

## Kuali Research – Access Checklist

### Faculty Members

If you are a **Tenure Track Faculty member**, your access to Kuali was likely automatically added through the HR feed. If you are having issues, please troubleshoot with the checklist below and if you still have problems, contact [kualires@sfu.ca](mailto:kualires@sfu.ca) to escalate the issue, as there might be system level problems.

If you are an **Emeritus, Limited Term, Adjunct, URA, etc. Faculty member**, you are not automatically added through the HR feed. Please contact Director of Research Services ([ata26@sfu.ca](mailto:ata26@sfu.ca)) with your computing ID and full name to request access to Kuali Proposal Development to submit proposals. You should have access within 1-2 working days. If you have already been creating proposals but cannot get access now, please troubleshoot with the checklist below and if you still have problems, contact [kualires@sfu.ca](mailto:kualires@sfu.ca) to escalate the issue, as there might be system level problems.

If you are a **new Faculty member** coming to SFU and already have a Computing ID but have not started your assignment, you may not be in the HR feed and may not have been given access yet. In this case, send your computing ID to [kualires@sfu.ca](mailto:kualires@sfu.ca) for early access.

### Staff and Students

If you are a **Staff member or a Student**, access is typically granted on request. Please contact the Director of Research Services at [ata26@sfu.ca](mailto:ata26@sfu.ca) and cc your supervisor with your computing ID, full name, and type of access required (e.g., creating and/or editing proposals; reviewing unit submissions; querying unit specific data, etc.) You should have access within 1-2 working days.

If you are a **Staff member or Student** and a PI has invited you to edit a Proposal they started, they need to both invite you and assign you a role even if you already have Kuali access. If they have forgotten to assign you a role, you will see a blank screen. If this happens, please contact the PI to configure the appropriate role for you (use this [Link](#) to see info on the **Proposal Development: Key Personnel Tab**).

If you were in Kuali before, the access issue could be related to the access level granted to you; for example, if you can only view Proposals instead of creating them (read access only), this is a privilege issue. Please contact [kualires@sfu.ca](mailto:kualires@sfu.ca) to request write access with proper justification for why the change in access level is appropriate and necessary for your role.

### Access Checklist

If you are having access issues, or trouble creating a Proposal, please review the following list to confirm all requirements are in place:

- Are you using the correct Kuali link (not the sandbox): <https://sfu.kuali.co>
- Have you cleared your cache? This sometimes helps.
- Are you logging in with your SFU ID-based email? NOTE: Kuali is configured with your email based on your computing ID e.g. use [tmackinn](mailto:tmackinn), not [tessa\\_mackinnon@sfu.ca](mailto:tessa_mackinnon@sfu.ca)
- If you are configured as a Reviewer in the system using a role account and wish to create a proposal, ensure you are not logging in with the role account.

If you tried and confirmed all items on the checklist and still have access issues, contact [kualires@sfu.ca](mailto:kualires@sfu.ca)