Required Sections and Attachments for Kuali Research Proposal Records

___ Field of Research field must be selected (under Basics menu option, Sponsor & Program Information page)

___ Key Personnel Conflict of Interest (COI) certifications must be completed

___ Questionnaire must be completed

___ Supplemental Information option must be completed:
   ___ Select Research Type from pull-down menu
   ___ Enter a short summary of this research project in the “Brief Synopsis” text box

___ Detailed Budget must be set as “Complete” and “for Submission” (the budget line will be shaded in light green if this has been set properly)

___ Attachments must be included for Business portion review by College and OSP:
   ___ Budget Justification
   ___ Statement of Work (if this is a Subaward)
   ___ Budget, justification and Statement of Work for Subrecipients to this project
   ___ F&A split calculation and signed SP12 form if there will be an F&A split
   ___ Signed Institutional Commitment Form (ICF) if there is Cost Share included