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.
  - 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

- Note: only enter data into one 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.

- 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.
**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.