

Introduction

Welcome to the Kualu Research User Guide for SFU Reviewers and Approvers. This user guide contains printable step-by-step instructions for the approval routing for proposal development (formerly known as signature sheet approval process) in Kualu Research.

The main components of SFU's research data management system in Kualu Research (pre award administration, eligibility, compliance, award acceptance and award setup) and People Soft (post award financial management of research, commitment control, expense management) are the following:

Kualu Research Proposal Development Module

The Proposal Development module contains records about research proposals to be submitted for Fund 31 or CFI external funding (formerly the "Signature Sheet" information) that are required for internal SFU approval before submission to external funder (note that submission to external funders will remain outside of Kualu Research as per usual funder requirements and processes). Principal Investigators will enter high level data in the Proposal Development module to provide internal decision makers the necessary details they need to make sure the research activities as proposed are acceptable to the faculty/department and SFU. Reviewers and Approvers within Kualu Proposal Development will have access to proposal information and routing within which they have the appropriate rights.

Kualu Research Institutional Proposal Module

Institutional Proposal records are a holding place for research proposals that were internally approved through Proposal Development and externally submitted to a funding organization while they are awaiting funding decision. While work-in-progress electronic proposals are stored and edited in the Proposal Development module, only complete and submitted works are tracked and stored in the Institutional Proposal module. Accordingly, Institutional Proposals will provide statistical information and reference and will not be editable by researchers, reviewers, and approvers, it is downstream from their activities. Institutional Proposal records may be updated by ORS staff if a change or new information was received from the funder.

Kualu Research Awards and Subawards (outgoing) Module

Once a funding decision is made and ORS receives the award information (or parameters on an outgoing subaward), the data will be entered into the Award Module based on the information pulled from Institutional Proposal and new information provided by the funder and/or researcher. Award and subaward information – after full ORS review – is transmitted to PeopleSoft Proposals and Awards electronically to prompt the Finance team for account or subaward setup. Please note that Awards in PeopleSoft are already configured and will not change with Kualu implementation. Kualu Awards will feed the proper PeopleSoft components. Once fully implemented and integrated to PeopleSoft, the Kualu Award module will maintain detailed administrative information on awards and sub-awards including a complete history of every change made from sponsor funding notice through closeout in the form of amendments and status updates. Kualu Awards will not house financial information.

PeopleSoft Proposals and Awards Modules

PeopleSoft is the current tool used by SFU Research Accounting, researchers, and other research administration staff to manage the lifecycle of a live grant from project activation, managing projects, and closing the project. PeopleSoft Proposals is a component that sets up the award information before accounts can be authorised in Peoplesoft Awards. Only staff entering data is aware of the two components, data flows through them as in one system. Once fully implemented, Kualu will push awards data from Kualu Awards to PeopleSoft Proposals / Awards via integration that will feed into existing processes under the responsibility of Research Accounting and Research Services. PeopleSoft feeds the "new" FAST views for access to account information and financial planning purposes for researchers and department-based administrators.

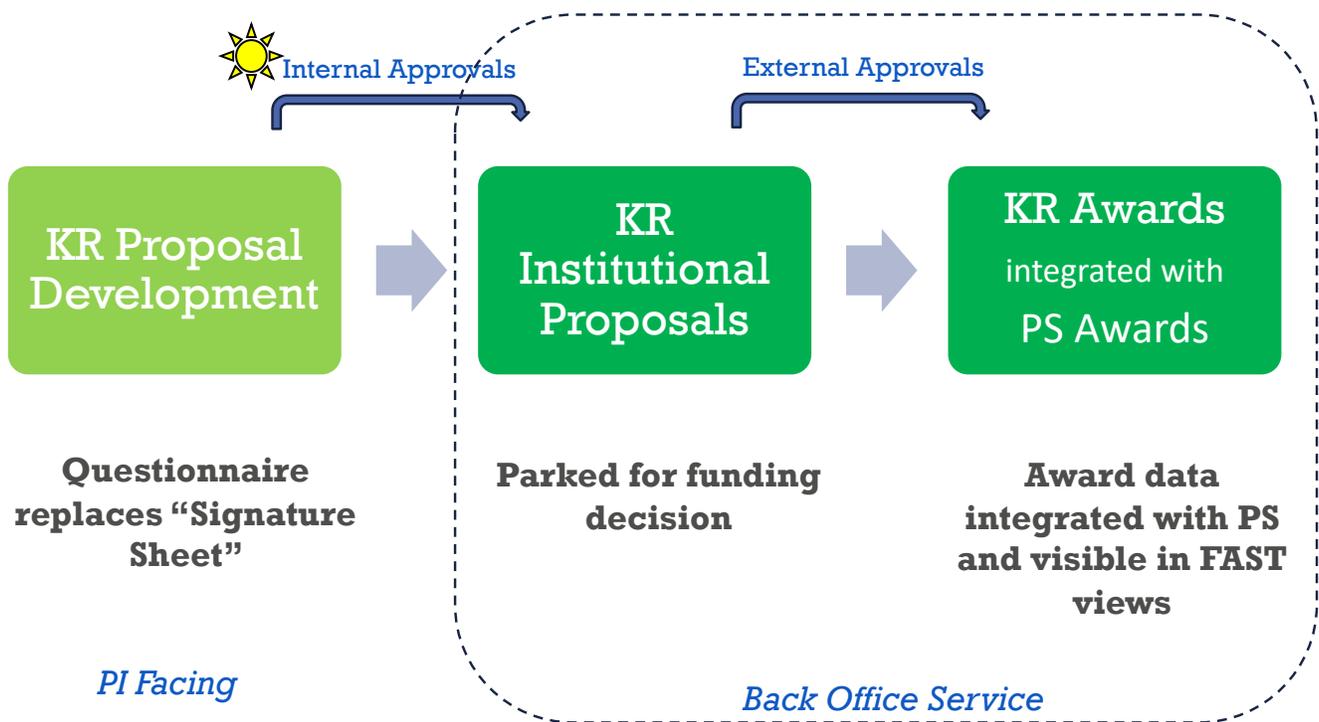
Who to contact for help:

