Kuali Research User Guide: Create a Permanent Proposal Log

Version 2.0: October 2016

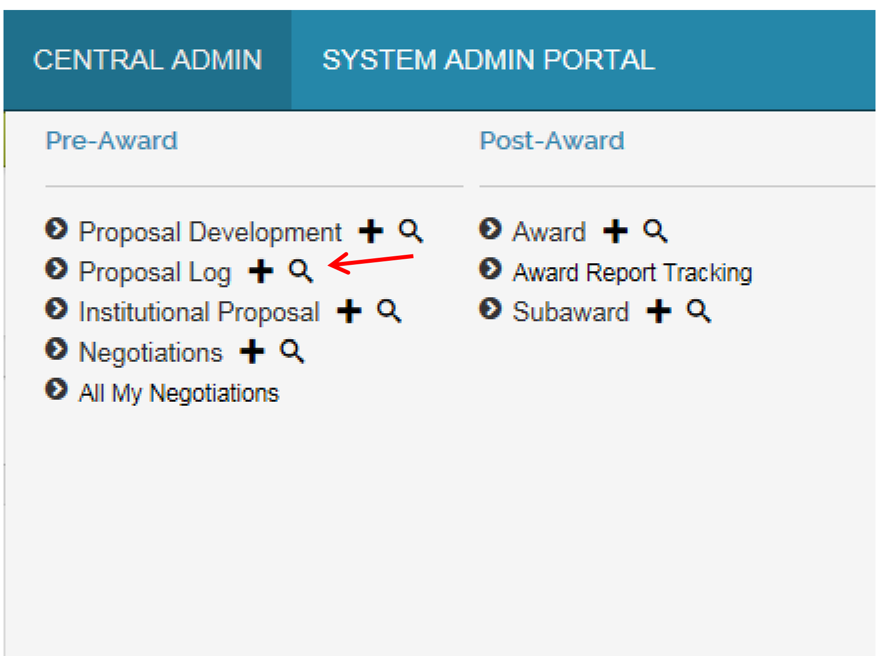
Purpose: To complete the proposal intake process at OSP.

Trigger / Timing / Frequency: When OSP receives a proposal for review, authorization, and, if applicable, submission.

Prerequisites: none

User Group Roles: Proposal

Menu Path: Central Admin > PreAward > Add Proposal Log indicator



Tips and Tricks: Permanent Proposal Log documents can be routed to the appropriate OSP Research Administrator and will appear in the RA's ***Action List***.

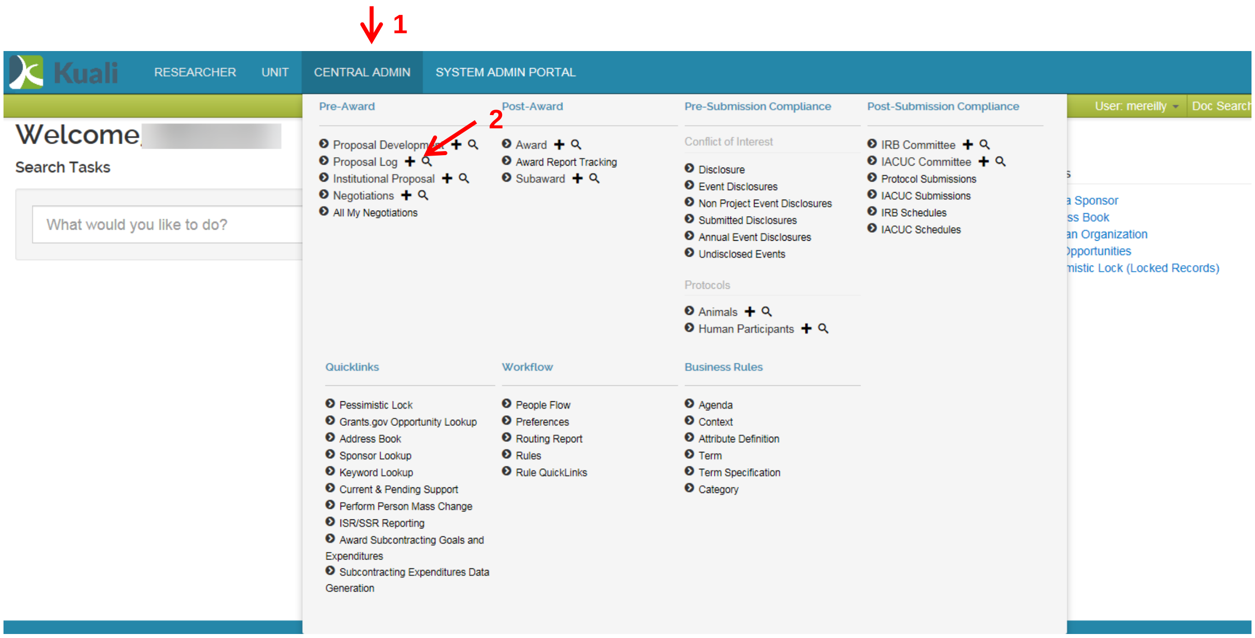
Results and Next Steps: A Proposal Log document is created and is available for reference.

