

Quick Reference Guide
Kuali Proposal Approval Process

1. Receive email notification to review and approve a proposal with a link to the eDoc (the first weblink).
2. The link takes you to the Kuali Research website, login using your SCSU login and password.
3. The proposal summary page opens; menu navigation is on the left and tabs to the proposal detail sections display in a row through the middle of the screen. Navigate through the tabs to review all the proposal details and attachments.
4. Action buttons are on the bottom of the screen. After review of the proposal information, click the 'Approve' button. **If you have software navigation questions or cannot approve the proposal, please call SPAR (203-392-6800) and speak to the pre-award staff.** For specific project activity questions, please call the proposal Principal Investigator.
5. If you have more than one approval role (for example, you are the PI and the chairperson of the department) a statement appears: Do you want to receive future notifications?
 - a. Yes -> you must repeat the same approval steps in the second role
 - b. No -> you are approving for both roles with the single approval step
6. Once the proposal is approved, the screen returns to the proposal summary page. Close the proposal and log out of Kuali Research.

Proposal Submission Route Map

