



Overview:

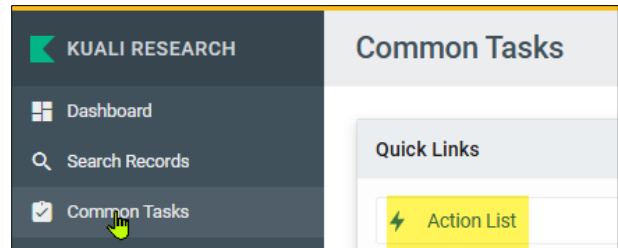
Describes the process for how to “Approve” a proposal or “Return for Edit”, sending the proposal back to the proposal initiator for corrections or changes. Includes overview of new budget review processes effective February 2025.

Note: By default, everyone in the proposal approval workflow has access to view the proposal. Other approvers can be added using the “ad Hoc” routing feature.

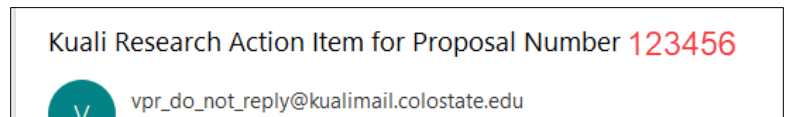
Procedure:

There are three ways to initiate the review and approve action:

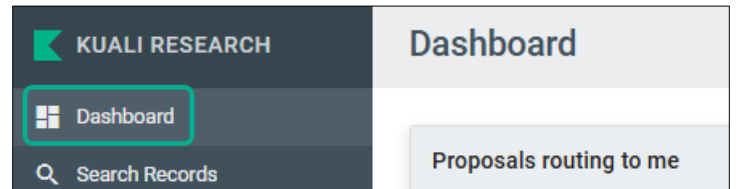
- 1. **Common Tasks > Action List**



- 2. **Email Notification**



- 3. **Research Home Dashboard > Proposals routing to me card**



- 1. From the **Action List** – Click the **ID number** or **Open Proposal** button

Action List

One item re...

Id	Type	Title	Route Status	Action Requested
hide 22697793	Proposal Development Document	CLC. SBX testing fo; Proposal No: 155514; PI: Sarah K Matlock; Sponsor: USDA-NIFA-National Institute of Food and Agriculture; Due Date: 01/15/2025	ENROUTE	APPROVE

The ID number link will open the proposal directly on the Summary/Submit page

toggle the show/hide button to see the summary and 'Open Proposal' link

Proposal Summary | Budget Summary

Proposal Summary

Title	CLC. SBX testing for budget review route stop 16 Dec 2024
Principal Investigator	Sarah K Matlock
Lead Unit	CO-1171 - Animal Sciences
Proposal Type	New
Activity Type	Research

[Open Proposal](#)



- From the **Email Notification**, clicking the link in the email takes you directly to the Summary/Submit section.

Kuali Research Action Item for Proposal Number 123456

vpr_do_not_reply@kualimail.colostate.edu
To: Carsten, Chris

**** Caution: EXTERNAL Sender ****

Your Action List has a proposal document that needs your review and/or approval:

Document ID: 11111111
Initiator: Frank, Theresa
Type: Proposal Development Document
Title: Mechanisms of IncRN; Proposal No: 23456 ; PI: ; Sponsor: ; Due Date:

To open the proposal document directly

- Go to the URL <https://colostate.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId= &command=displayActionListView>

Access the proposal from your Action List

- Go to the URL <https://colostate.kuali.co/res/kew/ActionList.do>
- Click on the numeric Document ID: 11111111 in the first column of the List.

- From the **Research Home Dashboard > Proposals routing to me** card, review the list visible on the card or use the Filter option to find a specific record for one of the available criteria (e.g., Proposal Number).

The **'You're Up'** indicator means the logged in user can take action on the proposal.

Proposals routing to me

You're up! Proposal #155514 – PI: Matlock, Sarah K – Sponsor: USDA-NIFA-National Institute of Food and Agriculture – Title: CL...
Due date: 1/15/2025 Last action: 12/16/2024 2:51 PM

The proposal opens on the **Summary/Submit** page:

use the left navigation menu to go to specific pages within the proposal for additional details

proposal information is summarized on this page

Submit

Saved Routing Approved

Proposal Summary Personnel Questionnaire Compliance Attachments Supplemental Info Budget Summary

Proposal Summary

Title CLC SBX testing 23 Dec 2025 -- routing changes - impersonating Cliff S
Principal Investigator Jordan Suter
Lead Unit CO-1172 - Agricultural + Resource Economics
Proposal Type New
Activity Type Research
Proposal Number 155516
Project Start Date 10/01/2025
Project End Date 09/30/2028
Include Subaward(s)? No
Sponsor Name USDA-NIFA-National Institute of Food and Agriculture
Prime Sponsor Name
Sponsor Deadline Date 04/01/2025
Sponsor Deadline Type Receipt

Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new or renovated facilities/space have been discussed with the appropriate people, contributions listed will be met by the department/college unless otherwise approved, that Conflict of Interest requirements have been addressed, and that Sponsored Programs may process the proposal.

action buttons

Send Adhoc Aid Hoc Recipients Approve Return View Route Log More Actions Close

'quick look' links

After the approve action is complete, use 'close' button. Do not just close the browser tab or window.