Process: A Proposal Log document is created when OSP receives a proposal for review and submission. If a temporary proposal log document has been created for the same proposal, the two documents will be merged. The proposal log document can then be routed to the appropriate OSP Research Administrator. Creating and routing proposal log documents allows (1) OSP RAs to have a more accurate view of proposals in their work queue, and (2) more complete reporting of OSP's total proposal pipeline.

Contents

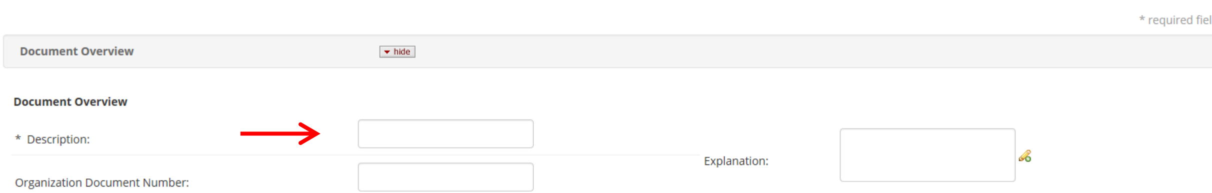
A. Create a new Proposal Log record.

Start the transaction in the Kuali Research Management portal and 1) navigate to the **Central Admin** Main Menu Tab. 2) Click the **Add Proposal Log** icon.



A new Proposal Log document will open.

