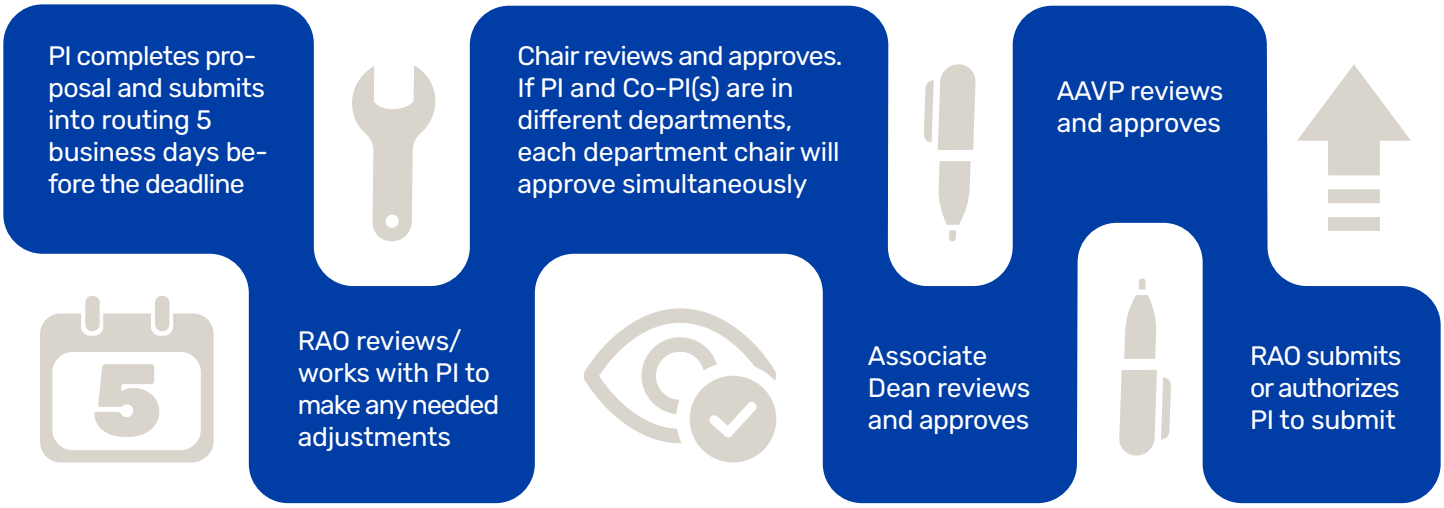
APPROVING RESEARCH PROPOSALS VIA KUALI

BYU ROUTING



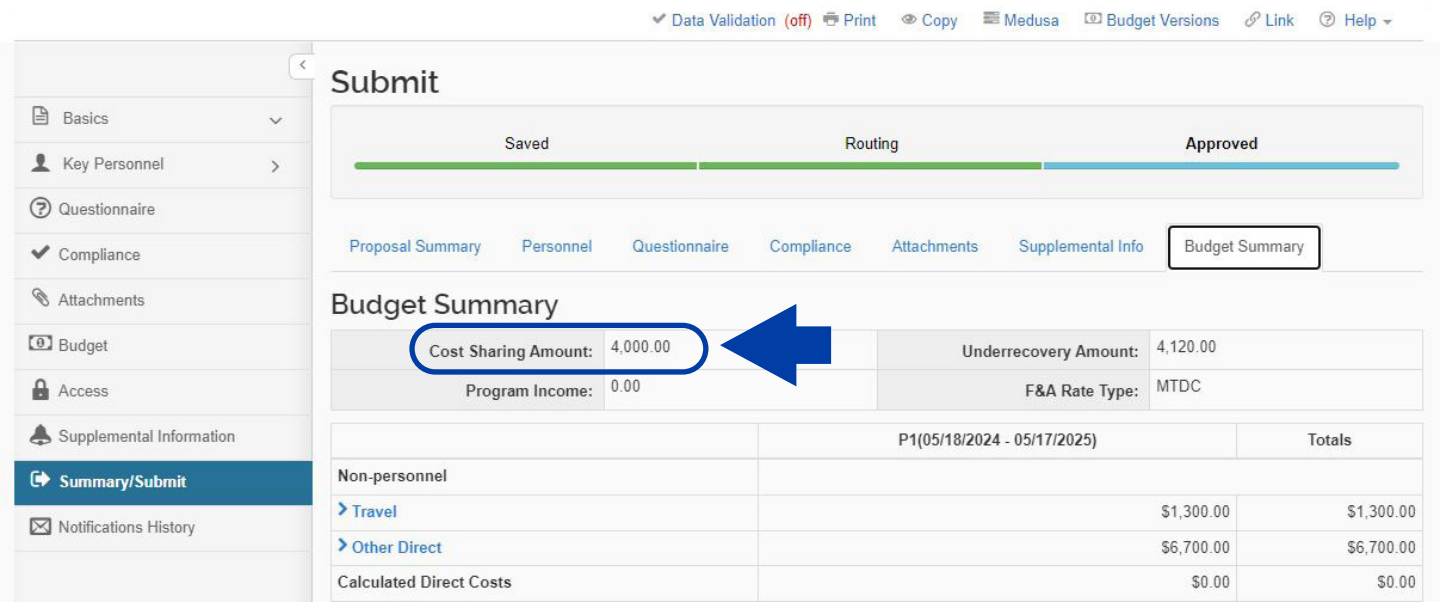
GENERAL GUIDELINES FOR APPROVERS

Review the proposal while considering the following:

- Is the proposal aligned with the PI's research direction/goals?
- Is there significant student experience or education that is a product of this work?
- What is the level of usage of University resources (lab space, equipment usage, student time, faculty time)? Are the space, facilities and resources needed for the project available or will they be made available?
