How to copy a proposal in Kuali

1. Login to Kuali (https://siue.kuali.co/res).

2. On the bottom left, click the arrow to expand the menu.

3. Click Common Tasks.

4. Under Proposal Development on the right, select All My Proposals.

5. Scroll to the bottom of the page.
6. Look for the row of Proposal Number you wish to copy.
7. In the actions column, click Copy.

8. For Lead Unit, select the unit of the Principal Investigator. This will often be the same as the Original Lead Unit.
9. Under Budget?, check Yes. Include Budget(s).
10. In the Budget Version dropdown, select All Versions.
11. Under **Attachments?**, check **Yes. Include attachment.**
12. Under **Questionnaires?**, check **Yes. Include questionnaire.**

13. At the bottom of the page, click **Copy.**
14. A copy of your proposal has been created.