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Kuali Proposal Development Module

Creating and Submitting Follow-up Proposals (Routing Packets) for a Project

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General Instructions

a) Creating a proposal in Kuali is the electronic equivalent of preparing a routing package.



- b) This document provides instructions for preparing and submitting follow-up proposals (routing packets) for a project for which an initial proposal has already been submitted and approved. Instructions for creating and submitting the initial proposal for a project are provided in this <u>document</u>.
- c) Follow-up Proposals are created by copying the Initial Proposal and then editing or adding relevant information.
- d) If you encounter any problems in creating follow-up proposals, please contact the Office of Grants & Contracts (OGC) at <u>grants-</u> <u>NO@lsuhsc.edu</u>.

Identify Initial Proposal

- 1. Log into Kuali:
 - LSUHSC Personnel (individuals with an active @lsuhsc.edu email address): <u>https://lsuhsc.kuali.co/cor/main/#/apps</u>.



- Non-LSUHSC Personnel (individuals without an active @lsuhsc.edu email address): <u>https://lsuhsc.kuali.co/auth/kuali</u>.
- 2. Click Research Home.

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		Research Home	Conflict of Interest	Protocols	
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III Switch Apps	C married and a	Users	Groups		
じ Sign Out					

3. From your Dashboard click Common Tasks.

KUALI RESEARCH	Dashboard			Show/hide cards
 Dashboard Search Records 	Proposals routing to me	▼ Filter Sort by ~	Proposals no	t routing T Filter Sort by ~
Common Tasks		hy – Sponsor: AIDS Malignancy Cons on: 3/09/2021 11:24 Compliance	Proposal	Proposal #1 – PI: admin, admin – Sponsor: NIH – Title: Demo – Lead Due date: 12/20/2019 Last action: 11/25/2019 10:11 AM
 Reports Configuration 		1-1 < >	Proposal	Proposal #3 – PI: admin, admin – Sponsor: National Institutes of Heal Due date: 11/30/2019 Last action: 11/25/2019 10:29 AM
			Proposal	Proposal #4 – PI: admin, admin – Sponsor: NIH – Title: Proposal Test Due date: Last action: 12/09/2019 10:07 12/20/2019 AM Compliance

4. On the Common Tasks page, click Search Proposals.

Quick Links	COI	Institutional Proposal
 Action List Doc Search Current & Pending Support Person Training View S2S Submissions Locks 	My Disclosures	Create Institutional Proposal Create Proposal Log Search Institutional Proposals Search Proposal Logs
legotiation	Proposal Development	Protocols
All My Negotiations	All My Proposals	Manage Protocols
Create Negotiation	Create Proposal	
Search Negotiation	Search Proposals	

Copy Initial Proposal

- 5. From the list of your proposals, find the original, **approved initial submission** for which you want to submit a follow-up routing packet:
 - Click on copy

Kuali	Resea	irch														
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view edit copy medusa	45	4229	Initial Submission	In Progress	qwerty					NIH - NCI (National Cancer Institute)	Augusto Ochoa	NO1101500	Biochemistry			N h
copy medusa	46	4260	Initial Submission	Approved and Submitted	nhibition ofbreast cancer metastasis	13579	12345	Targeted therapy for breast cancer metastasis	2468	NIH - NCI (National Cancer Institute)	Augusto Ochoa	NO1497400	Center of excellence- Cancer	07/19/2021	12345	N h

- 6. In the pop-up window, confirm the lead unit
 - **Do not check "Include budget(s)"** if a revised budget is not relevant to the follow-up submission.
 - If you include the budget, select if you want to include all budgets or only the version originally submitted to the funding agency.
 - Answer all other questions.
 - Click Copy

All Propos	al Development Document Lookup		^
	Copy To New Document	×	
	Original Lead Unit	^	
	NO1497400 - Center of excellence-Cancer	- 10	
\sim	Lead Unit: *		
	NO1497400 - Center of excellence-Cancer	18	
	Budget?	I	
	Budget Version For Submission Version		
	Questionnaires?		
	e ros. include questionnaires.	-88	
	Copy Close		

