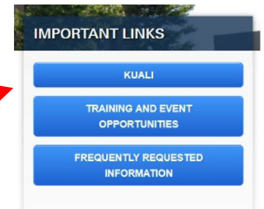
Office of Research and Sponsored Programs
1324 W. Wisconsin Ave.
Holthusen Hall, 341
414-288-7200
www.marquette.edu/orsp

Starting an Application in Kuali

October 2021

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

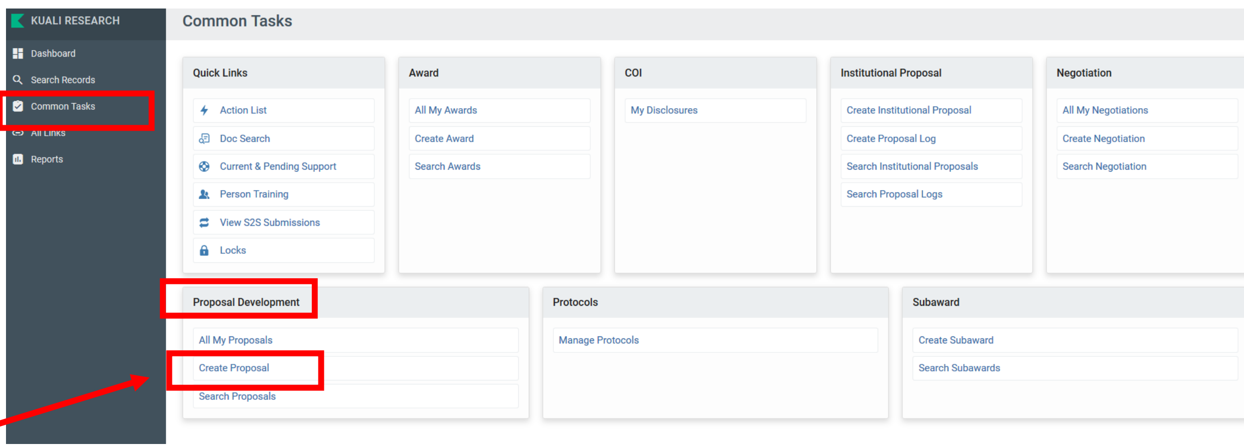


STEP 1: Accessing Kuali

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

STEP 2: Common Tasks Screen

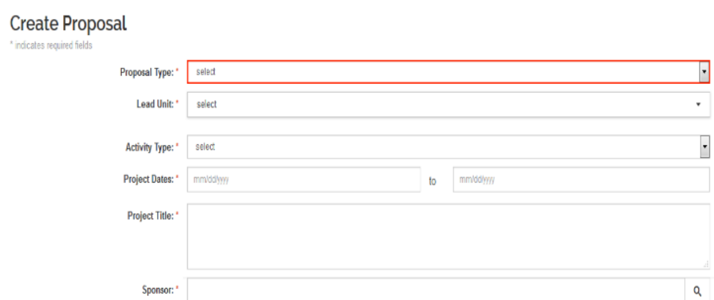
Click on Create Proposal within the Proposal Development card.



STEP 3: Create Proposal Screen

Complete the Required 6 Fields with descriptive information (can be changed later).

Click Save & Continue.



STEP 4: Add MU Personnel

Click on KEY PERSONNEL.

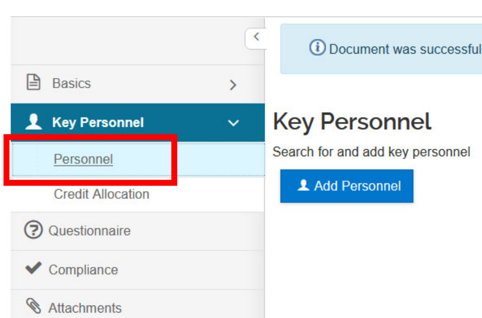
Click on PERSONNEL.

Enter Marquette Key Personnel, if any.

(Search using last name only for best results)

First

Second



Third

STEP 5: Proposal Person Certification*

Click on KEY PERSONNEL.

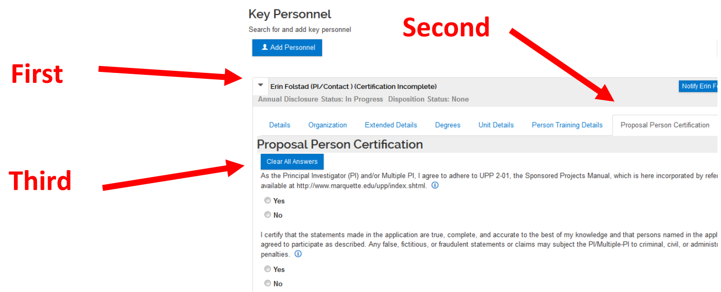
Click on PERSONNEL.

Click on your name.

Click on Proposal Person Certification.

Answer all questions.