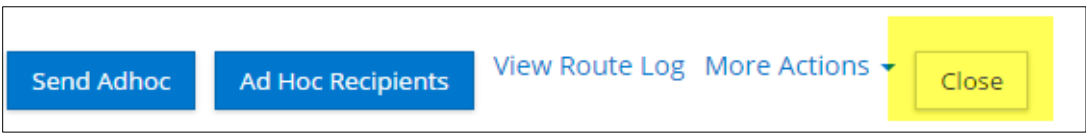
- The **'Approve'** button is visible only to approvers and only at the point an action is available.



After approving the proposal, use **'View Route Log'** link to see the Actions Taken with a date and time stamp.

Actions Taken ▼ hide				
Action	Taken By	For Delegator	Time/Date	Annotation
▶ show SAVED	LeFebre, Valorie M		12:56 PM 03/02/2023	
▶ show COMPLETED	LeFebre, Valorie M		02:31 PM 03/02/2023	
▶ show APPROVED	LeFebre, Valorie M	Proposal Pre-Approver	02:33 PM 03/02/2023	
▶ show APPROVED	Weinberger, Christopher		02:47 PM 03/02/2023	

After approving the proposal, click the **"Close"** Button.

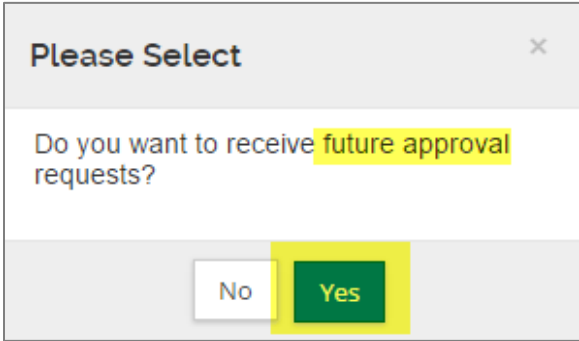


Receiving Future Notifications?

This question will appear for one of the following:

- If the PI, CO-I, or Key Person is also a Department or College Approver
- If a department approver is a member of more than one group in the routing
- Any OSP RA or SRA reviewing a proposal budget/business section

- Answer **"Yes"**.

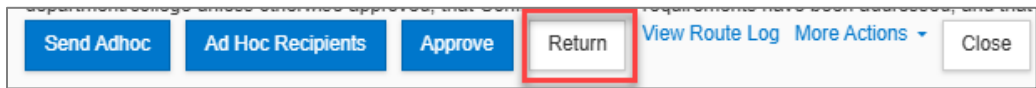


"Return"

If an Approver returns the proposal, proposal is removed from routing and returned to an editable status. **"Return"** is required to make changes to the budget data and/or business section elements.

The business-related elements for OSP review should include:

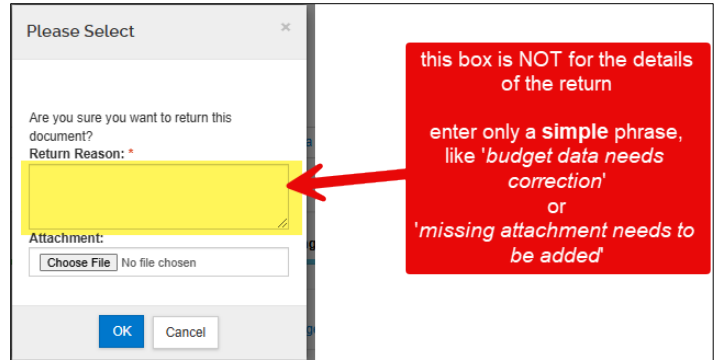
- budget and budget justification
- cost-share commitments
- subaward documentation
- identification of required resources (e.g., space, institutional commitments, etc.)