- If you have any questions regarding the Kualu system, please contact Research Services (ORS) at ors@sfu.ca
- For questions regarding research data, please contact the Research Intelligence Team (RIO) at rio@sfu.ca

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WHAT IS KUALI RESEARCH?



Approval Routing for Proposal Development

Kuali Proposal Routing is completed via a 4-step process, prior to submission to a sponsor and follows roles and responsibilities as described in SFU Policy on Externally Funded Research R 10.01:

1. PI
2. Chair
3. Dean Approval
4. ORS Approval

PI or proxy completes Proposal Development information & Submits into internal approval workflow

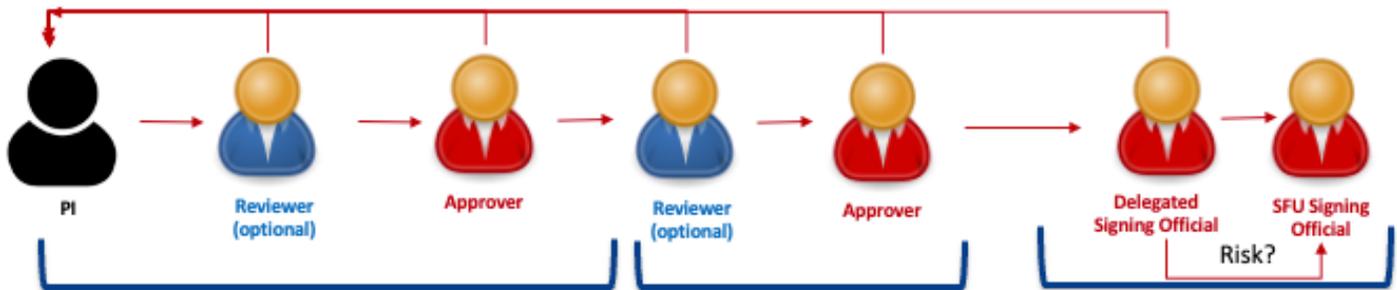
ORS Final Approval (Pre-award)



PI (if worked with proxy), Chair/Director and Dean reviews/approves consecutively through their specific workflow

Proposal Approved Dept/Faculty

Proposal Approved SFU



- Approves when working with proxy
- Automatic routing when filling out own KR proposal

Departments/Schools

- Follows Dept/School process
- Approver can act without reviewer action if not used
- If reviewer function is used, then the reviewer must act before the proposal moves on to the approver

- Chair or Director
- If no formal deputy, contact ors@sfu.ca if alternate is needed

Faculty

- Follows Faculty process
- Approver can act without reviewer action if not used
- If reviewer function is used, then the reviewer must act before the proposal moves on to the approver

- ADR is primary
- Dean is secondary
- Primary to notify secondary when not available

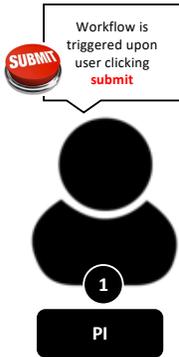
Institution

- Grants Officer
- Director of Research Services (ORS)

PI RESPONSIBILITIES

Responsibilities

- ensure that the proposal is accurate and complete before submitting;
- prepares a proposal budget that considers all financial elements associated with the research: one-time costs, incremental costs, capital costs, renovations, matches and institutional (indirect) costs
- identifies any personal or project compliance, certification or training needs: COI, Human Ethics, Biohazards, Radiation, etc.
- provides explanations or supporting attachments where required; e.g. Conflict of Interest (COI) or Release Time Stipends (RTS); matching funds; letters of support or commitment
- is familiar with, and adheres to, the provisions of SFU's Policies, and related procedures, as well as the requirements of external funding sponsors;



Accountabilities

- As per SFU policy R10.01: Acceptance of the terms; willingness to carry out the work within the budget and the availability / sufficiency of resources identified. It is the responsibility of the PI to make arrangements for payment for over-expenditures.
- It is the accountability of the PI to make sure all relevant certifications, permits, insurance, licenses are in good standing before work commences

**** Entry Delegation **** *The PI may delegate the preparation of the proposal, but must review and submit the proposal into workflow to start the approval process; cannot delegate approval and submission to the delegate or the reviewer.*

REVIEWER RESPONSIBILITIES

“Pre-screen” the proposal submission ensuring it meets all the requirements for the approver.

NOTE: Reviewer function is optional, the Approver (Department/Faculty) can review and approve in one step if no reviewer is configured. If the reviewer function is used, then the reviewer MUST act on the proposal to let the final approver know that the submission is complete and recommended for approval



a second set of “eyes”

Responsibilities

- verify that the proposal is accurate and complete; including any supporting info and attachments;
- verify the initiator's eligibility to apply (start/end date and position);
- verify any Department/Faculty resource (money, people or facilities) commitments identified can be met
- validates budget cost estimates;

Accountabilities

- ongoing tracking of RTS, PI fees and other commitments
- has sufficient knowledge of applicable SFU policy, procedures and high level sponsor requirements;
- ensure transactions are processed in a timely manner.

