Kuali Research: Finding Your Proposal

This document explains the different ways you can find your Proposals in Kuali Research, as they move through various stages of review and approval.

Once you have created and saved a proposal, it is assigned a number and will display in your Dashboard.

Once the proposal is approved, it is <u>no longer visible on your Dashboard</u>. You can find it in one of two places:

1. **Proposal Development → All My Proposals.** You can scroll through the proposals until you find the one you're looking for.
2. **Proposal Development → Search Proposals.** If you know the number of the proposal you're looking for, enter it in the field:

Kuali Research

Development Proposal Lookup

Proposal Number: [   ]

Proposal Type: select

Alternatively, you can leave this field blank, and click **Search**. The results display all proposals, which is the same view as **All My Proposals**.

In both the **All My Proposals** and the **Search Proposals** views, all proposals you have submitted display, including the ones that have an **Approved** status. For approved proposals, click on **Medusa:**

Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State
view copy medusa	271	107037	a. New	Approved and Submitted

to see the **Institutional Proposal** that was created when it was approved:

Medusa

Filter: [   ]   Preferred Module: ● Proposal > Award ○ Award

▶ Institutional Proposal 00247464   Generated by Dev Proposal 271

    ▶ Development Proposal 271   Collaborating with ; Proposal No: 271; PI: Canada ; Due Date: 06/20/2024

From both the **Proposal Development** views, or the **Institutional Proposal** view, you can click into the original proposal, and in **View Route Log**, you can see the names and dates of all the reviewers and approvers.

NOTE: The **All My Proposals** and **Search Proposals** views show proposals you have created in Kuali Research, which became active on March 20, 2024.

If you are looking for a proposal you submitted before that date, you can find it in **Institutional Proposals →
Search Institutional Proposals**.

In this screen, if you know the proposal number, you must add an asterisk to the number for the result to display:

If you don't know the proposal number, it helps to enter some search parameters to narrow the search results, as all records from **1996** to **March 20, 2024** were migrated over.

From the **Proposal Type** drop-down menu, if you choose **New**, you will see <u>only</u> proposals you submitted in Kuali Research.

If you choose the **Migrated/Legacy (do not use)** option, this shows proposals that were migrated over from the legacy system, Grant Track.

You can also include a date range to further narrow the results:

Click **Search** to display all your approved Proposals that were turned into Institutional Proposals. You can export your results for tracking and performance purposes: