashboard after signing in.
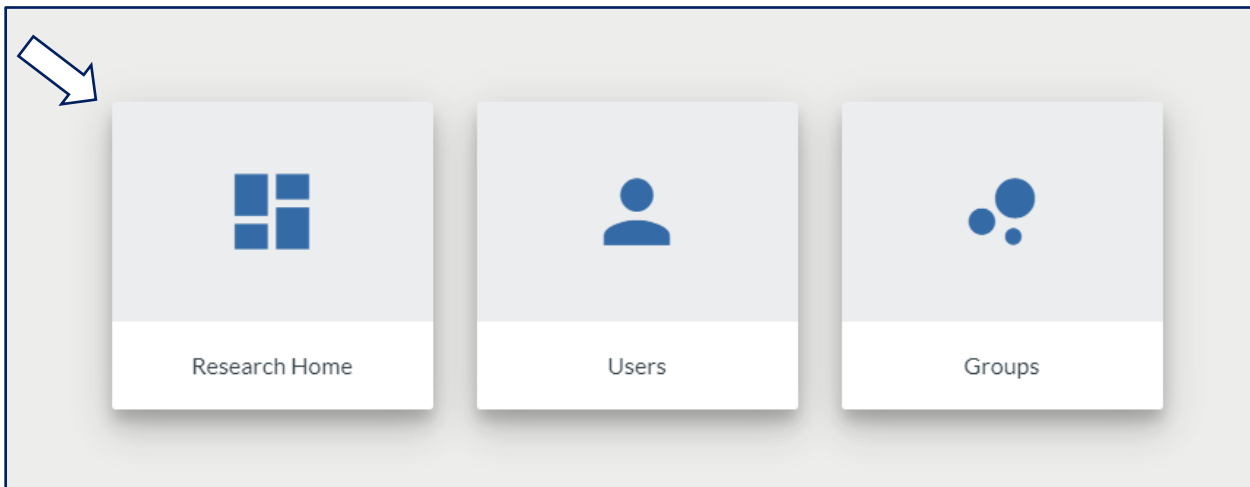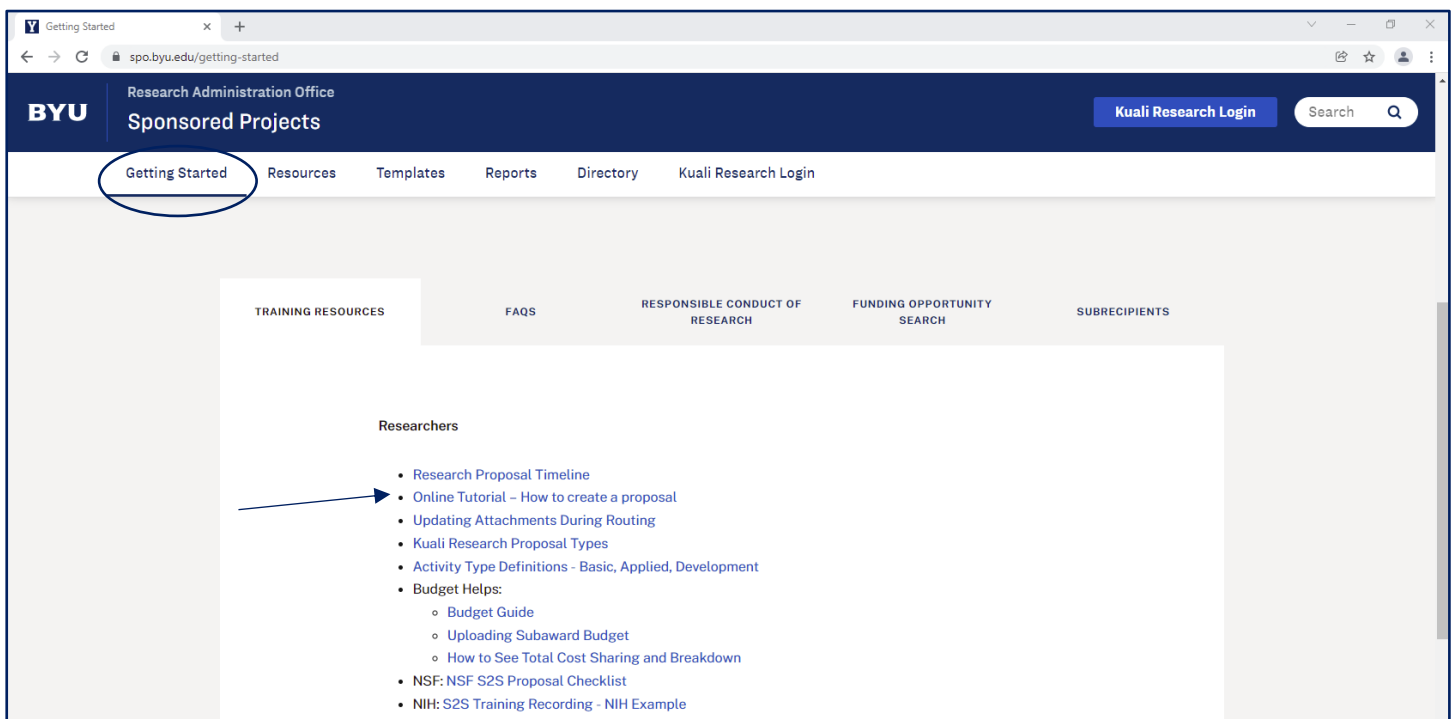
How do I create a proposal?

