MARQUETTE
UNIVERSITY

Office of Research and Sponsored Programs
1324 W. WISCONSIN AVE.
HOLTHUSEN HALL, 341
414-288-7200
www.marquette.edu/orsp

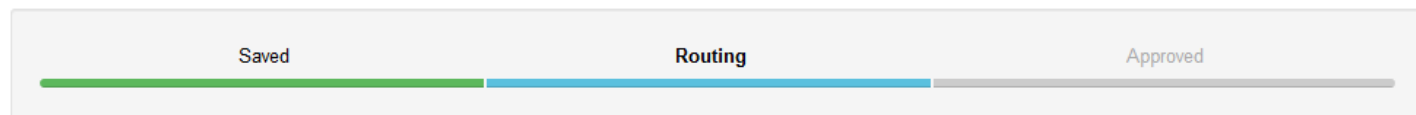## Approving an Application in Kuali   **March 2018**

Purpose: To understand the process for approving an application in the Kuali Proposal Development module.

You can approve proposals through an email link sent via the Kuali system.

When a proposal has been submitted into routing, all people identified as needing to approve the application (PI and Multiple PI (if applicable), PI's Chair and Dean, other Key Personnel's Chair and Dean, and others as applicable) will receive an email generated from the Kuali system alerting you to the need for action on a proposal. Click directly on the link in the proposal and it will take you to the proposal summary screen (image below). You can navigate through the tabs (**Proposal Summary**, **Personnel**, **Compliance**, **Attachments**, etc.) to see the application information.

Submit

Saved	Routing	Approved

Proposal Summary	Personnel	Compliance	Attachments	Questionnaire	Supplemental Info	Budget Summary

Proposal Summary

Title	Kuali Demo Application
Principal Investigator	Erin Folstad
Lead Unit	385 - Research and Sponsored Programs
Activity Type	Research
Proposal Number	130
Project Start Date	03/01/2018
Project End Date	02/28/2019
Include Subaward(s)?	No
Sponsor Name	Earhart Foundation
Sponsor Deadline Date	02/16/2018
Sponsor Deadline Type	

Principal Investigator (PI) and/or Multiple PI: Your approval indicates that you have read and approved the application or proposal, budget, and commitments made therein. Chair(s): Your approval indicates that you approve the proposed activity, department personnel, and department commitments. Dean(s): Your approval indicates that you approve the proposed activity, college or school personnel, and college or school commitments.

| Send Adhoc | Ad Hoc Recipients | Approve | Return | View Route Log | Recall | More Actions ▾ | Close |

The proposal documents (narrative, budget justification, facilities, etc.) will be found under the **Attachments** tab. Within the Attachments tab, documents will be uploaded to one of three tabs, Proposal, Personnel and/or Internal. For system to system applications (to federal sponsors submitted through grants.gov), the documents will be found under the **Proposal** and **Personnel** tabs. For all other applications, the documents will be found under the **Internal** tab. Click on the File name to view the document.

Any commitments being made on behalf of the department or college or special considerations for the project can be found under the **Supplemental Info** tab.

A summary of the proposed budget for the project can be found under the Budget Summary tab.

Saved	Routing	Approved

Proposal Summary   Personnel   Compliance   Attachments   Questionnaire   Supplemental Info   **Budget Summary**

Budget Summary

Cost Sharing Amount:	0.00		Underrecovery Amount:	0.00
Program Income:	0.00		F&A Rate Type:	MTDC

	P1(03/01/2018 - 02/28/2019)	Totals
Personnel		
> Salary	$2,540.93	$2,540.93
> Fringe	$724.17	$724.17
Calculated Direct Costs	$0.00	$0.00
Personnel Subtotal	$3,265.10	$3,265.10
Non-personnel		
> Travel	$250.00	$250.00
> Other Direct	$1,000.00	$1,000.00
Calculated Direct Costs	$0.00	$0.00
Non-personnel Subtotal	$1,250.00	$1,250.00
Totals		
Total Direct Cost	$4,515.10	$4,515.10
Total F&A Costs	$2,302.70	$2,302.70
Totals Subtotal	$6,817.80	$6,817.80

Following review of the proposal, you can either approve the application or return it. To approve, simply click the **Approve** button. To request modifications, click the **Return** button and the proposal will bounce back to ORSP for changes. The proposal will then be re-routed for approval following modifications. All individuals who have previously approved will need to do so again. The **View Route Log** tab shows where in the routing/approval process the proposal currently is and what other actions have been taken.

Proposal Summary   Personnel   Compliance   Attachments   Questionnaire   Supplemental Info   Budget Summary

Proposal Summary

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that you approve the proposed activity, college or school personnel, and college or school commitments.

Send Adhoc   Ad Hoc Recipients   Approve   Return   View Route Log   Recall   More Actions ▾   Close