Division of Engineering Research
College of Engineering
MICHIGAN STATE UNIVERSITY

Engineering Research Seminar Series
Presents
Introduction to KC: A guided tour to maximize your research using KC
Brought to you by, DER.

This seminar will empower and educate faculty and staff to effectively navigate and utilize KC (Kuali Coeus). Join skilled KC experts who will demonstrate key KC skills including searching for data in KC, reviewing and approving proposals, answering COI questions, and understanding how system required questions trigger future proposal processing steps. Bring your KC questions and be prepared to enhance your research with KC.

Wednesday, October 10th from 12-1PM
Location: Engineering Building
Seminar Room
Room 3540
Lunch will be provided!

For more info please contact:
Monique Viau
viaumoni@egr.msu.edu
INTRODUCTION TO KC!

Division of Engineering Research
College of Engineering
Michigan State University
428 South Shaw Lane, Room 2527
East Lansing, MI 48824-1226
517-353-9492
proposals@egr.msu.edu
https://www.egr.msu.edu/der/
Proposal Process

• DER helps the College of Engineering submit quality proposals with the highest probability of being reviewed and awarded.
• The timeline and process allows ample time for faculty to focus on writing the technical portion and DER and OSP to focus on ensuring compliance with funding agencies solicitations.

Big Idea
• PI submits PPF
• PI works with collaborators and Department Chair

Proposal Drafted
• DER reviews solicitation
• DER coordinates with OSP
• DER drafts budget with PI
• PI drafts proposal documents

Proposal Finalized
• PI completes technical documents
• PI receives cost-share approvals
• OSP approves budget
• DER routes for approval

Proposal Approved
• PI approves
• Co-PI approves
• Department Chair approves
• College of Engineering approves

OSP
• Final compliance review
• Proposal submission
# Proposal Timeline

<table>
<thead>
<tr>
<th>Business Days Before Submission</th>
<th>Proposal Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong></td>
<td>Principle Investigator (PI) completes Proposal Processing Form (PPF) PI notifies the department chair of any special considerations, e.g., cost share, space</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Final budget, budget justification, and statement of work, electronic routing for approvals</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Submit all final non-technical documents to DER</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Finalize all proposal documents and complete routing Ready for submission to OSP</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>OSP considers the proposal late if all documents are not final and routing is not complete. OPS may not be able to provide compliance assurance.</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>OSP considers the proposal at-risk if all documents are not final and routing is not complete. <strong>At-risk proposals require approval from the Dean’s Office.</strong></td>
</tr>
</tbody>
</table>

**Special Note:** Other colleges may have stricter proposal deadline policies.
Introduction to KC focus areas

- General KC tour
- How DER integrates PPF into KC
- Keywords (and why?)
- How “system required questions” impact proposal
- Reviewing a proposal during routing
- Credit split accuracy
- Completing COI tools in KC

- How to search for your current or past proposal(s)
- Updating KC preferences
- Resources for further KC training
- Upcoming KC training hosted by DER
Kuali Coeus (KC)
Research Administration System

https://kc.researchadmin.msu.edu/
# How DER integrates PPF into KC

[https://www.egr.msu.edu/der/form/division-engineering-research-proposal-processing-form](https://www.egr.msu.edu/der/form/division-engineering-research-proposal-processing-form)

## DIVISION OF ENGINEERING RESEARCH PROPOSAL PROCESSING FORM

<table>
<thead>
<tr>
<th>HOME</th>
<th>View</th>
<th>Edit</th>
<th>Webform</th>
</tr>
</thead>
</table>

**Proposal**

- **Proposal Type**
  - Select

- **Lead Unit/Department**
  - Select

- **Activity Type**
  - Select

- **Project Title**

- **Sponsor Deadline Type**
  - Select
Kuali Coeus (KC)
Research Administration System

Keywords (and why?)

- Strengthens future proposal searches
- Helps searcher to find “like topic” proposals
- Highlight areas of strength in MSU research
Kuali Coeus (KC) Research Administration System