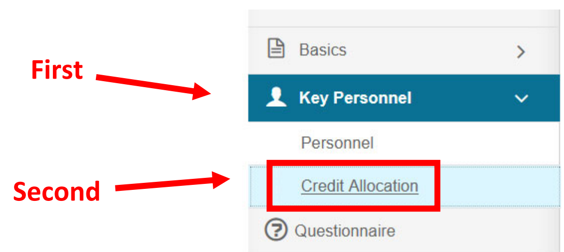
*This is required for all MU PIs and CoIs.



STEP 6: Add MU Personnel Credit Allocation

Click on KEY PERSONNEL.

Click on CREDIT ALLOCATION.



Enter percent for each investigator for both allocation and recognition. The total of all investigators must equal 100 in each column (INVESTIGATOR TOTAL at the bottom – RED below). This information must be added for all applications, regardless of whether allocation will apply or not (for those that do not qualify for research incentive funds).

Within each investigator, percentages can be split between lead and secondary units, as applicable. Additional units can be added through the KEY PERSONNEL tab for each investigator. Under the investigator, select the Unit Details tab, then Add Multiple Lines. UNIT TOTAL for each investigator must equal 100. – BLUE below.

Key personnel are not automatically included in credit split distributions. They can be included by selecting “Include in Credit Allocation” under the Investigator Details tab, within the specific person’s KEY PERONNEL tab.

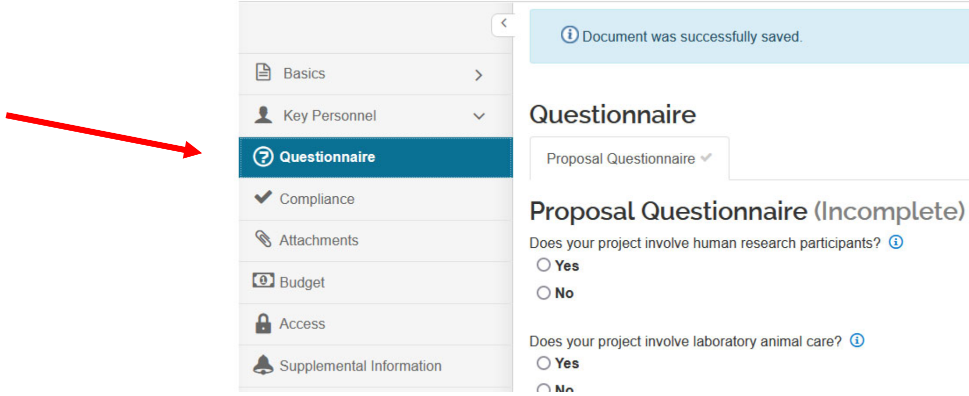
Credit Allocation

	Allocation	Recognition
Erin Folstad	60	60
10023 - Center for the Advancement of the Humanities	25	25
385 - Research and Sponsored Programs	75	75
Unit Total:	**100**	**100**
Averia Flasch	40	40
385 - Research and Sponsored Programs	100	100
Unit Total:	**100**	**100**
Investigator Total:	**100**	**100**

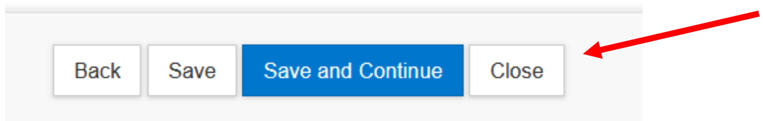
STEP 7: Questionnaire

Click on QUESTIONNAIRE.

Answer all questions.



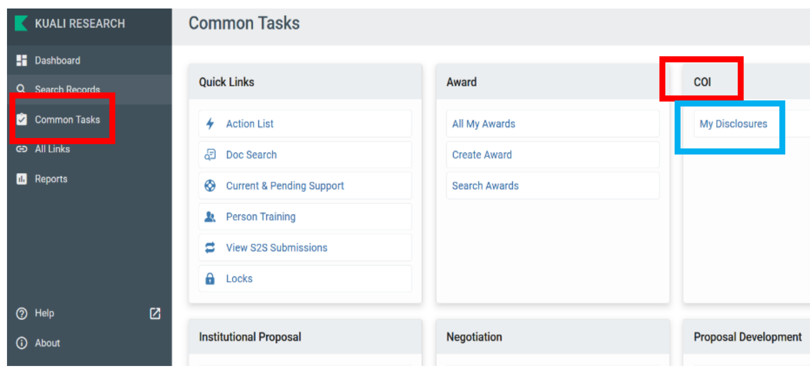
STEP 8: Click CLOSE, YES to save (ORSP will automatically be notified when a proposal is created)



STEP 9: 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.

1. Common Tasks
2. Find COI card
3. Click on my disclosures - BLUE.



STEP 10: Update Annual Disclosure*

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

*This is required for all MU PIs, CoIs and Key Personnel.