Can qualify, troubleshoot, consult and recommend for approval; but no approval rights.

DEPT./SCHOOL APPROVER RESPONSIBILITIES

Individuals who “authorize” the proposal are committing to the **School or Department’s ability** to support the research if the proposal is awarded. This is the School Director or the Chair.



Approver

Responsibilities

- ensures COI action items are/will be met as per COI Management Plan
- ensures the PI’s proposed time commitment can be met
- **Agrees to proposed PI fees, recommends for Faculty approval**
- **Agrees to proposed RTS, recommends for Faculty approval**
- ensure facilities, space or other department or school resources identified in the proposal will be available to support the research
- ensure people identified in proposal will be made available
- ensure transactions are processed in a timely manner.

Accountabilities

- committing to the **School or Department’s ability** to support the research if the proposal is awarded.

SFU Policy R10.01: “The Department Chair or Director: acknowledges the availability in the department of facilities, space, and resources required to carry out the project (in a non-departmentalized Faculty, the Dean’s signature is required)”

FACULTY APPROVER RESPONSIBILITIES

Individuals who “authorize” the proposal are committing to the **Faculty’s ability** to support the research if the proposal is awarded. This is the Associate Dean-Research or the Dean.



Approver

Responsibilities

- **Approves COI, RTS, PI fees**
- Commits the Faculty to providing the facilities, space, or other resources identified in the proposal
- Commits the Faculty to providing the people identified in the proposal to be made available as identified in the proposal
- Commits to any Faculty funding commitments identified in the proposal if awarded

Accountabilities

- committing to the **Faculty’s ability** to support the research if the proposal is awarded.

SFU Policy R10.01: “The Dean of the Faculty (or delegate): confirms the Dean’s approval regarding allocation of infrastructure or other resources within the Faculty for performance of the proposed research, approval of the proposed time commitment including teaching releases, teaching buyouts and outside activities, and indicates awareness of any declared Conflicts of Interest.”

INSTITUTIONAL APPROVER RESPONSIBILITIES

The Director, Research Services, or appropriate delegate, is committing the institution's ability to support the research if the proposal is awarded.



Approver

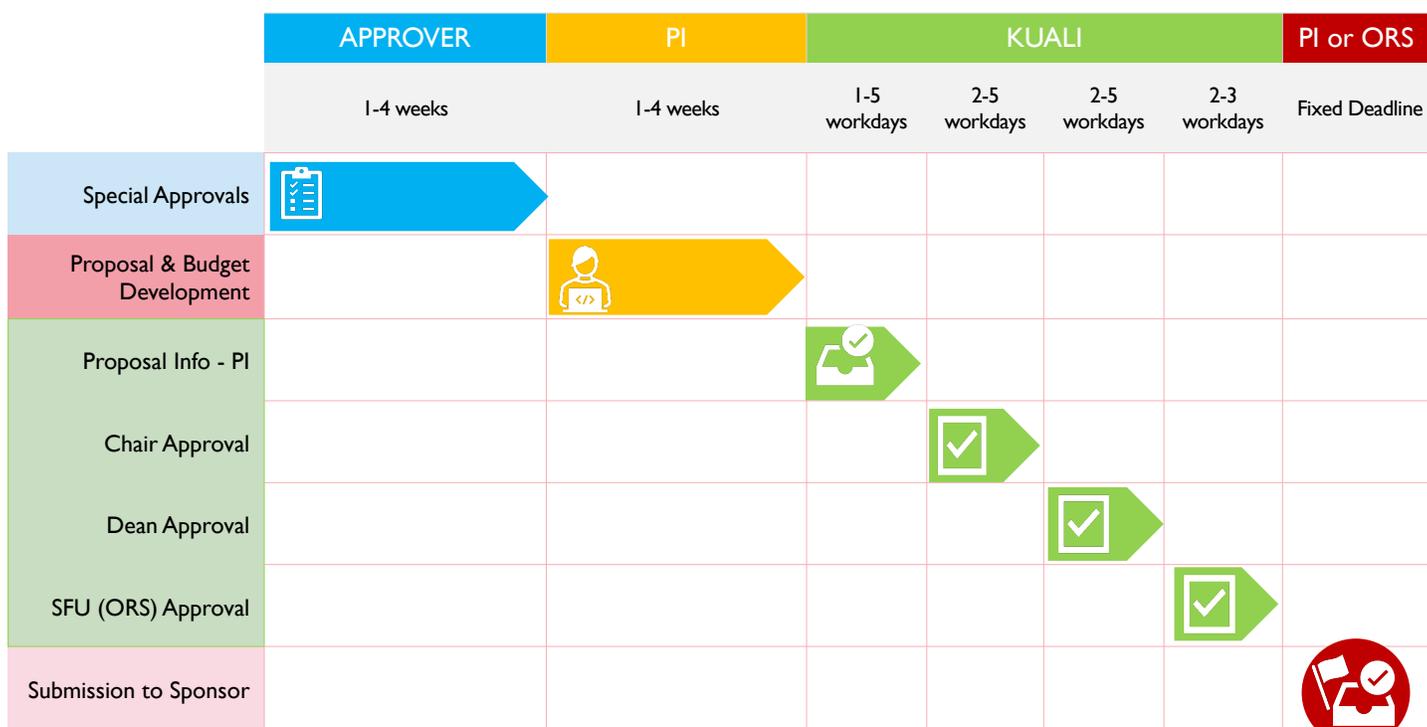
Responsibilities

- Review the proposal for accuracy and completeness
- Verify initiator and proposal eligibility for submission
- Verify the high-level budget including RTS, PI Fee, Overhead
- Verify all funding commitments, documentation and approvals
- Provide institutional signoff (sponsor dependent)
- Commit the institution to commitments made on behalf of VPR
- Consult PI, Department, Faculty if changes are necessary or if terms and conditions for external submission are binding before money is awarded
- Submit proposals via portals on PI's behalf (in most cases)
- Track any compliance commitments (e.g. COI, Ethics, Animal Care, Biohazard)

Accountabilities

- SFU Policy R10.01 Through delegated authority from the Vice-President, Research and International: "indicates that the University will encourage the prosecution of the research to the extent that available facilities and resources permit, and that the University is prepared to administer funds received on behalf of the Project Leader"

PRE-AWARD WORKFLOW TIMELINE



Kuali Approvers

Approvers are configured in Kuali through their individual SFU email accounts “ComputingID@sfu.ca”. This is necessary for legal, tracking and conflict of interest considerations.

NO ROLE ACCOUNTS:

- Legal Accountability
- Knowing who signed
- No signing off on own submission as PI

Faculty Level Configuration:

- Associate Dean Research as Primary approver
- Dean as Secondary approver

Department Level Configuration

- Chair or Director of School is approver
- Secondary approvers can be configured upon request

☺ **NOTE:** One-up approval rule applies if PI is Chair or Dean. Please contact ors@sfu.ca if this is the case.

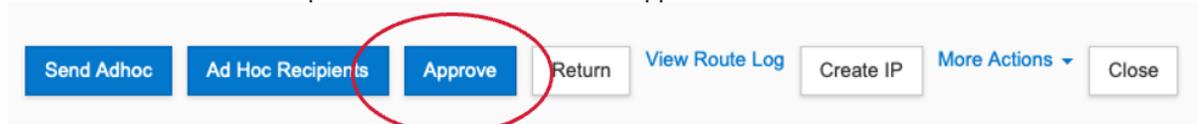
☺ **NOTE:** List provided by Department, School, and Faculty Offices to be maintained by ORS. Please inform changes without delay!

☺ **NOTE:** Primary approver must notify secondary approvers to take action! See Configuring notifications below.

Kuali Reviewers (Optional)

Some approvers work with reviewers, some do not. It is a local process at the approver’s unit what is expected from the reviewer. Please make sure process is clearly communicated in your unit. To avoid delays due to absences and leaves, role accounts are used for reviewers.

Please note that signature sheets will be routed to reviewers where the **Approve** button will let the final approver know that the submission is complete and recommended for approval.



All reviewers will receive a system notification once there is something to review, but as soon as one acts on it (reject or approve), it will be removed from the reviewer’s dashboard.

ROLE ACCOUNT LOG ON - no central maintenance of vacation scheduling!

NO PERSONAL EMAIL:

- People in roles change, role accounts remain in system.
- Cannot integrate with HR system, manual updates impossible.
- Easy to delegate.

Faculty Level: Role emails provided by Dean’s offices where applicable.

School and Department Level: Role email provided by Chair/ Director offices where applicable

Up to date list of role accounts to be maintained by ORS. Please inform changes without delay!

Configuring Notifications for Alternate Approvers

For Deans and Associate Deans, all approvers should be marked as primary and secondary. The primary approver should always alert their secondary approver if they are going on vacation or leave so that they are aware to turn on notifications in the system so that they are aware of proposals that need to be approved. If notifications are not turned on, approvers can log into Kualu Research to see proposals routing but may miss urgent submissions without notifications. Approvers must choose a specific business process for alternate notification and implement it in their unit (e.g. email alternate to turn notifications on for x time period OR email alternate to log into Kualu every morning to see what it in the queue OR ask reviewer to monitor Kualu Research workflow and alert alternate to act). Whichever process is followed, it must be clear to all staff in the unit and should be saved as a formal process document.

Please note:

- For chairs and directors, they will have to let ors@sfu.ca know who the alternates should be and for what period of time.
- Reviewers must use role accounts, so there will not be a need to manage alternates.
- If a reviewer does not act, the approver can override this step and take action.

1. Select **All Links** from the left navigation bar. Under the **Miscellaneous Tab**, select **Action List**

The screenshot shows the Kualu Research navigation interface. On the left is a dark sidebar with navigation options. The main area shows a list of links under the 'All Links' section. The 'Miscellaneous' tab is selected, and the 'Action List' link is highlighted with a red circle. Other links include Award, Institutional Proposal, Proposal Development, Protocols, Shared Across Modules, Subaward, and System Admin.

2. Once you are in **Action List**, select **Preferences** to view your workflow preferences.

The screenshot shows the 'Action List' page in the Kualu Research system. The 'Action List' link in the top navigation bar is circled in red. The 'preferences' link in the top right corner is also circled in red. Below the navigation bar, there is a table with 3 items retrieved, displaying columns for Id, Type, Title, Route Status, Action Requested, Delegator, Date Created, Group Request, Actions, and Log.