How “system required questions” impact proposal

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the project involve human subjects?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, would require actions related to MSU policies/procedures for IRB review, etc.</td>
<td></td>
</tr>
<tr>
<td>Does the project involve human blood/materials/ fluids?</td>
<td>☐ Yes ☑ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the project involve vertebrate animals?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, would require MSU Animal Assurance and compassionate euthanasia procedure, etc.</td>
<td></td>
</tr>
<tr>
<td>Does the project involve recombinant DNA?</td>
<td>☐ Yes ☑ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the project involve pathogenic/biohazardous?</td>
<td>☐ Yes ☑ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the project involve hazardous/regulated chemicals?</td>
<td>☐ Yes ☑ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the project involve radiotopes?</td>
<td>☐ Yes ☑ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the project involve stem cells or stem cell lines?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, could require assistance from MSU Technology, etc.</td>
<td></td>
</tr>
<tr>
<td>Intellectual property or copyright commitments been promised to the sponsor?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, could require a signed Non-Disclosure Agreement with assistance from MSU Technology, etc.</td>
<td></td>
</tr>
<tr>
<td>Proprietary or protected information included in the application?</td>
<td>☐ Yes ☑ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this a limited submission proposal?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, would require actions related to MSU policies/procedures for limited submission funding opportunities, etc.</td>
<td></td>
</tr>
<tr>
<td>Does the proposal include an F&amp;A rate that is less than what is allowed by the sponsor?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, may require special overhead rate approval prior to submission, etc.</td>
<td></td>
</tr>
<tr>
<td>Does the project require additional space on or off campus?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, could require IPF involvement and building quotes for the project, etc.</td>
<td></td>
</tr>
<tr>
<td>Will the project require major alterations or renovations?</td>
<td>☐ Yes ☑ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the project include International Activities (click the More Information link for the definition of international activity)?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, could require special keyword (countries), budget details, etc.</td>
<td></td>
</tr>
<tr>
<td>If awarded, would this project have any demands on central MSU information technology resources?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, could require MSU IT Dept. quote for server space, etc.</td>
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<tr>
<td>Do you anticipate that some or all of your project work will occur outside of the main MSU campus?</td>
<td>☐ Yes ☑ No</td>
<td>* If yes, could impact F&amp;A rate for the project if more than 50% of work is done off campus...</td>
<td></td>
</tr>
<tr>
<td>Does the project include community outreach and/or engagement activities? (click the More Information link for additional guidance)</td>
<td>☐ Yes ☑ No</td>
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<tr>
<td>Does the project involve food-related Activities? (click the More Information link for additional guidance)</td>
<td>☐ Yes ☑ No</td>
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<tr>
<td>Will minors (children under the age of 18) participate in this project? (click the More Information link for additional guidance)</td>
<td>☐ Yes ☑ No</td>
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Kuali Coeus (KC)
Research Administration System

Reviewing a proposal during routing

Your Action List in the Kuali Coeus System has a Proposal Development document that needs you to: APPROVE, DISAPPROVE or RETURN

Document ID: 18340983
Initiator: Hazel, Andrew
Type: Add/Modify ProposalDevelopmentDocument
Proposal Development Document - Proposal Number: 34776; PI: Robert Nelsen; Sponsor: National Science Foundation; Title: Robert's Best Idea EVER!!!!!

To APPROVE, DISAPPROVE or RETURN this Proposal:
Go to https://kc.researchadmin.msu.edu/kcpprd/proposalDevelopmentProposal.do?methodToCall=docHandler&docid=18340983&command=displayActionList

Or you may access the document from your Action List:
Go to https://rsc.esp.msu.edu/kr-prd/kew/Actionlist.do, and then click on the numeric Document ID: 18340983 in the first column of the List.

To check the approval status (route log) of this document:
Go to https://kc.researchadmin.msu.edu/kcpprd/kew/routeLog.do?documentId=18340983

For instructions on how to Approve, Disapprove, or Return a proposal:
Go to https://osp.msu.edu/KL/Portal/DocumentViewer.aspx?ga=aQ8kADAnWAwADMA

To change how these email notifications are sent (daily, weekly or none), update your preferences via your Action List within the Kuali Coeus System.
Go to https://rsc.esp.msu.edu/kr-prd/kew/Preferences.do

Note: it will be necessary to be logged in using Two Factor authentication to access your Action List. For instructions on how to log in using Two Factor, please:
https://secureit.msu.edu/two-factor/index.html

For additional help, contact your unit administrator or email the Service Desk at <mailto:Action Required@help@msu.edu>>

Action Item sent to nelson
Kuali Coeus (KC) Research Administration System

https://kc.researchadmin.msu.edu/
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Research Administration System

Reviewing a proposal during routing

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Research Administration System

Reviewing a proposal during routing

Open KC to navigate live tour
Kuali Coeus (KC) Research Administration System

Reviewing a proposal during routing

https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANwAwADMA
Kuali Coeus (KC)
Research Administration System

Credit split accuracy - why?

- PIs should claim their fair share of the credit
- Prevent having to re-route the proposal
- College Rankings
- F & A Return
- Promotion and Tenure
Option #1

Proposal Number: 34776
Title: Robert's Best Idea EVER!!!!
PI Name: Robert Nelsen

You are named as the Principal Investigator for the MSU project identified above. All Investigators for a project are required to make a disclosure of significant financial interests related to the project. As PI, you must ensure that all key personnel complete their disclosures.