- Is this a project your department endorses and recommend that BYU endorses?

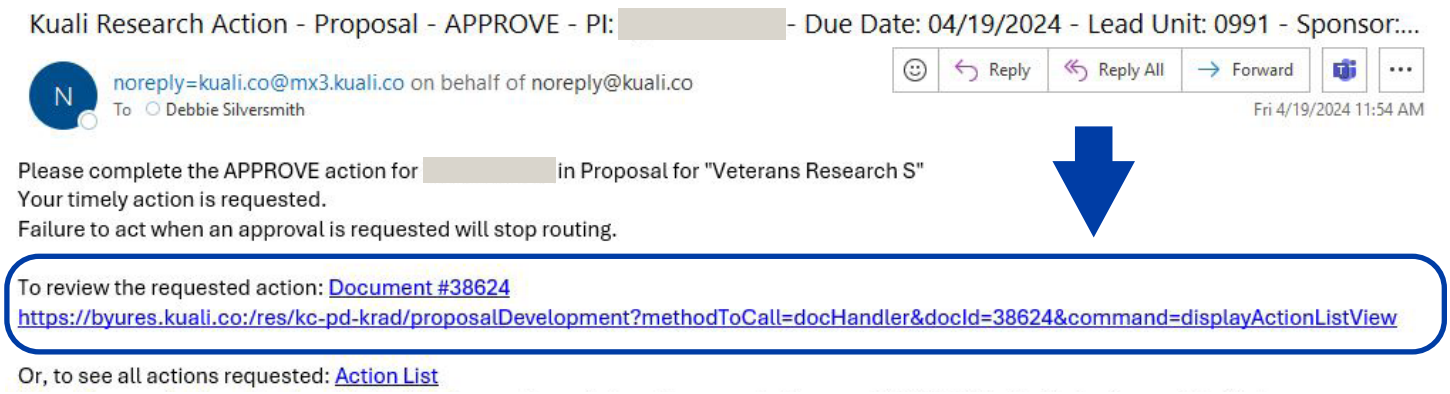
Review all responses to the BYU Questionnaire, paying attention to the following:

- If ***cost sharing*** is committed, review the comments in the provide field and the total amount committed on the Budget tab of the Summary/Submit screen where you approve (see following screenshots).
- If there are ***publication restrictions,*** are they reasonable?
- If the project is ***work for hire,*** review the text in the Work for Hire question and discuss with the PI as needed.

