

## **Notes from an “NSF DAY” - Submitting a Proposal to the NSF**

### **Step 4. ORP, Kualu, and Your Budget**

Welcome back to Notes from an NSF Day! This article will talk about the role of the Office of Research & Projects (ORP) in your proposal development, the Kualu proposal electronic management system, and the process and purpose behind SIUE’s internal proposal routing requirement.

#### **ORP and Proposal Development**

The Office of Research & Projects is part of the Graduate School and its mission is to facilitate the conduct of research at SIUE by providing research proposal development support and services. ORP is headed by Dr. Diane Cox, Director of Grants Development, and staffed by three research administrators – Teri Gullede, Susan Hernandez, and Nick Gianoulakis. It is located on the second floor of Rendleman Hall. You can come to our offices to talk about your proposal and the submission process, or we will come to your office and work with you there. We are also available by phone or email.

The Office of Research & Projects can help you with:

- 1) Finding a proposal solicitation that is a good match to your research
- 2) Assembling a team of collaborators for you to work with
- 3) Using the Kualu electronic research management system to develop your budget
- 4) Completing the internal SIUE proposal routing requirement

#### **Help with Finding a Proposal Solicitation and Assembling a Team**

There are two ways to approach finding funding – you can either start with a research idea and search for published Request for Proposals (RFPs) that are a good match for your idea, or, you can view published RFPs and then design a research proposal that fits in with the type of research the proposal sponsor is looking for.

The Grant Forward database is available to all SIUE faculty members and allows you to search federal and some foundation databases for matches to your research focus.

If you would like help with researching solicitations or RFPs and/or finding other researchers to collaborate with, then please contact Diane Cox at x5886 or [diacox@siue.edu](mailto:diacox@siue.edu) and she will be happy to discuss your proposed research with you.

## Creating a Proposal in Kuali

Once you have identified a solicitation that you would like to apply to and you have identified who you will be working with, you should proceed by opening a proposal document in Kuali. If you have never worked with Kuali here is a quick explanation of the system:

**Kuali Research (KR)** is an electronic research administration software system used by many universities. The rather obscure name is a Malayan word that loosely translates as “humble utensil that plays an important role in the kitchen.” (No kidding.) Kuali went live at SIUE in June 2017 and provides one place to create, submit, and track external proposals. **The use of Kuali is mandatory for all external grant submissions done through the university.** Faculty and staff who open a proposal in Kuali do have a great deal of responsibility to fill in all the fields, build a budget, and upload required documents - but we do not expect you to do it without our help! ORP not only offers one-on-one help, but there are also Kuali training resources that you can make use of listed on the ORP website at <https://www.siu.edu/funding/external-funding/kuali-research.shtml>.

To **open a proposal in Kuali**, begin by logging into the KR system at <https://siue.kuali.co/res/>. Once you see the opening screen, go to the toolbar at the top and click on Researcher. Then select the first choice in the left column – Create Proposal. Once you do this step, ORP receives a message that you have opened a proposal in Kuali. Once you create a proposal you can step your way through the required fields, filling in known information about the sponsor, the proposal, and the team of people you will be working with. When you get to the Budget tab, you can create a budget and begin filling in all of the personnel and non-personnel items that you will need for your research.

After ORP is notified that you have created a proposal in Kuali, you will receive an email from Director of Grants Development Diane Cox that will tell you which of the Research Associates will be working with you on your proposal. That Research Associate will contact you within 24 hours and will be available to answer any questions you have about Kuali, the solicitation, the agency you are submitting to, and the budget.

## Completing the internal SIUE proposal routing requirement

The Kuali Research electronic research administration software was adopted by the university to digitize SIUE’s existing paper-based budgeting, routing, and proposal-management systems. Now when a proposal is submitted for internal review, each relevant person in the proposal team’s academic hierarchy receives notification of the proposal and is given the opportunity to review it through the KR system. Although the paper-based system has been replaced, it still takes time for a proposal to work its way through the routing queue. Therefore, ORP requires that proposals be submitted for review **10-working days prior to the agency’s deadline**. If any person who reviews the proposal has a question about it, these 10 days allow you and ORP to address any questions and make the proposal into the best it can be prior to submission to the agency.

Submitting your proposal for review in Kuali is not the last step in the proposal submission process. The agency or foundation that published the RFP or grant opportunity will have its own unique requirements that have to be followed as you complete your submission. And in the case of the NSF, those requirements involve gathering documentation and uploading them into the NSF's online proposal submission portal known as Fastlane/Research.gov. The next edition in this series of articles will address the NSF proposal submission process.

**Next time in Notes from NSF Day – Submitting Your NSF Proposal in  
Fastlane/Research.gov**