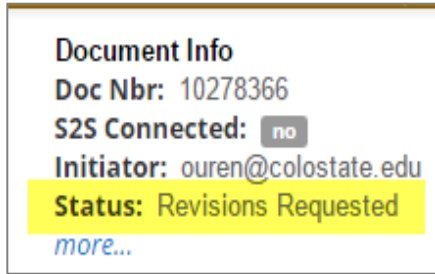
The Return for Edit action requires a reason for returning the proposal:

Attach a file if applicable to the requested changes (*optional*).



A returned proposal shows up on the Action List of the proposal initiator but is editable by anyone with the appropriate permissions/access (aggregator, unit aggregator, etc.)

The status of the proposal will show "**Revisions Requested**". All elements of the proposal are again editable.



Once corrections have been made, the proposal must be re-submitted by the initiator or a proposal aggregator to routing ('submit for review' button). Routing starts over.

Standard Workflow

Effective February 2025, the OSP budget and business section review process will be the first stop in routing: OSP Budget and Business Section Review Group.

If a college or department has their own budget review requirement, this review must be done before the proposal is submitted to routing for OSP review.

The new process steps will be:

- The proposal initiator or department/college unit aggregator (*processes vary across units*) will change the budget status to **complete** and **'for submission'** for the budget version that will be submitted to the sponsor.
- All proposal and budget data validation errors must be fixed; warnings should be addressed as applicable.
- The Attachments > Proposal section should include placeholders for the full proposal as submitted and for any sponsor forms that will need to be signed by OSP.

To initiate OSP budget and business section review, the proposal record will be submitted to routing (**'submit for review'** action) by the proposal initiator or other user with proposal or unit aggregator permission. *Departments and/or colleges will determine their processes for who submits the proposal to routing.*



In conjunction with the 'submit for review' action in the KR PD record, the department or college research administrator will need to send an email to the assigned OSP RA for the proposal lead unit.

The OSP RA assigned to the lead unit of the proposal will manage the budget review. The Assigned Approver field in the Research Home Dashboard > Proposal workload assignments card may be used to indicate when another RA is covering the review.

OSP Budget and Business Section Review – basic principles:

- If there are no issues, changes, or corrections needed, OSP will 'approve'.
 - The record will continue routing
- If there is budget data or business section edit required for corrections:
 - The proposal will be returned for edit
- If the issue is with an attachment related to the business section:
 - At the discretion of OSP, the record can be returned, or the attachment can be replaced by department without a return
 - If there is a missing attachment, the record must be returned for edit so that the attachment can be added to the proposal

If the proposal is returned for edits (corrections, attachments, etc.), the record can be edited by anyone with aggregator permission, but only the 'initiator' (creator) will see the record on their Action List

- The proposal will drop off the Research Home Dashboard > Proposal workload assignments card, and will return to the Proposals not routing card.
- The status of a returned proposal is **Revisions Requested**

Communication about required or requested edits will be done via email.

After edits are completed, a department person with aggregator permission will re-submit for review. *Departments and/or colleges will determine their processes for who is responsible for re-submitting the proposal to routing.*

The department or college administrator will also need to send an email to the OSP RA when the KR PD record is re-submitted to routing.

Subsequent steps do not change:

After the OSP budget/business section approve action, the routing will continue to next steps in this order:

- Investigators (Key Personnel) and Proposal Pre-Approvers (*if applicable*)
- Department Head or Business Officer
- College RAD or Business Officer
- OSP final action (+ Create IP step)

Pre-Proposal Workflow

For a pre-proposal record with detailed budget that requires review, the KR PD record must be submitted to routing to trigger the OSP budget and business section action, but a pre-proposal record does not fully route.

- The Proposal Type must be 'Pre-Proposal'
- The 'include for submission' budget version name should include 'Pre-proposal'
- Attachments > Proposal section should include a placeholder for the pre-proposal as submitted
- Attachments > Notes section should include the deadline date information for both the pre-proposal and full proposal if invited.



- Data validation errors must be fixed; warnings should be addressed as applicable.

After the OSP budget/business section approval, a pre-proposal record will be held in routing at a new stop: OSP Pre-Proposal Hold for Invitation Decision

The record can be left in routing to await the decision about a full proposal submission, or it can be recalled and left in 'Revisions Requested' status until a decision.

If invited:

- The KR PD record must be recalled if this has not already been done.
 - Proposal Type must be changed to New
 - Deadline Date must be updated to the full proposal submission deadline
 - A budget version for the full proposal must be created (can be a copy of the pre-proposal budget, with a new name)
 - Questionnaire answers and Supplemental Information should be reviewed and updated as applicable for the full proposal submission.

If not invited:

- If still in routing at the 'Hold' level, record must be recalled or returned.
 - Restore the deadline to the date the pre-proposal was due
 - Add 'NOT INVITED' to the beginning of the title
 - Cancel the record