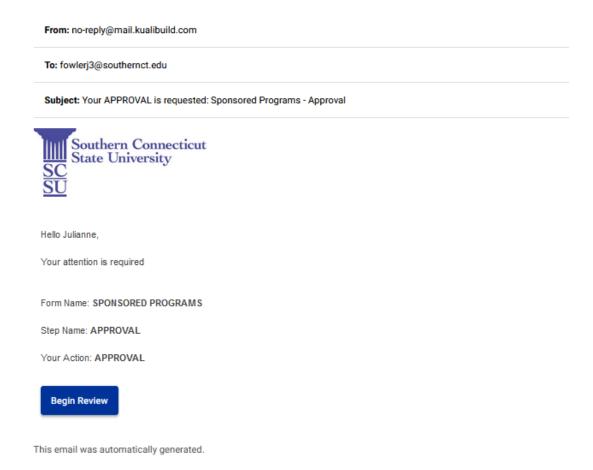
SCSU - Quick Reference Guide Kuali Build Proposal Approval Process

It is recommended that electronic approvals be initiated 3 – 5 business days 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:



- 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