Edit Copied Proposal Details

7. A duplicate proposal with a new number will be created. On the **Proposal Details** panel...



6

- Change the **Proposal Type** to **Follow-up Submission** from Initial Submission.
- Two new fields will appear: Award ID & Original Institutional Proposal ID (OIPID).
- You do not need to enter or select entry in the Award ID field.
- When an *Initial Submission* (first routing packet for a project) is approved, the Kuali system creates what is known as an *Institutional Proposal (IP)* for that proposal. IPs are used to link all *Follow-up Submissions* (subsequent routing packets) to the original *Initial Submission* for organizational and reporting purposes. Therefore, OIPID is a required field even if it is not marked as such.
- Click the magnifying glass for the OIPID field.

 Basics 	Proposal Details * indicates required fields					•
Proposal Details	Proposal Type: *	Follow-up Submission				~
Delivery Info	Lead Unit:	NO1497400 - Center of excellence-Cancer				
Sponsor & Program Information	Activity Type: *	Research				~
Organization and Location	Project Dates: *	01/01/2022	to	12/31/2025		
Key Personnel Compliance	Project Title: *	Inhibition of breast cancer metastasis				
Attachments Questionnaire	Sponsor: *	100591			NIH - NCI (National Cancer Institute)	٩
Guestionnaire Budget	Prime Sponsor Code:					۹
Access	Award ID:					٩
Supplemental Information	Original Institutional Proposal ID:				(٩
Summary/Submit	Keywords:	Nothing selected				•
Super User Actions						

8. In the IP Lookup window, click Search.

Basics	Lookup	×	
Proposal Details	Institutional Proposal Looku	o ^	x
Delivery Info			
Sponsor & Program I	Institutional Proposal Number:		~
Organization and Loo	Proposal Development Number:		
L Key Personnel			~
Compliance	Proposal Type:	select V Q	
S Attachments	Status:	~ 🔳 Q	
Questionnaire	Account ID:		
Budget	Project Title:	tional Cancer Institute)	Q
Access	Unit ID:		Q
language Supplemental Information			_
Summary/Submit	Unit Name:		Q
Super User Actions	Close Clear Vi	alues Search	۹.

Edit Proposal Details

9. In the table listing your Institutional Proposals, **identify the IP** for which you are preparing this follow-up submission and click select.



• Note: When the initial routing packet for this project (Initial Submission) was approved, you should have received an email notification identifying the corresponding IP number.

Basics	Lookup											×		
Proposal Details												A		
Delivery Info Sponsor & Program I	Actions	Institutional Proposal Number	Proposal [≎] Type	Activity [≎] Type	≎ Status	Lead Unit [≎] ID	≎ Lead Unit Name	Account ID	Project ^{\$} Title	Sponsör ID	Sponsor Name	Prime Spons		
Organization and Loc Key Personnel Compliance	select	00000001	Initial Submission	Research	Pending	NO1580700	EPIDEMIOLOGY		The Impact of the Environment stressor	100000	NIH			
Attachments	select	00000006	Initial Submission	Research	Pending	000001	Louisiana State University Health Sciences Center - NO		Demo	100000	NIH			
D Budget	select	00000021	Initial Submission	Research	Pending	NO1497400	Center of excellence- Cancer		Inhibition of breast cancer metastasis	100591	NIH - NCI (National Cancer Institute)		tional Cancer Institute)	م م
Supplemental Informa											manute)			Q
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10. The **OIPID** field will have an entry. Click **Save**.