B. Complete the Document Overview panel

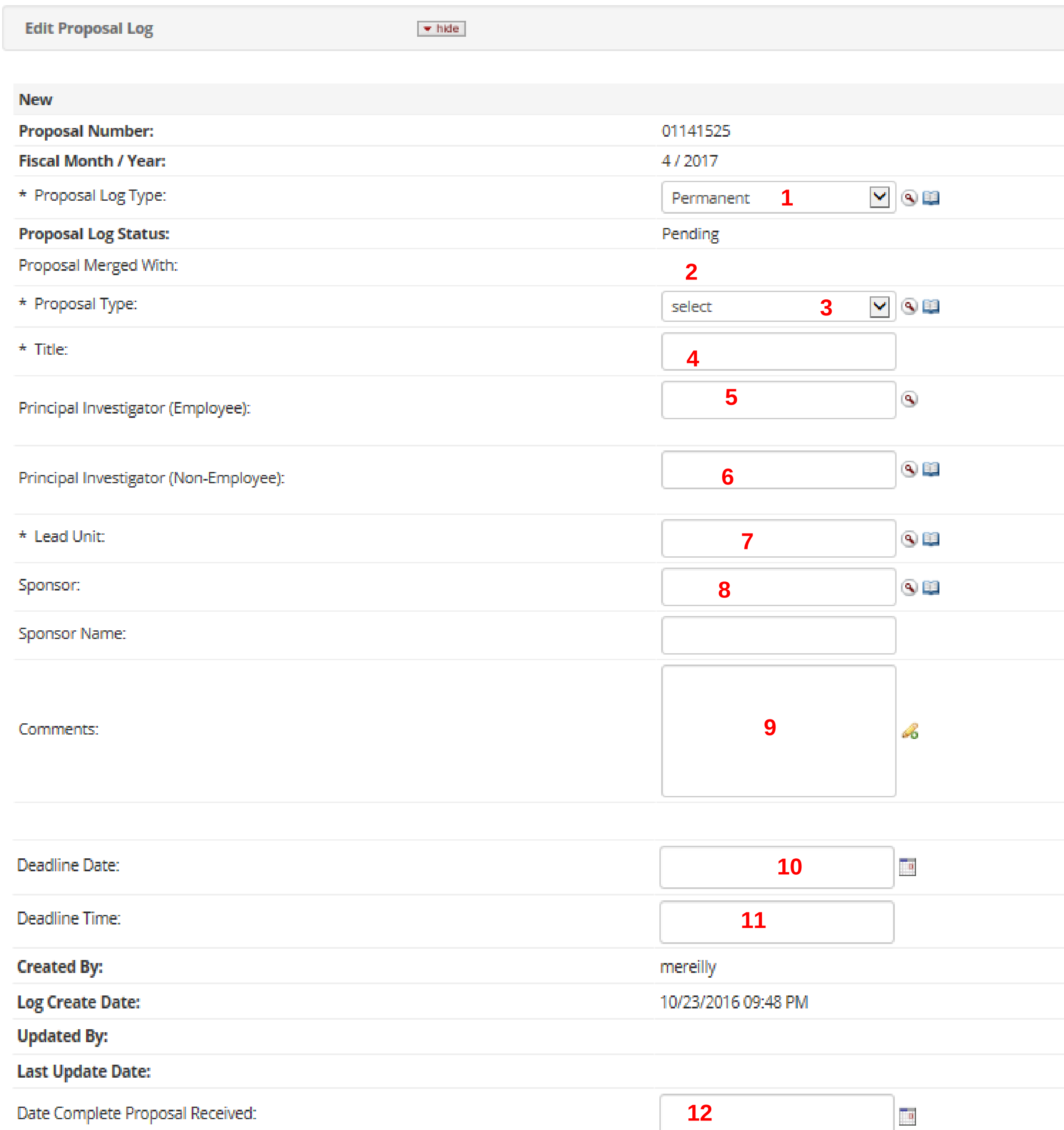


Field	Definition / Use	Required
Description	The document description should consist of the PI Last Name, Sponsor, and due date. There is a 30 character limit on this field.	Yes

The document description will display in your ***Action List***, allowing you to identify this proposal.

C. Complete the Proposal Log panel.

This panel contains high level information about the proposal being submitted so that it may be easily identified if needed during the proposal review process.



Edit Proposal Log hide

New		
Proposal Number:	01141525	
Fiscal Month / Year:	4 / 2017	
* Proposal Log Type:	Permanent	1
Proposal Log Status:	Pending	
Proposal Merged With:		2
* Proposal Type:	select	3
* Title:		4
Principal Investigator (Employee):		5
Principal Investigator (Non-Employee):		6
* Lead Unit:		7
Sponsor:		8
Sponsor Name:		
Comments:		9
Deadline Date:		10
Deadline Time:		11
Created By:	mereilly	
Log Create Date:	10/23/2016 09:48 PM	
Updated By:		
Last Update Date:		
Date Complete Proposal Received:		12

Lookup Fields: Search criteria section fields marked with the Lookup icon (magnifying glass) on the right of the entry box allow you to look up the information to select from in order to specify search criteria and avoid data entry errors. Click the icon to display a list of valid values from which to select and click return to populate the box.

You may bypass the Kuali Lookup screen if the unique identifier for the field is known (i.e. PI username, Lead Unit cost center, Sponsor ID). **Direct Inquiry Fields:** Search criteria section fields that also have the Direct Inquiry icon (open book) appearing to the right enable you to enter a value in the field and verify the data by opening a read only view of the document (i.e. Person, Lead Unit, etc.) to make sure you have entered the correct criteria.

