**It is recommended that electronic approvals be initiated <mark>3 – 5 business days</mark> in advance of a proposal's posted or requested deadline. Please plan and coordinate with SPAR staff accordingly.**

**This process is entirely internal and separate from the external submission to a sponsor; approving a proposal in Kuali Build does <u>not</u> automatically submit it or advance it to the sponsor for review.**

1. Proposal is entered into internal approval routing by SPAR staff

2. The PI, Co-PI(s), chairperson(s), dean(s), and any ad hoc or additional approvers will sequentially receive email notification to review and approve a proposal with a link that will look as follows:

**From:** no-reply@mail.kualibuild.com

**To:** fowlerj3@southernct.edu

**Subject:** Your APPROVAL is requested: Sponsored Programs - Approval

Southern Connecticut
State University
SC
SU

Hello Julianne,

Your attention is required

Form Name: **SPONSORED PROGRAMS**

Step Name: **APPROVAL**

Your Action: **APPROVAL**

**Begin Review**

This email was automatically generated.

3. The link takes you to the Kuali Build proposal; log in using your SCSU login and password if you are not already signed in.

   a. Note: if you cannot locate the approval request in your email, go to https://southernct.kualibuild.com/app/builder/#/home and look in the middle **"Action List"** tab at the top of the page

4. The proposal opens; scroll down to review the information in sections that will include the personnel, the budget, and the narrative attachments

5. Action buttons are on the right-hand side of the screen. After completing your review of the proposal information, click the **'Approve'** button. *Please only click 'Send Back' or 'Deny' after speaking with SPAR staff*.

   **If you have software navigation questions or cannot approve the proposal, please call SPAR (203) 392-6800 and speak to the pre-award staff or email spar@southernct.edu.** For specific project activity questions, please contact the proposal's Principal Investigator.

## Proposal Submission Route Map

```
┌─────────────────────────┐     ┌──────────────┐     ┌──────────────┐
│ SPAR PreAward Staff      │ ──> │ PI and       │ ──> │ Department   │
│ initiate electronic      │     │ co-PI(s)     │     │ Chair(s)     │
│ routing                  │     │              │     │              │
└─────────────────────────┘     └──────────────┘     └──────────────┘
           │                                                 │
           ▼                                                 │
┌──────────────┐     ┌──────────────┐     ┌─────────────────────────┐
│ Dean(s)      │ ──> │ Ad Hoc       │ ──> │ SPAR PreAward Staff      │
│              │     │ approvers    │     │ coordinate submission    │
│              │     │              │     │ to sponsor               │
└──────────────┘     └──────────────┘     └─────────────────────────┘
```