

# Kuali Research

## Guide to Complete Proposals and Submit for Review

Principal Investigators (PIs) may be assisted by others in getting proposal information into Kuali Research. When this is the case, PIs themselves should complete the three sections below. All other sections can be completed by someone else in collaboration with the PI (i.e. selection of the appropriate Activity Type: Basic, Applied or Development and selection of the most appropriate Science Code, attachments, budget, etc.).

### Proposal Person Certification

- Go to the **Key Personnel** tab on the left menu and then the **Personnel** tab that opens up underneath it.
- Click on the arrow next to your name, then go to the **Proposal Person Certification** tab on the right.
- Respond to the questions under **Proposal Person Certification** tab.

Note – all BYU employees that are PI, Co-I/Co-PI and Key Personnel need to complete the Proposal Person Certification. Co-I/Co-PIs that are subawardees at another institution do not complete the Proposal Person Certification.

The screenshot displays the Kuali Research web interface. On the left is a navigation menu with the following items: Basics, Key Personnel (selected), Personnel, Questionnaire, Compliance, Attachments, Budget, Access, Supplemental Information, Summary/Submit, Super User Actions, and Notifications History. A blue arrow points to the 'Key Personnel' menu item. The main content area is titled 'Key Personnel' and shows a message: 'Document was successfully saved.' Below this is a search bar and an 'Add Personnel' button. A list of key personnel is shown, with 'Byron Adams (Principal Investigator) (Certification Incomplete)' selected. A blue arrow points to the 'Proposal Person Certification' tab within this selection. The 'Proposal Person Certification' section includes a 'Clear All Answers' button and a question: '1. DECLARATION #1: Do you have a financial interest in, or have received payments and/or reimbursement for services exceeding \$5000 in a 12 month period related to this current research?'. Below the question are radio buttons for 'Yes' and 'No'. A note states: 'The requirement of a Financial Conflict of Interest (FCOI) declaration /disclosure is a federal regulation that took effect on 10/1/12. If Yes, Please complete the FCOI disclosure form (download here) and upload the signed pdf in the Attachments section -> Internal tab.'

## Questionnaire

Each proposal has a set of project specific questions which must be answered. These are under the Questionnaire tab on the left menu. All proposals will include a **BYU Questionnaire**. Proposals to NSF will also include an NSF BYU Questionnaire and proposals that will be submitted System to System (S2S) will include additional grants.gov questionnaires.

The screenshot displays a web application interface for a questionnaire. On the left is a vertical sidebar menu with the following items: Basics, Key Personnel, Personnel, **Questionnaire** (highlighted with a blue bar and a question mark icon), Compliance, Attachments, Budget, Access, Supplemental Information, Summary/Submit, Super User Actions, and Notifications History. A blue arrow points to the 'Personnel' item. The main content area is titled 'Questionnaire' and features a light blue notification bar at the top stating 'Document was successfully saved.' Below this, there are two dropdown menus: 'BYU Questionnaire' (selected) and 'NSF BYU Questionnaire'. The main content area is titled 'BYU Questionnaire (Incomplete)' and contains three questions, each with a help icon (i) and radio button options for 'Yes' and 'No':

- 1. Is there deviation from the standard INDIRECT COSTS rate?**  
 Yes  
 No
- 2. Is COST SHARING or Matching required by Sponsor?**  
**Do not budget for or commit to cost sharing unless it is required by Sponsor.**  
 Yes  
 No
- 3. Are HUMAN SUBJECTS involved?**  
 Yes  
 No

## Submit for Review

- Before putting the Kualu proposal into routing for internal approvals, review the entire proposal (including the title, proposed start and end dates, due date, etc.).
- Review Attachments – Are they the correct status (complete or incomplete)? Those that are complete (ready for submission) should be marked “complete”. Those that you are still fine tuning should be marked “incomplete”.

Attachments needed are dependent on the solicitation/funding opportunity/request for proposal.

If the sponsor does not require specific documents from BYU, at a minimum, for BYU’s internal approvals, each proposal should have a Statement/Scope of Work and a Budget Justification attached and a detailed budget in the budget module.

- Review the Budget and make updates as needed.

- When you have reviewed the proposal and it is ready for internal approvals, go to the **Summary/Submit** tab on the left menu, then click **Submit for Review** at the bottom of the screen.

Department Chairs and Associate Dean’s only:

If you are a department chair/associate dean over research and the PI, a question will pop up asking whether you want to receive future notices. Click “yes”. If you click “no”, your approval stop will be skipped and approved automatically.

Please do not approve the proposal at your approval stop. Ask your backup approver to review and approve. If you and your backup approver are involved in the proposal (PI and CoPI), contact your assigned Research Administrator for direction.

**Submit**

Document was successfully saved.

Saved Routing

Proposal Summary Personnel Questionnaire Compliance Attachments Supplemental Info

**Proposal Summary**

|                        |                                   |
|------------------------|-----------------------------------|
| Title                  | sample proposal                   |
| Principal Investigator | Byron Adams                       |
| Lead Unit              | CC10092 - Biology (BIO)           |
| Proposal Type          | New                               |
| Activity Type          | 1. Research - Basic (Fundamental) |
| Proposal Number        | 3067                              |
| Project Start Date     | 09/01/2025                        |
| Project End Date       | 08/31/2029                        |
| Include Subaward(s)?   | No                                |
| Sponsor Name           | National Science Foundation       |
| Prime Sponsor Name     |                                   |
| Sponsor Deadline Date  | 02/26/2025                        |
| Sponsor Deadline Type  | Receipt                           |

Submit for Review Ad Hoc Recipients View Route Log Cancel proposal Delete Proposal More Actions Close