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Proposal Details	Document was successfully saved.				х	
Delivery Info						
Sponsor & Program Information	Proposal Type: *	Follow-up Submission			~	
Organization and Location	Lead Unit:	NO1497400 - Center of excellence-Cancer				- 8
L Key Personnel	Activity Type: *	Research			~	
✓ Compliance	Project Dates:	01/01/2022	to	12/31/2025		
Attachments	Project Title: *	Inhibition of breast cancer metastasis				
Questionnaire						
D Budget	Sponsor: *	100591		NIH - NCI (National Cancer Institute)	۹	
Access	Prime Sponsor Code:				٩	
Supplemental Information						
Summary/Submit	Award ID:				۹	
Super User Actions	Original Institutional Proposal ID:	00000021			۹	
Notifications History	Keywords:	Nothing selected			•	
		Save Save and Continue Close				

Edit Questionnaire

- 11. Click the **Questionnaire** panel tab and then click the **Proposal Type(s)** tab.
 - Note: The options on this page are completely different than for the Initial Submission so no selections will have carried over during copying of the Initial Proposal.
 - Select all applicable items and complete all fields.
 - Click Save.

•	Questionnaire
Basics V	Proposal Purpose V Proposal Questions V Proposal Type(s) V
Proposal Details	Proposal Type(s) (Incomplete)
Delivery Info	Proposal Type(s) (Incomplete) Please identify the Follow-up Submission type being routed (select all that apply):
Sponsor & Program Information	Grant Application - Initial (follow-up to NO/ILOI)
Organization and Location	Grant Application - Resubmission
▲ Key Personnel >	Uithdrawal
✓ Compliance	
N Attachments	🖬 Just-in-Time
② Questionnaire	Additional Requested Information
D Budget	Notice of Award Agreement
Access	Amendment
Supplemental Information	Change in Key Personnel and/or PI
Summary/Submit	C Rebudget Request
La Super User Actions	Carryover Request
	Back Seve Save and Continue Close

- 12. Depending on the type of Follow-up Submission you are routing, additional panels may require editing.
- 13. For instance, in the current example (a JIT submission), click on the Attachments tab.
 - On the Attachments page, click the Internal tab.
 - Click +Add.

د	Attachments	
Basics V	Document was successfully saved. X	Л
Proposal Details		
Delivery Info	Attachments	
Sponsor & Program Information	Proposal (0) Personnel (0) Abstracts (0) Internal (0) Notes (0)	
Organization and Location		
L Key Personnel >	Internal (o)	
✓ Compliance	+ Add Download All Set All Statuses select v	
N Attachments	Uplead & Add	
Questionnaire		

⊢

Other Edits

14. In the pop-up window, select the attachment type (*e.g.*, Other JIT Requested Document).



15. Complete all other fields and upload the document(s). If the attachment is related to a contract or agreement, such as an amendment, enter the Kuali Negotiation ID/Number (assigned when the amendment was first submitted for review by ORS) in the Description field.

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- 16. Navigate to all applicable panels of the proposal and edit or add information as appropriate.
- **17.** Please pay particular attention to the following:
 - If you carried over a budget when copying the Initial Submission, revised that version of the budget or created a new version, one budget needs to be selected for submission(see Steps 18-20).
 - The PI certification will need to be completed again even though the proposal was copied from a certified Initial Submission (see Steps 21-23).

Budget & Certification

18. Go to the **Budget** panel and and identify the **budget** to be included in the submission if there are multiple versions.



- 19. If the status of the budget is **Incomplete**, click on the **Action** button and select **Complete Budget**.
- 20. Click on the **Action** button again and select **Include for Submission**. The budget selected for submission will be highlighted in green.

		Budgets														+ Add Budget
Basics	~	The following but														
Key Personnel	~	Name	Version	¢	Direct Cost	¢	F&A	Ŷ	Total	¢	Start 4	(Status	¢	Comments 0	Actions
Personnel		Budget #1	1		719,126.16		293,245.33		1,012,371.49		01/01/2022	12/31/2025	Incomplete		L	Action+
✓ Compliance																®View Summar ₽Copy
Attachments																BPrint .
Questionnaire																Complete Bud
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1 Key Personnel	~	Budgets																+ Add Budget
Personnel		The following budge	ets are linked to	this propos	al													
✓ Compliance		Name	Version	0 Direct	Cost	φ.	F&A	\$ Total	0	Start	0	End	0	Status	0	Comments	0	Actions
• compliance		Budget #1	1	719,12	6.16		293,245.33	1,012,371.49		01/01/2022		12/31/2025		Complete				Action
Attachments		(for submission)																
@ Questionnaire																		
D Budget																		
Access																		

