Office of Research and Sponsored Programs

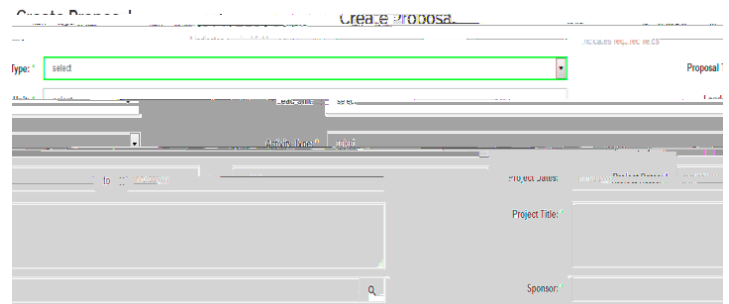1324 W. Wisconsin Ave.
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Starting an Application in Kuali

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 Proposal within the Proposal

Development card.

STEP 5: Proposal Person Certification*

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

STEP 7: Questionnaire