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Version 2.0: November 2016

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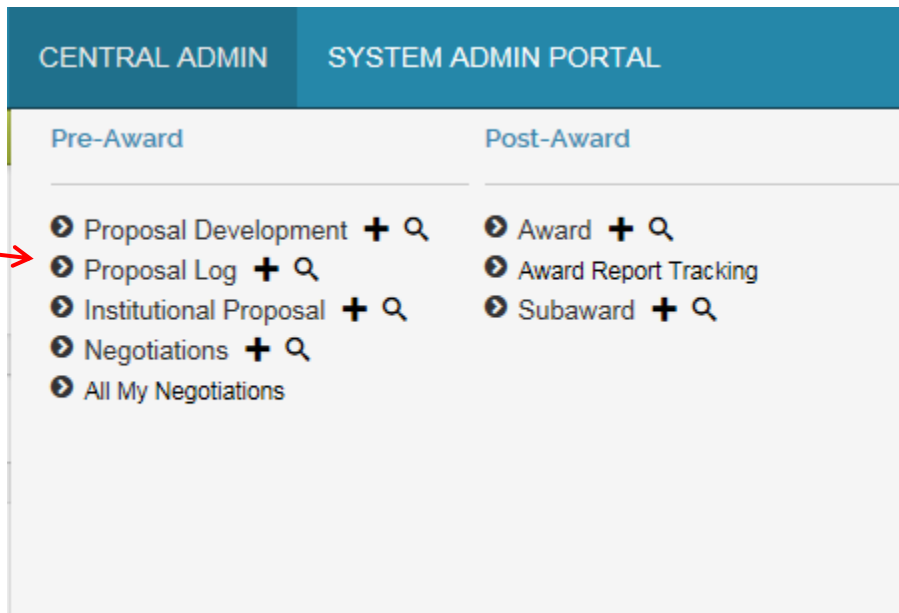
**Purpose:** To log a PI's intention to submit a proposal for tracking purposes.

**Trigger / Timing / Frequency:** If a PI contacts an OSP Research Administrator to indicate his or her intention to submit a proposal, a temporary proposal log record should be created.

**Prerequisites:** none

**User Group Roles:** Proposal

**Menu Path:** Central Admin > PreAward > Create Proposal Log indicator



**Tips and Tricks:** Temporary Proposal Log records can be routed to the 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 temporary proposal log record is created to log the PI's intention to submit a proposal. When the proposal reaches OSP for review and submission, a permanent proposal log record will be created

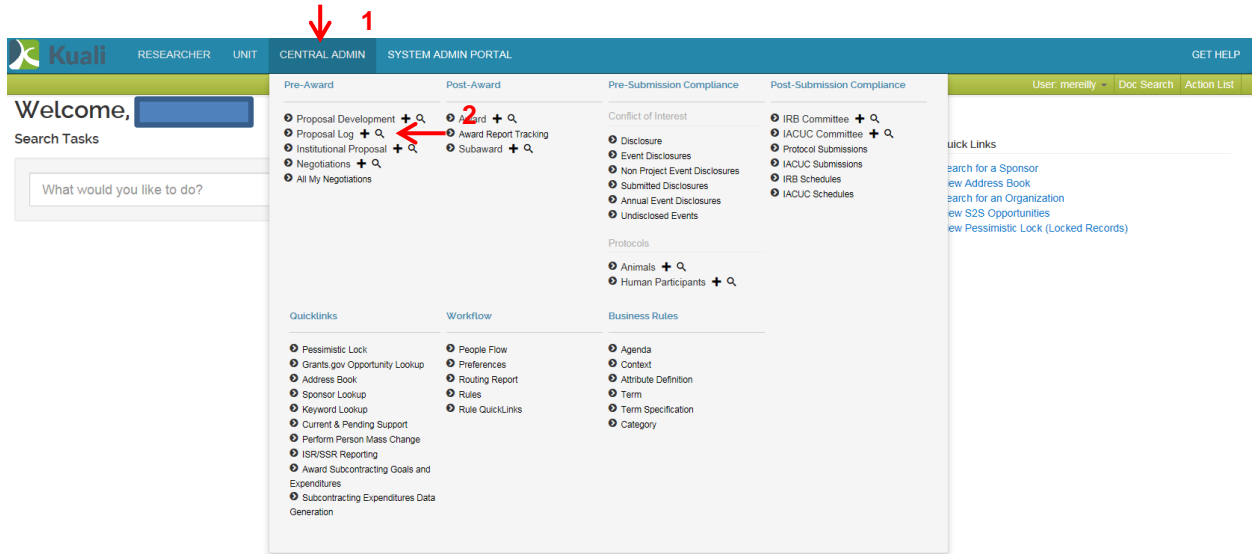
and merged with the temporary log record. Capturing a PI's intention to submit a proposal via a temporary proposal log record allows (1) OSP RAs to have a more accurate view of proposals in their work queue, and (2) more complete reporting of OSP's total proposal pipeline.

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**A. Create a new Proposal Log record.**

Start the transaction in the Kuali Research 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**

\* required field

Document Overview hide

**Document Overview**

\* Description:  Explanation:

Organization Document Number:

A red arrow points to the 'Description' input field.