Date Fields: Dates should be specified as mm/dd/yyyy format. Click the date selector icon where available to select a date from a calendar to populate date fields. If the date is not known or not applicable, please enter 1/1/1900. Do not leave date fields blank.

Field Name	Definition / Use	Required
1) Proposal Log Type	The type of proposal log record being created.	Yes
2) Proposal Merge With	Field is populated with the Institutional Proposal number when Proposal Log is merged with Institutional Proposal.	
3) Proposal Type	The type of proposal intended to be submitted: Pre-Proposal, New, Renewal, Supplement, Resubmission, Continuation.	Yes
4) Title	The official title of the project expected to appear on the proposal	Yes
5) Principal Investigator (Employee)	The individual who will be responsible for the scientific direction of the project. This field is used when the PI is a BU Employee.	Yes, if field 6) is left blank
6) Principal Investigator (Non-Employee)	The individual who will be responsible for the scientific direction of the project. This field is used when the PI is not yet a BU Employee. If the individual is not available for look-up and selection, please submit a help ticket to the KCRM team to have the individual added.	Yes, if field 5) is left blank
7) Lead Unit	The Funds Center responsible for the administration of the sponsored project.	Yes
8) Sponsor	The organization or agency providing support for this sponsored project.	
9) Comments	Enter any applicable comments. If the proposal is expected to be processed through the Office of Proposal Development on the Medical Campus, please enter **OPD**.	
10) Deadline Date	The date the proposal is expected to be due to the sponsor. If not known or not applicable, use 1/1/1900.	

Field Name	Definition / Use	Required
11) Deadline Time	The time the proposal is expected to be due to the sponsor.	
12) Date Complete Proposal Received	The date the complete proposal, with all associated attachments, reaches OSP.	

The **Lead Unit** will default in the Funds Center through which the PI employee is paid. If that is not the Funds Center that will be responsible for the administration of the proposal, please modify this value accordingly.

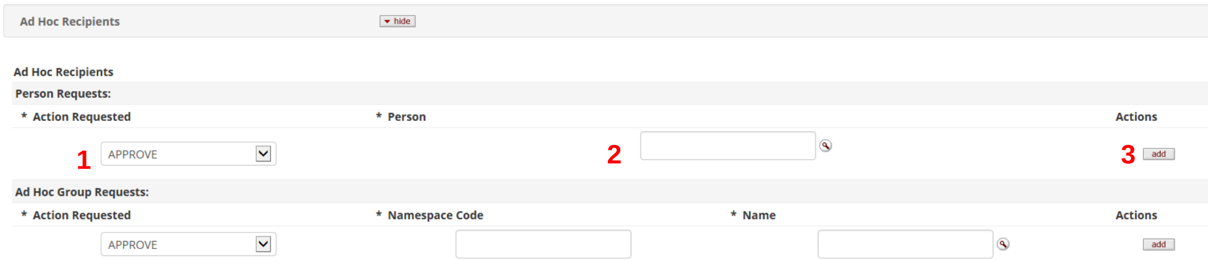
The following fields are automatically generated by the system when the Proposal Log is saved or updated.

Field Name
Proposal Number
Fiscal Month / Year
Created By
Log Create Date
Updated By
Last Update Date

D. Complete the Ad Hoc Recipients Panel

This panel is used to route the proposal log record to your ***Action List***. The Action List allows you to track proposals in your work queue. Please see the *Kuali Research User Guide: Using your Action List* for more information.

Click on the Show/Hide button to open the Ad Hoc Recipients Panel. You will use the Person Requests subpanel. Select the appropriate 1) Action Requested. Select the 2) Person to whom the record should be routed. Select the 3) Add button.



Field Name	Definition / Use	Required
Action Requested	This field allows a user to designate the action an ad hoc recipient should take when a document appears in his or her action list. In this case, "Acknowledge" should be selected.	Yes

Don't forget to click the Add Button. Otherwise, the proposal log record will not be routed to your action list.

E. Finalize the Proposal Log record.

Use the **Submit** button to finalize the Proposal Log. For other actions, refer to the definitions below.

