

## How to take the approval action for proposals routing to you in Kual

All proposals created in Kual must receive institutional approvals. This includes approvals from the department chairs and Dean's Offices of all named Principal Investigators, Co-Investigators, and key personnel. Below is a step-by-step guide on how to take the approve action.

1. When it is your turn to take the approval action, you will receive a system notification that looks similar to this:

**From:** siuseresearch@siue.edu  
**Sent:** Wednesday, June 12, 2019 1:41 PM  
**To:** Approver  
**Subject:** Kual Research Action - Proposal - APPROVE - PI: NAME - Due Date: 06/30/2019 - Lead Unit: ##### - Sponsor: TBD - Title: Title

Please complete the APPROVE action for PI NAME in Proposal for "Title" Your timely action is requested.  
Failure to act when an approval is requested will stop routing.

To review the requested action: [Document #####](#)

<https://siue.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=XXXXX&command=displayActionListView>

Or, to see all actions requested: [Action List](#)

<https://siue.kuali.co/res/kew/ActionList.do>, and then click on the numeric Document ID: 15255 in the first column of the List.

2. Click the link in the email that is highlighted above.
3. Log-in with your SIUE e-ID and password



Enter your e-ID and Password

e-ID:

What is an e-ID? [Find out here.](#)

Password:

Forget your password? [Find help here.](#)

Warn me before logging me into other sites.

4. The link will display the following **Summary/Submit** page.

✓ Data Validation (off) | Print | Copy | Medusa | Budget Versions | Data Override | Link | Help

### Submit

Saved
Routing
Approved

Proposal Summary
Personnel
Credit Allocation
Compliance
Attachments
Questionnaire
Supplemental Info
Budget Summary

#### Proposal Summary

Title	Head Start Program Operations COLA FY2019
Principal Investigator	G. Lynn Bailey
Lead Unit	643496 - Head Start/Early Head Start (79270)
Activity Type	Public Service (13)
Proposal Number	450
Project Start Date	04/01/2019
Project End Date	06/30/2019
Include Subaward(s)?	No
Sponsor Name	U.S. Department of Health & Human Services
Sponsor Deadline Date	03/01/2019
Sponsor Deadline Type	Receipt

Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new or renovated facilities/space have been discussed with the appropriate people, contributions listed will be met by the department/college unless otherwise approved, that Conflict of Interest requirements have been addressed, and that Sponsored Programs may process the proposal.

Send Adhoc
Ad Hoc Recipients
Approve
Return
View Route Log
Recall
Submit to Sponsor
More Actions
Close

## 5. Review the proposal

### Summary/Submit Page

- On the Proposal Summary tab, the approver will see general information about the Proposal and the certification statement at the bottom.
- The Personnel section will display all Key Personnel on the Proposal along with a link to their certification questionnaires.
- The Credit Allocation will display how the indirect costs generated by the proposal will be divided among the key personnel members' units.
- The Compliance section will display all additional review required on the proposal.
- The Attachments tab will display all attachments on the proposal.
  - **You may view the budget justification and project summary here.**
- The Questionnaire tab will display the answers to all questions on the proposal.
- The Supplemental Info tab will display the assigned pre-award specialist's e-ID, Intellectual Property Rights explanation (if applicable), and how many students are involved in the project.
- The Budget Summary will display the budget details for the budget marked for submission with this proposal. This view includes high level cost share, and rate information for the budget.

**Note 1:** Full narratives are not required for the proposal to enter routing. The PI and their team may work on this and any other required attachments up until the proposal is submitted.

**Note 2:** If you have an issue with or a question about the proposal, please contact the PI and the pre-award specialist assigned to the proposal.

6. If you are satisfied with the proposal, you may then take the approval action.

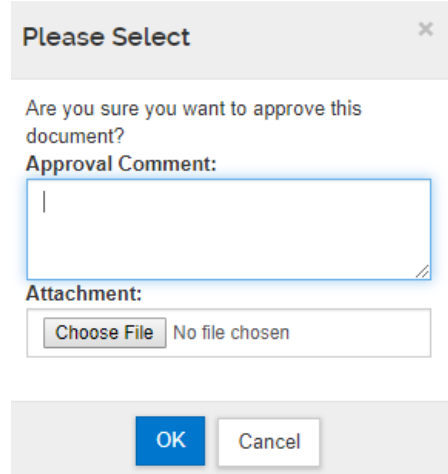
Note: taking the approve action certifies that you agree to the following statement:

**“Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new or renovated facilities/space have been discussed with the appropriate people, contributions listed will be met by the department/college unless otherwise approved, that Conflict of Interest requirements have been addressed, and that Sponsored Programs may process the proposal.”**

7. Click the blue Approve button.



8. Enter any comments in the box (optional).



9. Click **OK**.

10. On the bottom right of the screen, click **Close**.



For further information on the approval process, you may contact the Office of Research and Projects at x3010.

You may also visit the following links at the Kualu Research Knowledge Base:

- [Proposal Development Approval Process](#)
- [Proposal - Summary/Submit](#)