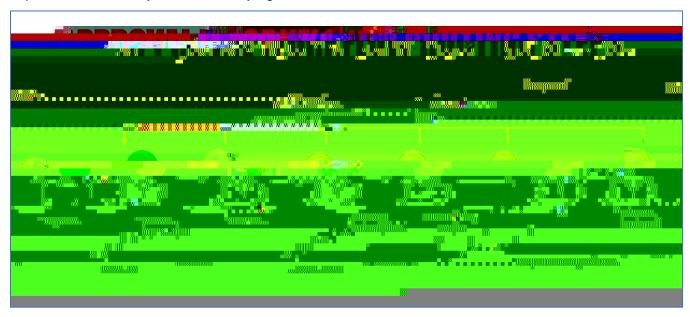


This document details the process of reviewing and approving proposals in Kuali Research.

Once a PI submits a signature sheet or proposal, it is routed to a series of reviewers and approvers at the Department and Faculty level, and finally signed off at the institutional level:



Within the workflow, each role has specific responsibilities.

The Pl is responsible for determining the project scope by:

- Developing research activities and finding funding sources for them
- Planning training and staffing for the activities
- Planning for all applicable space, renovation, retrofitting, sourcing and disposing with their Department and Faculty prior to starting the internal approval and external application process.
- Including any compliance requirements, resource requirements, and providing all supporting documentation relevant to the Department and Faculty for decision making and signoff.
- Capturing the results of special requirement conversations and approvals
- Attaching the detailed budget and proposal that will be submitted to the external party
 - NOTE: this can be final or late enough stage for scope and approvals. The attached budget encompasses all financial considerations of the project, including indirect costs and the need for any course buyouts or release time stipends. The budget tab in Kuali only includes total cost and
- Ensuring all information in the proposal is accurate and complete.

<u>Reviewers</u> can be present at both the dept/school level and the faculty level, but assigning reviewers is optional. Kuali is programmed based on the business processes relevant to each unit. For units with reviewers configured, approvers cannot approve without the reviewer first recommending it for approval.

Reviewers typically use a role account, to reduce administration around people coming and going.



Reviewers act as a second set of eyes on the submission, and can ask PIs for any additional information or darification to help with their decision.

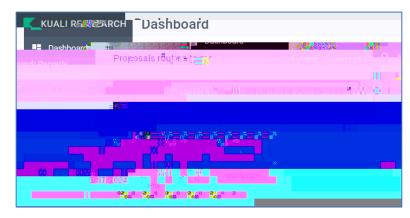
Reviewers are responsible for:

- V

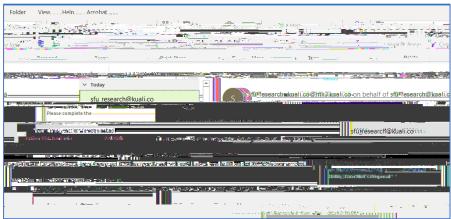


You can find proposals that you are supposed to review and approve in one of two ways.

You can visit the Dashboard in Kuali Research:



Or you can set your notifications to receive emails when something is ready for you to review and approve:



You can set your notification preferences by navigating to All Links Miscellaneous Action List Preferences Email Notification Preferences:



Set your Preferences accordingly.



Once you are ready to review the proposal, click into it.

It opens on the Summary/Submit tab, which displays all the high-level information about the proposal, such as the Project Title, PI, Proposal Type, Project start and end dates, and Sponsor Name:

Across the top are the tabs that contain various types of information:

- 1. In the Personnel tab you can see the Pl and any co-Pls from SFU who made promises toward the project. Other co-Pls are listed in the attached proposal as to be submitted to funder.
- 2. The questionnaire is where you will spend most of your time, reviewing the specifics of the proposal and justifications you need for decision making.
- 3. The Compliance tab shows if there are any compliance requirements and the status of them. At the



If you need justification or clarification in a form of a document, the proposal does not necessarily have to be returned. The information can be requested at any level and once the PI uploads the response document, everyone who already approved the proposal will get a notification that new information was submitted after their approval. If this is n 2 re, the proposal will get a notification that new information was submitted after their approval. If this is n 2 re, the proposal will get a notification that new information was submitted after their approval. If this is n 2 re, the proposal will get a notification that new information was submitted after their approval. If this is n 2 re, the proposal will get a notification that new information was submitted after their approval.