**Guidelines for ORP Staff Entering Proposal Budgets in Kuali**

PIs are welcome to enter their own budgets in Kuali if desired. There is a budget section in the Proposal Development tutorial [link](https://www.siue.edu/funding/external-funding/kuali-research.shtml) on the ORP Kuali Research webpage to assist the PI entering the budget.

If the PI would like the PreAward staff designated to support the pursuit of the opportunity to enter the budget we are happy to do so. If the PreAward staff is to enter the budget for the PI the following guidelines apply:

1. PI indicates during first contact with the designated PreAward specialist, or no fewer than 5 days prior to routing, that assistance is needed in entering the budget in Kuali. An appointment will be made at that time for the PI to come and sit with the designated PreAward staff for the budget to be entered.
2. Prior to meeting with ORP staff to enter the budget, the PI is responsible for creating a detailed budget justification using either the required agency form or the template provided on the ORP Kuali Research website. No other forms will be allowed. This completed budget justification must be sent to the designated PreAward staff via email prior to the meeting.
3. PI and designated PreAward staff will enter the budget during the established meeting time. **PreAward staff will enter only one budget.** If revisions are needed after the PreAward staff enters the budget the PI is responsible for making those revisions.