- 21. Click on the Key Personnel > Personnel tab.
- 22. Click the **side arrow** next to the PIs name, click the **Proposal Person Certification** tab and carry out the **certification**
- 23. If the PI prefers to do his/her own certification, click on Notify PI to send an email notification to the PI requesting certification of the proposal.

1 Key Personnel v	Key Personnel
Personnel	Search for and add key personnel
✓ Compliance	1 Add Personnel Notity All
N Attachments	
Questionnaire	Augusto Ochoa (PI/Contact) (Certification Completed and Answered By Jalam - 07/15/2021 10:25 AM) Notify Augusto Ochoa
D Budget	
Access	Eleen Mederos (Key Person: Research nurse manager) Notity Eleen Mederos Research nurse manager Project Status: Disclosure Not Required Annual Disclosure Status: Expired Project Disposition: None
Supplemental Information	
Q 2 IIII 01810110	Augusto Ochoa (PI/Contact) (Certification Completed and Answered By Jalam - 07/18/2021 10 25 AM) Notify Augusto Ochoa
Questionnaire	Augusto Ucons (PL/ Constant) Completes and Answered by Jalam + 07/152 / 2011 (20 AM) Nov (20 AM)
D Budget	Details Organization Extended Details Degrees Unit Details Person Training Details Processal Person Certification
Access	
Supplemental Information	Proposal Person Certification
Summary/Submit	Certification Regarding Lobbying The undersigned certifies, to the best of his or her knowledge and belief, that
Super User Actions	(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any present for influencing or attempting to influence an officer of employee of any agency, a Member of Congress, an officer or employee of Congress, ran employee of a Member of Congress in connection with the awarding or any Federal contract, the making of any Federal grant, the making of any Federal contract, the making of any Federal grant, the making of any Federal contract, the making of any Federal grant, the making of any Federal contract, the making
Notifications History	
	C is certify Control to this ofter than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency. a Member of Congress, and factor or employee of Congress, or an employee of a Member of Congress in concection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLT. Disclosure Form to Report Lobinger, a accordance with its reflections.
	O, the undersigned shall require that the language of this certification be included in the award documents for all subwards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. O
	OGC-072 Creating & Submitting Follow-up Proposals

Submit for Review

24. Once all revisions and additions have been made and the proposal/routing packet is complete, click the Summary/Submit panel tab.



- 25. Click Submit for Review.
- 26. Fix any errors that show up in the pop-up window and again click Submit for Review.
- 27. The proposal will route for reviews and approvals. You can view the path and the current location of the proposal by clicking on **View Route Log**. A visual depiction of the path is shown on the next page.

Key Personnel >	Proposal Summary Personnel Compliance Attachments	Questionnaire Supplemental Info Keywords Budget Summary								
✓ Compliance	Proposal Summary									
Attachments	Title	Inhibition of breast cancer metastasis								
Questionnaire	Principal Investigator	Augusto Ochoa								
Budget	Lead Unit	NO1497400 - Center of excellence-Cancer								
Access	Proposal Type	Follow-up Submission								
-	Activity Type	Research								
Supplemental Information	Proposal Number	55								
Summary/Submit	Project Start Date	01/01/2022								
Super User Actions	Project End Date	12/31/2025								
	Include Subaward(s)?	Yes								
Notifications History	Sponsor Name	NIH - NCI (National Cancer Institute)								
	Prime Sponsor Name									
	Sponsor Deadline Date	08/02/2021								
	Sponsor Deadline Type	Receipt								
	Submit for Review Ad Hoc Recipients View Route Log Cancel	N proposal Delete Proposal More Actions + Close								

Review & Approval Path