Id	Type	Title	Route Status	Action Requested	Delegator	Date Created	Group Request	Actions	Log
54324	KC Notification	Proposal Person Certification Completed	FINAL	FYI		07:25 a.m. 03/16/2023		NONE	
73624	Proposal Development Document	Demo fro CFI; Proposal No: 175; PI: Robert Hogg; Sponsor: BC Knowledge Development Fund; Due Date: null	SAVED	COMPLETE		10:07 a.m. 10/06/2023			
74115	Proposal Development Document	Test For Aniko; Proposal No: 189; PI: Donald Estep; Sponsor: National Institutes of Health; Due Date: null	SAVED	COMPLETE		02:57 p.m. 11/03/2023			

Locating a Routed Proposal

Options to locate a Proposal in Quali Routing:

1. Reference an Email Notification you receive from the System if email notifications are turned on
2. Dashboard Access using the "Proposals Routing to Me" Card after login

Email Notification

Email notifications are configured the same way as described in the Configuring Notifications for Alternate Approvers. Please follow steps as described above.

Email notification: To access a proposal for review and approval via the email notification process, open email notification and select the link.

Your Action List has an eDoc(electronic document) that needs your attention:

Document ID: 104563
Initiator: System, Notification
Type: Add/Modify KcNotificationDocument
Title: Proposal 282 Approved by Another User

To respond to this eDoc:

Go to <https://sfu-stg.kuali.co/res/ken/DetailView.form?docId=104563&command=displayActionListView>

Or you may access the eDoc from your Action List:

Go to <https://sfu-stg.kuali.co/res/kew/ActionList.do>, and then click on the numeric Document ID: 104563 in the first column of the List.

To view the route log of this document:

Go to <https://sfu-stg.kuali.co/res/kew/RouteLog.do?documentId=104563>

To change how these email notifications are sent(daily, weekly or none):

Go to <https://sfu-stg.kuali.co/res/kew/Preferences.do>

PI/Chair/Dean Review: The link will navigate to Summary/Submit tab, with a summary of each proposal section across the summary screen.

The screenshot displays the 'Proposal Development' interface. At the top left, it shows 'Proposal: #174' with PI: Kristine Kwan. On the right, 'Document Info' includes Doc Nbr: 73605, SZS Connected: [icon], Initiator: kskwan, and Status: Approval Pe more... Below this is a navigation bar with options like Data Validation (off), Print, Copy, Medusa, Budget Versions, Data Override, Link, and Help. The main content area is titled 'Submit' and features a progress bar with three stages: Saved (green), Routing (blue), and Approved (grey). The 'Routing' stage is currently active. Below the progress bar, there are tabs for Proposal Summary, Personnel, Questionnaire, Compliance, Attachments, Funding Program, and Budget Summary. The 'Proposal Summary' tab is selected, showing a table of proposal details. The table includes fields such as Title, Principal Investigator, Lead Unit, Proposal Type, Activity Type, Proposal Number, Project Start Date, Project End Date, Include Subaward(s)?, Sponsor Name, Prime Sponsor Name, Sponsor Deadline Date, and Sponsor Deadline Type. At the bottom, there is a note: 'By clicking the Approve button: The Project Leader:'.

Field	Value
Title	The Mitochondria is the Powerhouse of the Cell, 2024
Principal Investigator	Kristine Kwan
Lead Unit	000001 - Simon Fraser University
Proposal Type	a. New
Activity Type	Funded - Research
Proposal Number	174
Project Start Date	10/01/2023
Project End Date	10/03/2024
Include Subaward(s)?	No
Sponsor Name	BC Academic Health Science Network Socie
Prime Sponsor Name	
Sponsor Deadline Date	11/30/2023
Sponsor Deadline Type	Sponsor Deadline

Dashboard Access – Proposals Routing to Me Card

The **Proposals Routing to Me Card** on the dashboard home page allows reviewers and approvers to easily monitor proposals that are queued up for their approval and watch for proposals they will soon have to approve. The colored “steps” tab shows you proposals that are available for your immediate approval, or if it’s one or more steps away. The details for each entry shows a summary of information along with the proposal’s due date (deadline, if known) and who took the last action.

1. **Log-in to Kuali Research:** Please use steps outlined in the Proposal Development guide.
2. **Navigate and Access Approval:** Navigate to the **Proposals routing to me card** on the dashboard. To open a proposal for review/approval, click on any proposal that reports “**You’re Up!**”. Once you or another approver on that stop have addressed all the approvals required, the proposal will be removed from this card. If a proposal is recalled or returned, it will also be removed from the card.

Proposals routing to me Filter | Sort by

3 steps away	Proposal #178 – PI: Sonier, Jeff – Sponsor: Canada Foundation for Innovation – Title: High-Momentum and High-Lu..... Due date: 10/31/2023 Last action: 10/19/2023 11:36 AM Compliance
You're up!	Proposal #174 – PI: Kwan, Kristine – Sponsor: BC Academic Health Science Network Socie – Title: The Mitochondria ... Due date: 11/30/2023 Last action: 10/30/2023 9:35 PM Compliance

1-2 < >

Sorting Options and Filter

You can sort and filter information in the cards and you can configure your dashboard to show / hide cards. Your last configuration will be saved.