Kuali Research Document Action Command Buttons Definitions

Submit Moves the document (through workflow) to the next step in the process. Once a document is submitted, it remains in 'ENROUTE' status until all approvals have taken place.

Save Allows the initiator of a document to save their work and close the document. The document may be retrieved from the initiator's Action List for completion and routing at a later time.

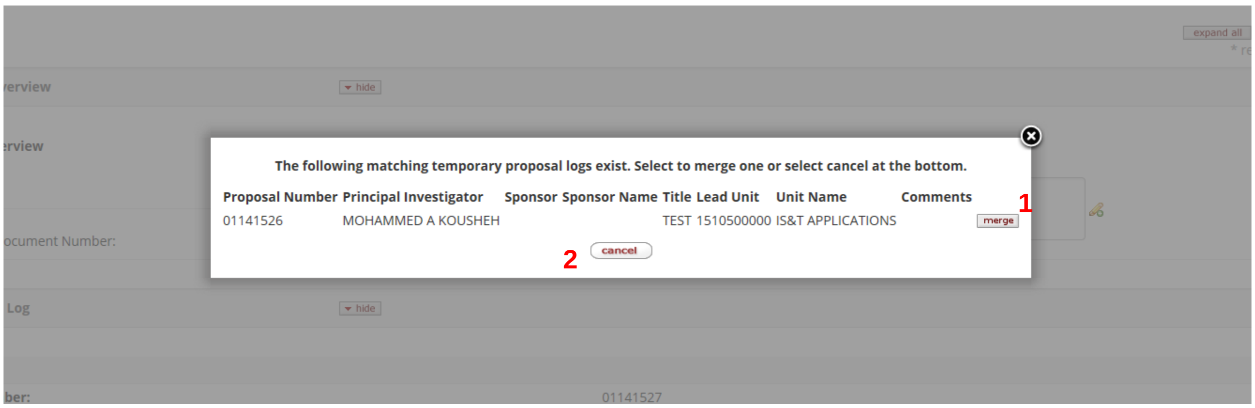
Blanket Approve Bypasses all subsequent levels steps in the process and immediately moves a document to final status.

Close Signifies that you wish to exit the document. The system displays a message asking you if you want to save the document before closing. No changes to Action Requests, Route Logs or document status occur as a result of a Close action. If you initiate a document and close it without saving, it is the same as canceling that document.

Cancel Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval. They may be copied, however, to a new document.

F. Merge with temporary proposal log, if applicable

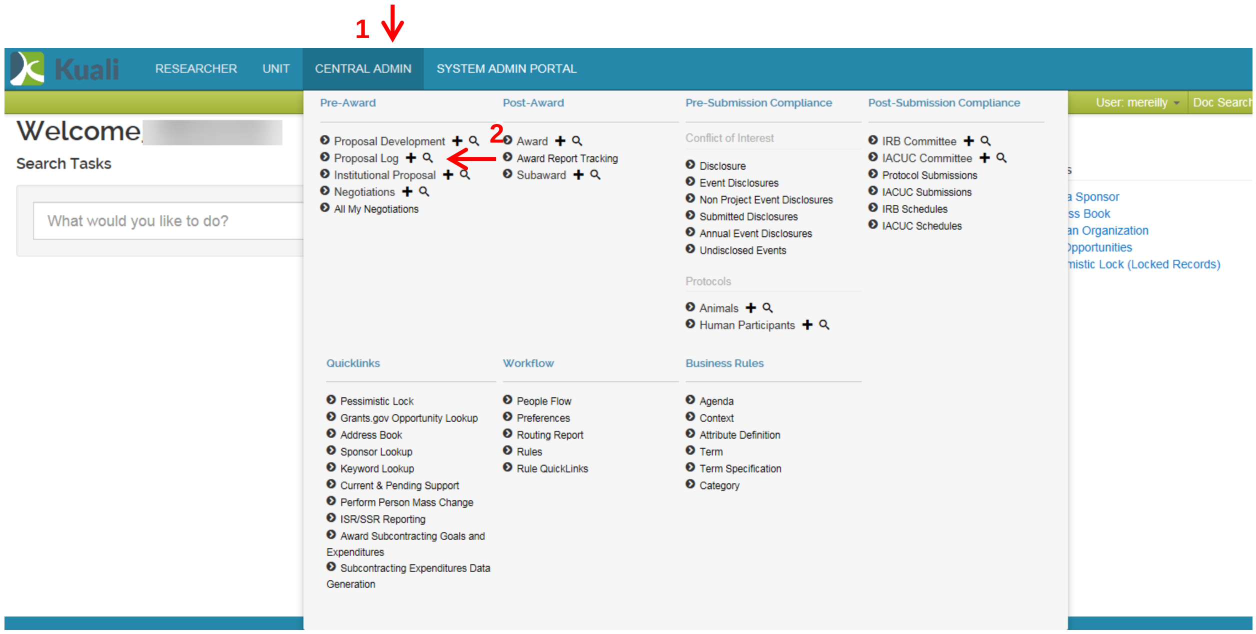
If a temporary proposal log record for the same PI has been created, a message will display, prompting the user to merge the current permanent proposal log record with the previously created temporary log record. Click (1) the merge button to merge the two records, or (2) cancel, to keep the two records separate.



