To copy a previously submitted proposal to re-use for another funding opportunity:

- Go to the Common Tasks screen.
- Select All My Proposals on the Proposal Development card.

Scroll down and you will see a list of all your past proposals that have been created in Kuali.

Once you have found the proposal you want to copy, click copy in the Actions Column.

You may need to increase the number of entries showing (top left of table) to find the proposal you are looking for.
• When you click **copy**, the window below will pop up. Select the options desired for the new proposal and click the blue **Copy** button at the bottom.

![Copy To New Document dialog box](image)

• The copied proposal will automatically open, and you can make the needed changes appropriate for the new solicitation.
A few items to always do with a copied proposal:

- Update the **project start and end dates**.

- If you copied the budget, update the **period start and end dates** under **Periods & Totals** in the budget.

- **Sync the rates in the budget**
  - If you copied the budget from the previous proposal, open the budget and go to the **Rates** tab on the left.
  - Click the **Sync All Rates** button on the right hand side of the screen. This will update the Indirect Costs rate and Fringe Benefit rates to the current rates.