Sorting Options

Ascending Descending

Deadline Date

Last Action Taken Date

Principal Investigator

Proposal Number

Sponsor Name

[Steps to Approve](#)

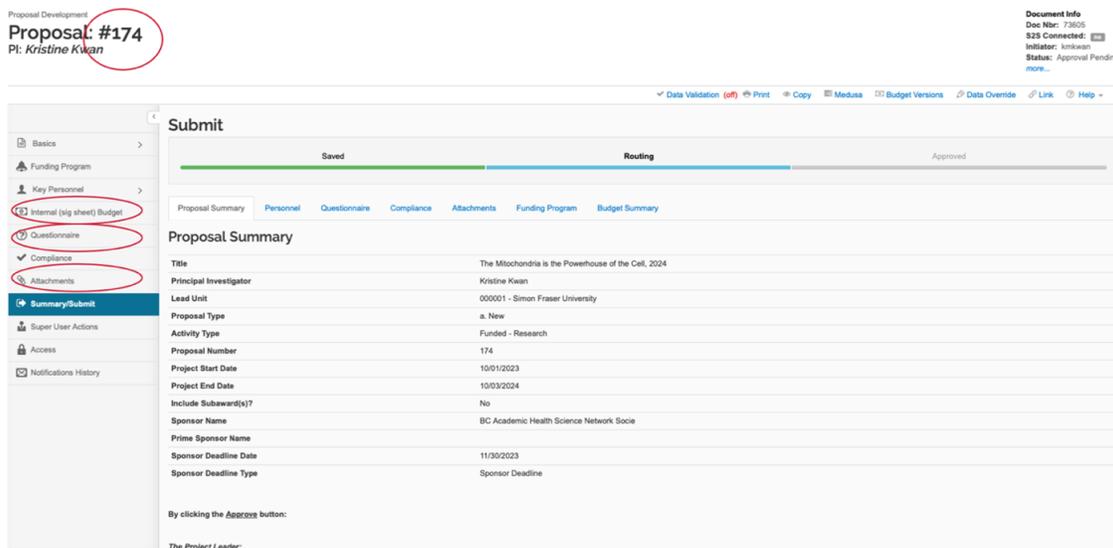
Filtering Options

Where contains

[+ Add a Filter](#)

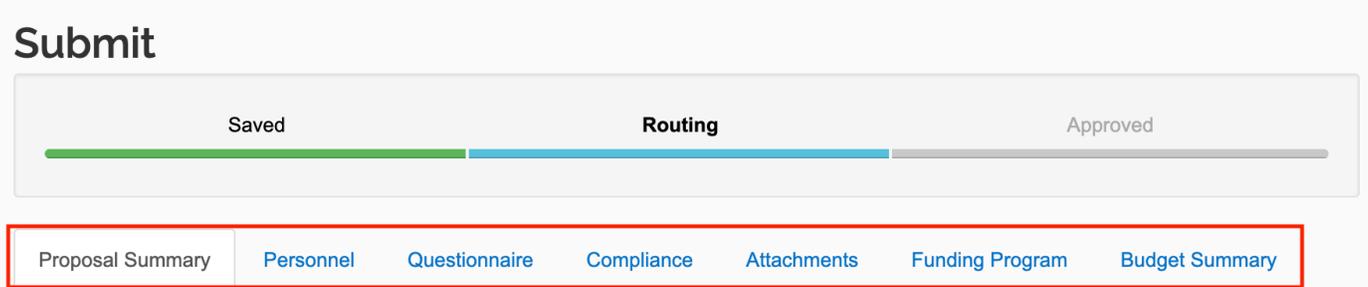
- ✓ Select
- Activity Type
- Deadline Date
- Initiator
- Lead Unit Name
- Lead Unit Number
- Opportunity ID
- Principal Investigator
- Proposal Number
- Sponsor
- Sponsor Code
- Title

3. **PI/Chair/Dean Review:** The link in the notification email will navigate to Summary/Submit tab of the specific proposal. If you log in, you will see all proposals routing and will have to select the one you are ready to take action by clicking the proposal number. Whether you used the link or log on, the proposal will open with a summary of each proposal section across the summary screen. Reviewers and approvers will pay special attention to the internal (sig sheet) budget, the answers to the Questionnaire and the Attachments where the proposal and budget document to funder and other supporting information will be saved. The bottom of the summary page has the action buttons for approving or taking a different action (see Approval of Proposal).



Reviewing the Proposal

Once you have opened the proposal, the Summary/Submit Section allows you to easily view high level information on the proposal all within the same section.



Components of the Summary/Submit Section

Proposal Summary Tab

This section contains the high-level proposal details (e.g., Title, PI, Lead Unit, Proposal Number, Dates, Subaward, Sponsor, Deadline)

A “Proposal” in Quali Research is the equivalent of the current Signature Sheet (internal approval workflow for externally funded research as per policy R.10.01) and is not to be confused by the (research) proposal the PI is submitting to the funder, which will form an attachment to this approval workflow.

The purpose of the Quali Proposal is to provide high level information to SFU approvers (Chair, Dean and Research Services) about the proposed activities so they can confirm SFU is eligible, compliant, and ready to undertake the research if funded under the parameters described in “Proposal Development” – aka signature sheet information.

If special requirements are part of the research proposal (e.g., PI fees, release time, renovations, special equipment, letter of support or other SFU commitments), those must be negotiated and approved prior to starting the Kualu Proposal since evidence of decisions regarding these special approvals need to be part of the Kualu Proposal for the decision makers to be able to approve the activities. Please advise PIs to start special approvals early enough (2-4 weeks depending on complexity) to allow negotiations, justification, and approvals prior to creating Kualu Proposals.