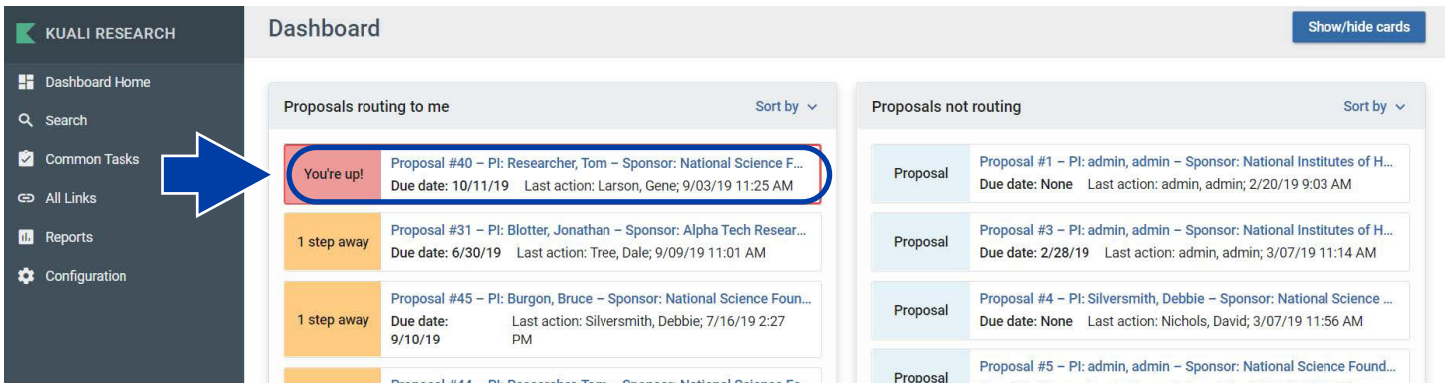


1. ACCESSING PROPOSALS

A. Via Email Notification



B. Via Kuali Research Dashboard (byures.kuali.co)



2. REVIEWING PROPOSALS

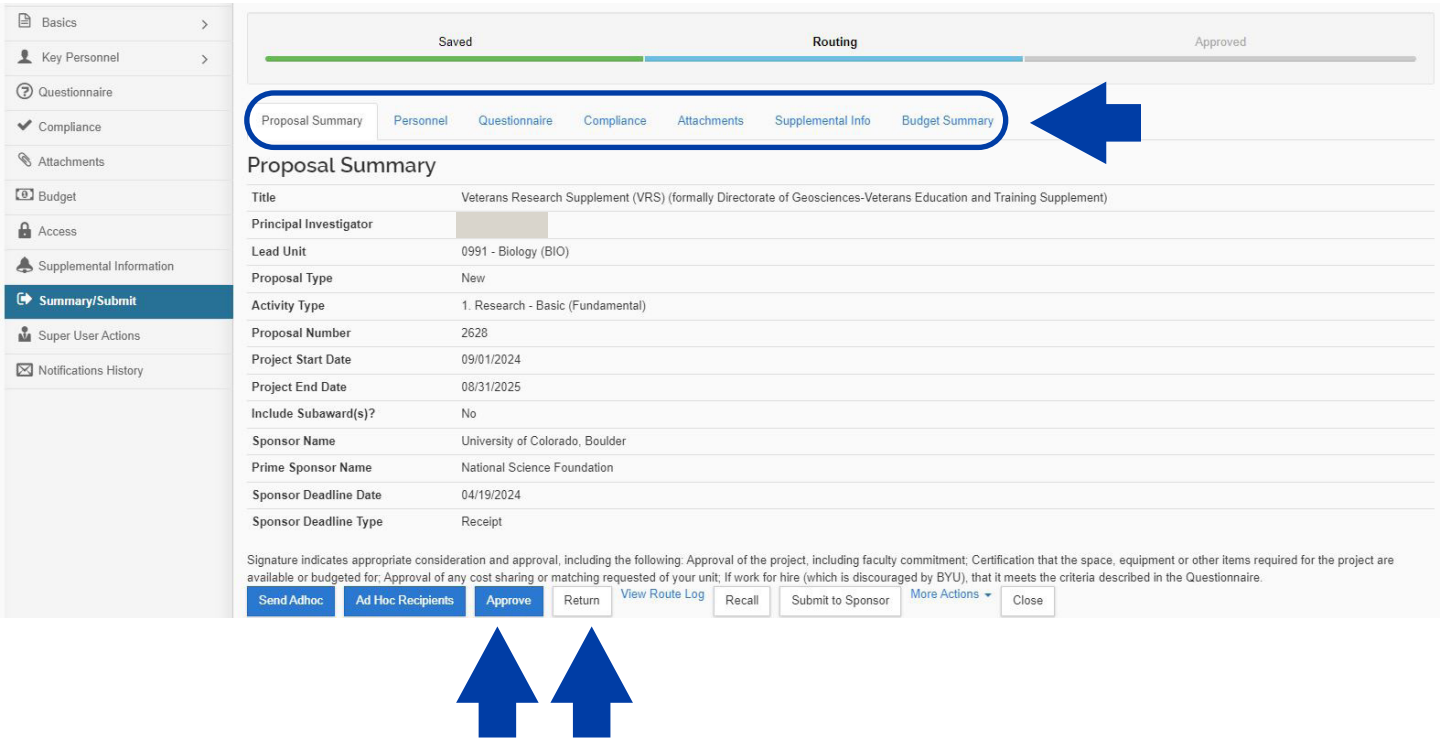
The link will navigate to the Summary/Submit tab, with a summary of each proposal section across the summary screen (circled in the screenshot below). The following sections are available for review:

- Proposal Summary
- Attachments
- Budget Summary – pay attention to any proposed cost sharing
- Personnel
- Questionnaire
- Compliance
- Supplemental Info

3. APPROVING PROPOSALS

Once the proposal has been reviewed and is ready for approval, click on **Approve** at the bottom of the screen. Or, if a proposal needs revisions, contact the PI and the RAO-SPO research administrator. If needed, the RAO-SPO research administrator will return/recall the proposal.