Please go to your KC Researcher page, locate the Conflict of Interest panel, and click on "Complete Disclosure for Research Proposal" The project will be listed there. click "Report CoI" to complete and certify your Project Disclosure.

Note that awards cannot be activated if any investigator has not completed his/her conflict of interest disclosure. Also, Project Disclosures for proposals being submitted to PHS and NSF agencies must be completed by all Investigators prior to proposal submission.

For detailed instructions on completing the annual disclosure, go to http://ra-project.vprpa.msu.edu/financial-conflict-interest. For more information about Conflict of Interest, see http://coi.msu.edu.

If assistance is needed with Conflict of Interest questions, please contact FCIO@msu.edu or 517 884-7000. If technical assistance is needed, please contact kchelpdesk@msu.edu or 517-355-2000.
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https://kc.researchadmin.msu.edu/
Kuali Coeus (KC) - How to search for your current or past proposal(s)
Research Administration System

https://kc.researchadmin.msu.edu/
Kuali Coeus (KC)  How to search for your current or past proposal(s)

Research Administration System

Type Proposal Document (PD) number

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https://kc.researchadmin.msu.edu/
Kuali Coeus (KC) - How to search for your current or past proposal(s) in Research Administration System

- Will list all reference numbers related to the proposal including PD, IP, sponsor confirmation number, award numbers, etc.

https://kc.researchadmin.msu.edu/
Kuali Coeus (KC) Research Administration System

https://kc.researchadmin.msu.edu/
Kuali Coeus (KC) Research Administration System

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<tbody>
<tr>
<td>Receive Primary Delegate Emails</td>
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<tr>
<td>Receive Secondary Delegate Emails</td>
</tr>
<tr>
<td>Default Email Notification</td>
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<tr>
<td>Document Type Notifications</td>
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<td>Send Email Notifications For</td>
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<tr>
<td>None</td>
</tr>
<tr>
<td>Immediate</td>
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save reset cancel
Kuali Coeus (KC) Research Administration System

Resources for further KC training

https://www.cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANwA4ADcA
Upcoming KC training hosted by DER

**Engineering Research Seminar Series**

**Presents**

*Data & Reporting: Faculty Research Activity, Research Expenditures, & RFA Seminar*

**Brought to you by DER**

This seminar is designed for faculty to better understand readily available information on proposals and awards. We will dive into how faculty awards flow back to the departments through research expenditures and overhead credit. We also explain how this fees into faculty annual Form D reporting, the promotion and tenure process, and how it feeds MSU’s national research rankings.

**Wednesday, October 17th from 12-1PM**
Location: Engineering Building Seminar Room
Room 3540
Lunch will be provided!

For more info please contact:
Monique Viau
viaumoni@egr.msu.edu

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**Engineering Research Seminar Series**

**Presents**

*Using the Medusa Tab in KC*

**Brought to you by DER**

One of the challenges in KC is that there are a lot more numbers to keep track of. Previously, there was an App number for a proposal and an Account number for an award; in KC there is a Proposal Development #, Institutional Proposal #, Award #, Account #, and multiple Negotiation #’s. In Kuali Coeus, Medusa is the link to help you easily navigate to the PD, IP, Award, or any Negotiation documents related to the project.

**Wednesday, October 24th from 12-1PM**
Lunch will be provided!
Location: Engineering Building Seminar Room, Room 3540

For more info please contact: Monique Viau viaumoni@egr.msu.edu
Upcoming DER Seminars

- **9/19** DER is here to help!
- **10/01** Rich Cernock of Triveni Digital (Next Generation Broadcast Television)
- **10/10** Introduction to Kuali Coeus
  - **10/17** Faculty Research Activity, Research Expenditures, & RFA
  - **10/24** Using the Medusa Tab in KC
  - **10/31** Export Control
  - **11/08** Innovation Seminars on Energy Efficient Transportation Systems
- **11/16** NSF Broader Impacts

Upcoming with dates TBA:
- NSF Proposals
- Effort Reporting
- MTRAC
- Institute for Cyber Enabled Research
- Diversity Research Network
- MSU Ford Alliance
- Jervis B. Webb - Daifuku

Note: Presentation materials for completed presentations are available by visiting https://www.egr.msu.edu/der/training/seminar-schedule
Meet the Division of Engineering Research

Kelli
Jacque
Robert
Rebecca
Andy
David
Monique
Emily
Kate
Ziba
Jeremy
Junhoi
Division of Engineering Research (DER)

DER is located in the Engineering Building Room 2527

https://www.egr.msu.edu/der/  Proposals@egr.msu.edu

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• Jeremy Webb webbjer2@egr.msu.edu
• Dhwani Jain jaindhwa@egr.msu.edu

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Marcus Melton, Kuali Research Functional Team
meltonm2@msu.edu  (517) 884-3981
Questions?

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