- Go to the **Common Tasks** screen, then in the **Proposal Development** card, click **Create Proposal**.
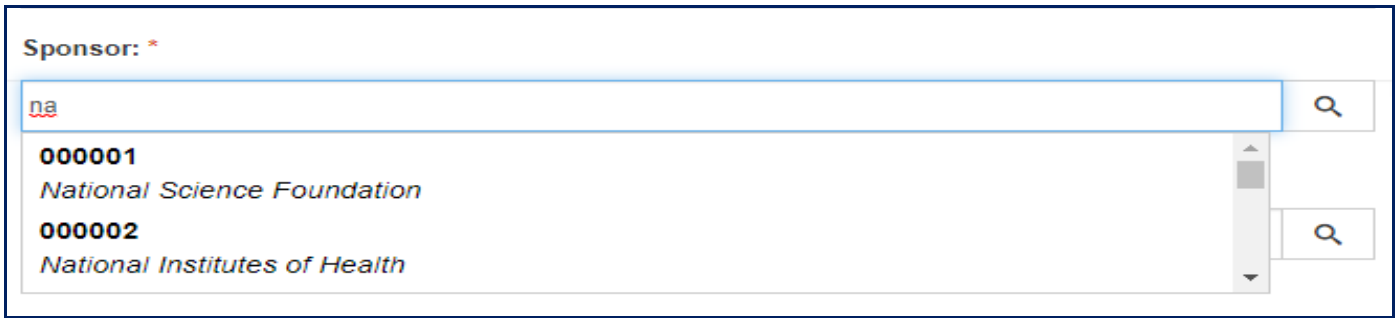

- Then, use the **Online Tutorial** and other resources under **Getting Started** on our website to help complete the various parts of the proposal. Contact your RAO Research Administrator for sponsor/project specific questions.

How do I add the Sponsor to my proposal?

- Start typing the name of the sponsor and then select from the options that appear in the pull-down menu.

- Users can also use the magnifying glass to search for a sponsor

  o Note: only enter data into <u>one</u> of the search fields.

I don't see the sponsor I need in Kuali.

- Start typing "**to be added**" and select *Sponsor To Be Added…* as a temporary sponsor placeholder so you can continue in proposal creation.

- Then, as instructed, email rao@byu.edu asking that the sponsor be added to Kuali.

- You will be notified once the Sponsor is added to Kuali and then you can update your proposal.

How do I add myself as the PI?

- The Principal Investigator field does not work the same as the Sponsor field. You must use the **magnifying glass** to look up a person.

Principal Investigator: *

- In the **KcPerson Lookup window** that pops up, only enter data into one of the search fields (usually the last name) and then click **Search** at the bottom.

Lookup

KcPerson Lookup

KcPerson Id:	
Last Name:	
First Name:	
User Name:	
Email Address:	user@domain.com
Office Phone:	
Active:	◉ Yes ◯ No ◯ Both
Home Unit:	
Campus Code:	

Close   Clear Values   **Search**

Where did my proposal go?

- When a faculty member submits their proposal for review, it moves from the **Proposals not routing** card to the **Proposal workload assignments** list at the bottom of their dashboard. You can click the link in **the Proposal Number** column to open your proposal.
  - Note: While a proposal is routing for approvals, no edits can be made, only the attachments may be replaced.

Dashboard

Proposals not routing ▼ Filter | Sort by ⌄

Proposal	Proposal #1058 – PI: George, Andy – Sponsor: ElectraFly, LLC – Title: STT... Due date: 9/01/2021 Last action: 8/22/2021 11:47 PM

1-1 ‹ ›

Proposal workload assignments ▼ Filter

Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	Due Date	↓ Last Action	Current Request(s)	Assigned Approver
#1058	George, Andy	ElectraFly, LLC	2021	STTR: Application of Novel Composite Techniques in the Building of a VTOL Aircraft	09/01/2021	08/31/2021 2:39 PM	Silversmith, Debbie	
#1064	McCleary, Bill	Beekeeping 101	0992	BYU support for BeeKeeping 101 STTR proposal	08/31/2021	08/30/2021 6:17 PM	Howell, Larry	
#856	LeMonte, Joshua	US Army Corps of Engineers	0557	Improving Soil Classification Analogies (I-SCAN)	08/27/2021	08/27/2021 8:17 PM	Quartey, Susie	
#1059	Fry, Andrew	Echogen Power Systems	0495	Compact Distributed Power Generation with a Hybrid Hydrogen-sCO2 (NewSys) Power System	08/31/2021	08/25/2021 9:46 PM	Silversmith, Debbie	
#1056	Nelson, Tracy	General Electric Global Research	2021	HR001121S0033 Morphogenic Interfaces (MINT) BAA	08/23/2021	08/23/2021 8:25 AM	Silversmith, Debbie	
#1054	Dorff, Michael	Mathematical Association of America	0608	The Deconstruct Calculus Project	09/06/2021	08/20/2021 11:33 AM	Quartey, Susie	
#1046	Bybee, Seth	National Science Foundation	0991	Phylogeny and systematics of Nitidulidae: Evolution of feeding behavior and visual systems	08/17/2021	08/18/2021 4:56 PM	Ballew, Jeffrey	

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