Note: The Approve button will remain at the bottom of the screen as you review information under each tab. You can approve from any tab.

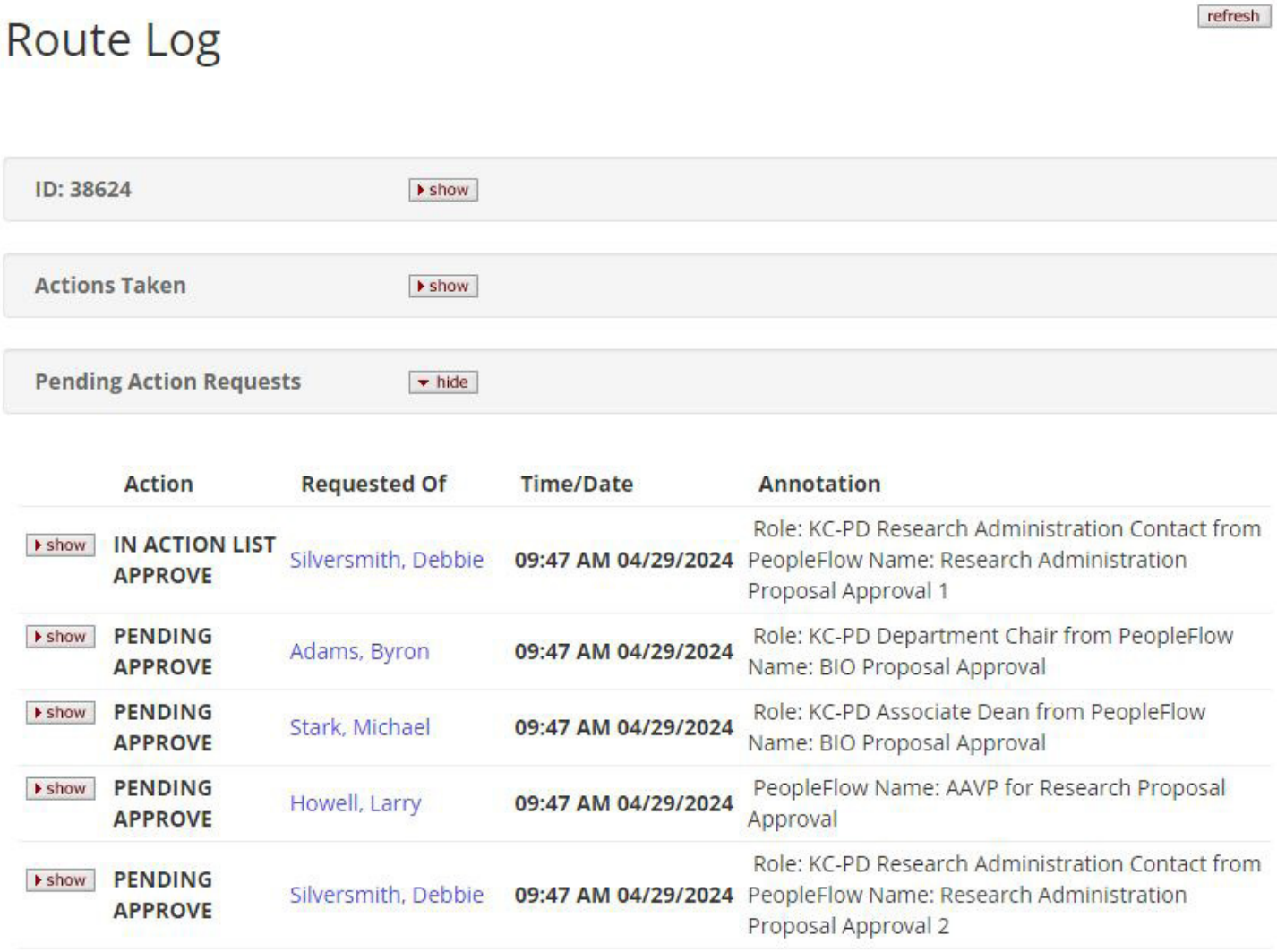


A comment box will open. Comments are **not** required for approvals.

If **returning** the proposal, please add a comment/explanation. Click **OK**.

TO VIEW ROUTE LOG OF PAST, CURRENT, & PENDING APPROVERS

Click on **View Route Log.**

Actions Taken denote past approvers/approvals.

Pending Action Requests denote current approvals pending PI/Chair/Dean action.