Personnel Tab

Contains all personnel such as the PI, and their co-PIs if the Co-PI is on an NIH grant or promised resources for this proposal. All other co-PIs will be accessible from the attached research proposal as to be submitted to the funder and will not be duplicated here:

In the **Personnel** tab, there are only 2 scenarios in which it is necessary to add another “**Key Personnel**”.

1. If the PI has a co-investigator from SFU who is promising resources towards their project,
 - ☺ **NOTE:** If a promise was made to the PI in your unit by a co-PI in another unit, they will need to provide evidence such as email or other documentation regarding the promise. The co-PI needs to make sure their Chair and Dean are in agreement with the promise (e.g. access to facilities, or equipment, etc). They will select **co-applicant** as type of personnel and will add an attachment with evidence to the agreement regarding the promise.
2. If they are applying for NIH funding, in which case, they will need to list all their co-PIs in Kualu to comply with FCOI requirements and training. If they apply to NIH, you will see a new question regarding co-PIs in the questionnaire as well. ORS is responsible to follow up and ensure FCOI requirements are met, you have no action on this.

Questionnaire Tab

In Kualu, the Questionnaire replaces the “special requirements” box on the current approval form and lists all the follow up questions from the former signature sheet in an updated manner. These items are all important to make sure Chair / Director / Dean and SFU are agreed to the proposed activities and parameters and can track promises made. Some are for information and tracking purposes.

Most research proposals will not require special requirements. In this case, the PI will not be asked for additional detail or documentation, but to just select the appropriate response and move on. You will see these responses and will know that there are no special requirements and the approval can be fast tracked.

Compliance Tab

Contains all special review items that apply to this proposal like Human Ethics, Animal Care, Biohazards, Radiation Safety and Cannabis. There are other compliance requirements that will be included in training to make sure researchers have all necessary permits, certificates, insurance, and training requirements to commence research activities. These will be managed outside of Kualu but PI will attest that their research activities follow all requirements.

Attachments Tab

Contains all proposal, personnel, and internal attachments that are available for viewing. Proposal to sponsor (as late of a draft as possible), budget document for sponsor and approval of special requirements if applicable are mandatory attachments. There can be other attachments for FYI purposes, or as a result of your request for further information.

Funding Program Tab

In the **Funding Program** tab, under **Supplemental Info**, PIs can enter the “**sponsor program**” or “**funding program**” that is specific to the current Kuali Proposal, if this is the case.

Please note that we cannot configure programs in Kuali like sponsors so the Supplemental Info is the only place we can collect this information. Additionally, during the pre-approval stage in the Kuali Proposal Development workflow the exact program name is not always available.

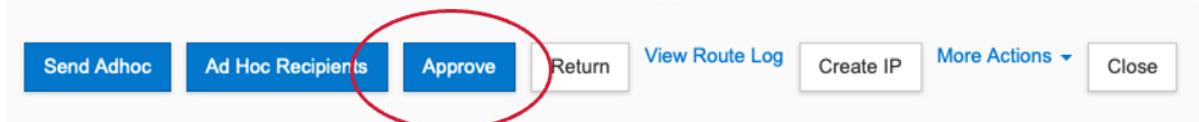
ORS will fill in the exact program based on the award letter in Kuali Awards to maintain consistency and accuracy in the records. The PI will provide the sponsor program to their best understanding in this field for the reviewers and approvers to know what they are applying for.

Budget Summary Tab

Budget Summary will show facilities and administration (F&A aka overhead) and total direct costs; the high-level details necessary for SFU approvers for decision-making. Items like PI fee and release time are provided in the Questionnaire. It is the equivalent of the “signature sheet” budget information. The detailed budget that the PI is creating for the funder will be an attachment to the Kuali Proposal and will provide details, when applicable.

Approving the Proposal

1. Once you're ready to approve the proposal, select **Approve** at the bottom of the Summary/Submit page.



2. A pop-up will appear and prompt you to enter comments or attach files, if applicable. Select **OK** to continue approving the proposal.

Please Select ×

Are you sure you want to approve this document?

Approval Comment:

Attachment:

Choose File no file selected

OK Cancel

3. Once the proposal has been approved, you will be taken back to the Submit/Summary page.

4.

The screenshot shows the 'Submit' page with a notification message: 'This page has 3 messages' containing three items: 'Document was successfully approved.', 'Document was successfully saved.', and 'Institutional Proposal 00162014 has been generated.' Below the notification is a progress bar with 'Saved', 'Routing', and 'Approved' stages. The 'Proposal Summary' table is as follows:

Proposal Summary	
Title	The Mitochondria is the Powerhouse of the Cell, 2024
Principal Investigator	Kristine Kwan
Lead Unit	000001 - Simon Fraser University
Proposal Type	a. New
Activity Type	Funded - Research
Proposal Number	174
Project Start Date	10/01/2023
Project End Date	10/03/2024
Include Subaward(s)?	No
Sponsor Name	BC Academic Health Science Network Socie
Prime Sponsor Name	
Sponsor Deadline Date	11/30/2023
Sponsor Deadline Type	Sponsor Deadline

Proposal Return

If you spot any issues and would like to return the proposal back to the PI for correction, you may select **Return**. Returning a proposal will take the proposal out of the routing process to be corrected and will need to be resubmitted by the PI to repeat the approval routing process. You may alternatively contact the PI outside of Kualu Research directly if you wish to report an issue.