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 <span style="float: right;">▼ hide</span>	
<b>New</b>	
<b>Proposal Number:</b>	01141510
<b>Fiscal Month / Year:</b>	4 / 2017
* <b>Proposal Log Type:</b>	Permanent <b>1</b> <span style="float: right;">▼ 🔍 📄</span>
<b>Proposal Log Status:</b>	Pending
Proposal Merged With:	<b>2</b>
* <b>Proposal Type:</b>	select <b>3</b> <span style="float: right;">▼ 🔍 📄</span>
* <b>Title:</b>	<b>4</b>
Principal Investigator (Employee):	<b>5</b> <span style="float: right;">🔍</span>
Principal Investigator (Non-Employee):	<b>6</b> <span style="float: right;">🔍 📄</span>
* <b>Lead Unit:</b>	<b>7</b> <span style="float: right;">🔍 📄</span>
Sponsor:	<b>8</b> <span style="float: right;">🔍 📄</span>
Sponsor Name:	
Comments:	<b>9</b> <span style="float: right;">🔍 📄</span>
Deadline Date:	<b>10</b> <span style="float: right;">📅</span>
Deadline Time:	<b>11</b>
<b>Created By:</b>	<span style="background-color: #0056b3; color: white; padding: 2px;">[User Name]</span>
<b>Log Create Date:</b>	10/20/2016 08:26 PM
<b>Updated By:</b>	
<b>Last Update Date:</b>	
Date Complete Proposal Received:	<b>12</b> <span style="float: right;">📅</span>




**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. A temporary proposal log type is used to log a PI's intention to submit a proposal.	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 4) 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.	No
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 <b>OPD</b> .	No

Field Name	Definition / Use	Required
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.	No
11) Deadline Time	The time the proposal is expected to be due to the sponsor.	No
12) Date Complete Proposal Received	The date the complete proposal, with all associated attachments, reaches OSP.	No



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 **Date Complete Proposal Received** field should not be completed at this time. This information will be captured later, when the full proposal is received by OSP.

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.

Ad Hoc Recipients ▼ hide

**Ad Hoc Recipients**

**Person Requests:**

* Action Requested	* Person	Actions
1 <input type="text" value="APPROVE"/>	2 <input type="text"/>	3 <input type="button" value="add"/>

**Ad Hoc Group Requests:**

* Action Requested	* Namespace Code	* Name	Actions
<input type="text" value="APPROVE"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

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, “ <b>Acknowledge</b> ” 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**

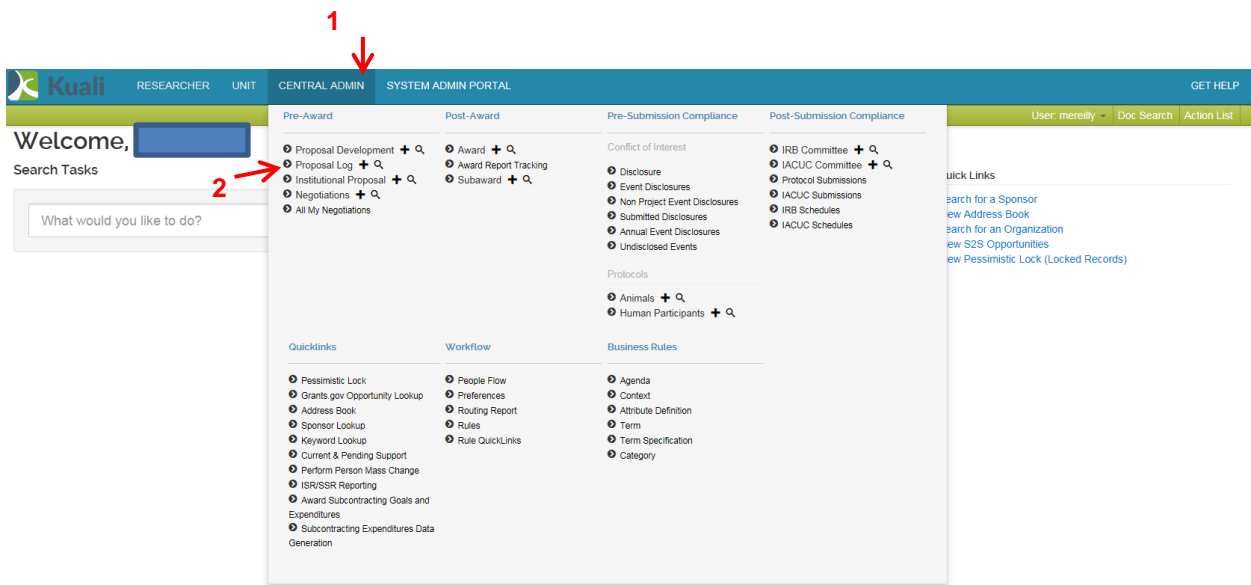
- Submit**      Moves the document (through workflow) to the next step in the process. Once a document is submitted, it remains in 'ENROUTE' status until all approvals have taken place.
- Save**        Allows the initiator of a document to save their work and close the document. The document may be retrieved 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. 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.

One item retrieved.


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
<a href="#">edit</a> <a href="#">copy</a> <a href="#">merge</a> <a href="#">print</a>	8703	Temporary	Temporary			New	test	JENNIFER L KING		1510620000	301034	NIH/National Institutes of Health	test		

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.


\* required field

Document Overview ▼ hide

Document Overview

\* Description: 

Organization Document Number:

Explanation:  

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



Note that routing the edited version to yourself will result in both the old and the new versions showing up in your action list. If you'd like to clear out the old version from your queue, you can open the record and click 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.