Office of Research and Sponsored Programs
1324 W. WISCONSIN AVE.
HOLTHUSEN HALL, 341
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Starting an Application in Kuali

September 2020

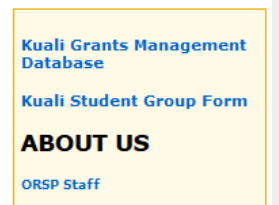**Purpose:** To understand the process for creating an application in the Kuali Proposal Development module and complete the PI required information.

STEP 1: Accessing Kuali

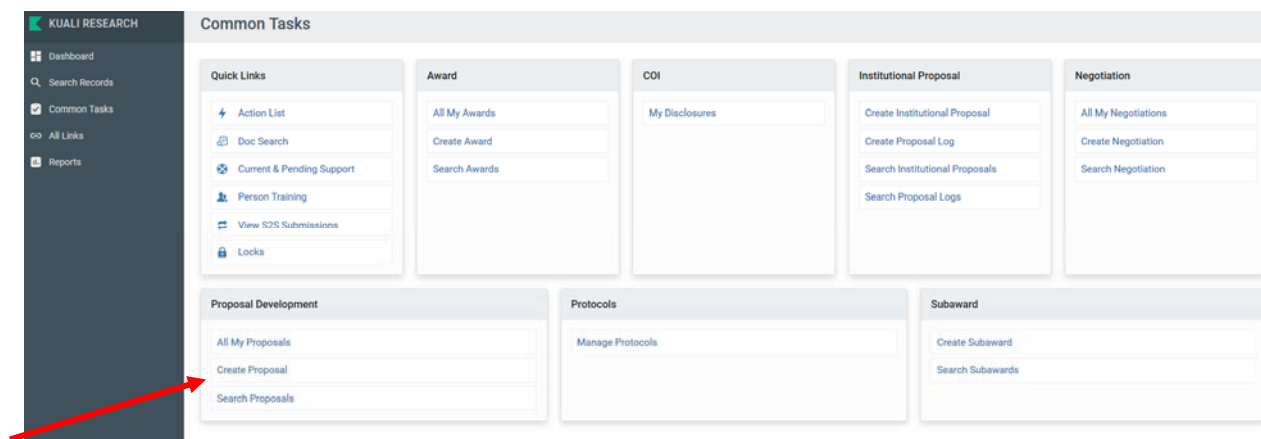From the ORSP Website or **grants.mu.edu.**
Log in using your Marquette credentials.
From the Research and Innovation website.

STEP 2: Common Tasks Screen

Click on Create Proposal

STEP 3: Create Proposal Screen

Complete the Required 6 Fields with descriptive information (can be changed later).
Click Save & Continue.

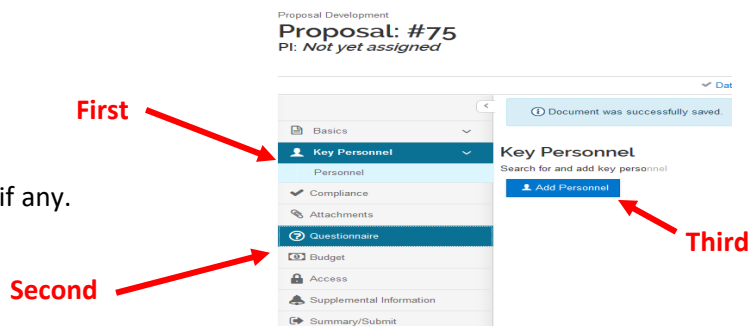**STEP 4: Key Personnel**

Click on KEY PERSONNEL.

Click on PERSONNEL.

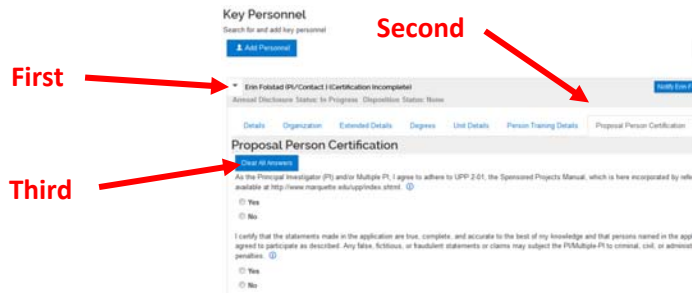Enter Marquette personnel (key personnel only), if any.

STEP 5: Proposal Person Certification

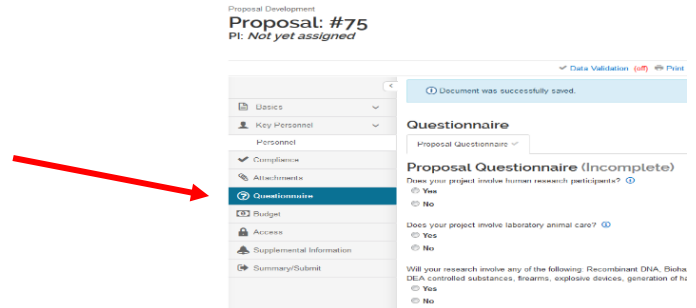Click on your name.

Click on proposal person certification.

Answer all questions.

STEP 6: Questionnaire
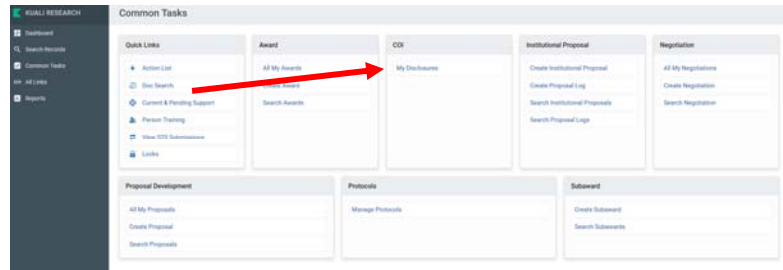
Click on QUESTIONNAIRE.

Answer all questions.

STEP 7: Click CLOSE, YES to save (ORSP will automatically be notified when a proposal is created)

STEP 8: Access Conflict of Interest Module

After navigating out of the proposal, you will find a link to the Conflict of Interest (COI) Module on the main Common Tasks Screen – click on My Disclosures.

STEP 9: Update Annual Disclosure

Click on Update Annual Disclosure and follow the questions as they pertain to your project.

Last modified 9.2.20