The screenshot shows the 'More Actions' menu with buttons for 'Send Adhoc', 'Ad Hoc Recipients', 'Return', 'View Route Log', 'Create IP', 'More Actions', and 'Close'. The 'Return' button is highlighted with a red box.

1. Select **Return** and a pop-up window will prompt you to fill in the fields.

The screenshot shows a pop-up window titled 'Please Select' with the following content:

Are you sure you want to return this document?
Return Reason: *

Attachment:
 No file chosen

At the bottom are 'OK' and 'Cancel' buttons.

2. You must enter a **Return Reason**, which will be shown as an annotation on the route log
3. Once you return the proposal, the proposal will be shown on the **Proposal Not Routing Card** for the PI until the PI takes action and puts it back into the workflow.

Viewing the Approval Status

Routing Map from the Proposal Development Module

If you wish to see who has approved a proposal or review where the proposal is in the routing process, you may select the Summary/Submit section of the proposal and then select **View Route Log** at the bottom.



Once the Route Log is open, view the Pending Action Requests panel. This panel shows each approval stop that the proposal must fulfill in order (from top to bottom), before being submitted to the sponsor. Any actions already taken in the approval process will be shown in the **Actions Taken** panel.

Route Log

[refresh](#)

ID: 74692 [hide](#)

Title	The Mitochondria is; Proposal No: 214; PI: Kristine Kwan; Sponsor: BC Academic Health Science Network Socie; Due Date: 12/31/2023		
Type	Proposal Development Document	Created	04:27 PM 11/30/2023
Initiator	Kwan, Kristine	Last Modified	04:09 PM 12/01/2023
Route Status	SAVED	Last Approved	
Document Status		Document Status Modified	
Node(s)	Initiated	Finalized	

Actions Taken [hide](#)

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Kwan, Kristine		04:27 PM 11/30/2023	
show COMPLETED	Kwan, Kristine		05:06 PM 11/30/2023	
show RETURNED TO PREVIOUS ROUTE LEVEL	Takacs-Cox, Aniko		04:09 PM 12/01/2023	DOCUMENT RETURNED: review again

Future Action Requests

hide

	Action	Requested Of	Time/Date	Annotation
▶ show	PENDING APPROVE	Kwan, Kristine	04:18 PM 12/01/2023	Role: KC-PD PI from PeopleFlow Name: Proposal Development Standard Workflow
▶ show	PENDING APPROVE	Research Services Approval	04:18 PM 12/01/2023	PeopleFlow Name: Proposal Development Standard Workflow

Components of the Route Log

ID	General Information on the proposal
Actions Taken	Shows what actions have already taken place in the approval process
Pending Action Requests	Shows remaining actions left in the approval process
Future Action Requests	If currently in the approval process, this will be blank. This shows what actions will take place prior to routing

☺ **NOTE:** Under the **Annotation** column of each section, you can view comments that the previous reviewer/approver has made.

Proposal Workload Assignments Card – Dashboard

This card allows anyone with a Proposal view access to see which proposals are still currently in the process of being approved across all routing steps. Unlike the Proposals Routing to Me” card, you will see each proposal listed through the entire approval process once it has been submitted for approval.

Current Request(s): You can observe who the current primary approver is (e.g. Chair, Dean, ORS, etc.)

Assigned Approver: This field will always be blank.

Once a proposal has been completely *approved*, it will be removed from this card and a corresponding entry in Kuali Institutional Proposals will be created. You can keep track of approved proposals on your dashboard that are awaiting funder decision. After funding decision ORS will update the status and the proposal will not show on the dashboard card, but it will be searchable in the records.

If a proposal is *recalled* or *returned*, it will also be removed from the card until it gets routed for approval again.

Proposal workload assignments Filter								
Proposal Number	Principal Investigator	Sponsor	Lead Unit	Title	Due Date	Last Action	Current Request(s)	Assigned Approver
#183	Hosseini, Vahid	Canada Foundation for Innovation	2150	Studying alternative transportation decarbonization pathways in Canadian climate		10/23/2023 12:31 PM	Hosseini, Vahid	
#182	McIntosh, Randy	Canada Foundation for Innovation	4520	Infrastructure for the Laboratory of Brain Resilience	11/01/2023	10/23/2023 12:02 PM	McIntosh, Randy	
#181	McIntosh, Randy	BC Knowledge Development Fund	4520	Infrastructure for the Laboratory of Brain Resilience	11/01/2023	10/23/2023 12:02 PM	McIntosh, Randy	
#176	Sonier, Jeff	Canada Foundation for Innovation	4570	High-Momentum and High-Luminosity Muon Beamlines for Molecular and Materials Science and Fundamental Muon Physics	11/01/2023	10/19/2023 3:15 PM	Sonier, Jeff	
#178	Sonier, Jeff	Canada Foundation for Innovation	4570	High-Momentum and High-Luminosity Muon Beamlines for Molecular and Materials Science and Fundamental Muon Physics	10/31/2023	10/19/2023 11:36 AM	Sonier, Jeff	
#179	Sonier, Jeff	BC Knowledge Development Fund	4570	High-momentum and high luminosity Muon beamlines for molecular materials Science and fundamental muon physics	08/31/2016	10/19/2023 10:59 AM	Sonier, Jeff	

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