The result of this action will be that the status of the associated temporary proposal will change to **merged**, and it will not be available for selection for the creation of Institutional Proposal records.

G. Editing the Proposal Log record.

If you need to modify data, you can edit a proposal log after it has been finalized. Start the transaction in the Kuali Research portal and 1) navigate to the **Central Admin** Main Menu Tab. 2) Click the **Search for Proposal Log** icon.



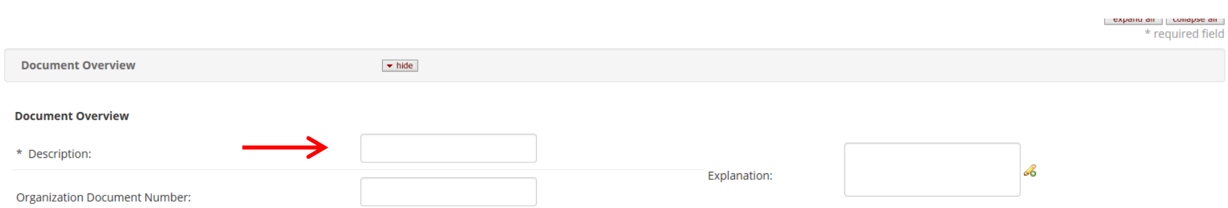
When the search results are returned, select the edit link next to the appropriate proposal.

4 items retrieved, displaying all items.

Actions	Proposal Number	Proposal Log Type	Proposal Log Status	Proposal Merged With	Created Institutional Proposal	Proposal Type	Title	Principal Investigator (Employee)	Principal Investigator (Non-Employee)	Lead Unit	Sponsor	Sponsor Name	Comments	Deadline Date	Date Complete Proposal Received
edit copy print	9192	Permanent	Void			New	test	MOHAMMED A KOUSHEH		1080020000					
copy print	01141483	Permanent	Submitted		1141484	New	MR TEST PROPOSAL LOG 10/13/2016	MOHAMMED A KOUSHEH		1510500000	301034	NIH/National Institutes of Health			
edit copy print	01141526	Temporary	Merged	01141527		New	TEST	MOHAMMED A KOUSHEH		1510500000					
edit copy print	01141527	Permanent	Pending	01141526		New	TEST	MOHAMMED A KOUSHEH		1510500000					

Export options: CSV | spreadsheet | XML

An editable version of the proposal log record will open, allowing you to reference the current data and make necessary edits. Note that you will need to re-enter a document description.



If you'd like to route an edited version of the proposal log record so that it appears in another user's action list, complete the Ad-Hoc Recipients panel (see **Section D**, above).

Note that routing the edited version will result in both the old and the new versions showing up in the user's action list. Users can clear out the old version from their queue by opening the record and clicking the Acknowledge button. Only the latest version displays in the Proposal Log report in the Business Warehouse.

Use the **Submit** button to finalize the Proposal Log.