Overview

The focus of this section is to offer an overview of Kuali Coeus software application—how it’s organized, its common conventions and how to navigate in the application.

Access

KC access is primarily determined by workgroups and document types. Depending on institutional requirements and implementation, different access rules can be constructed and associated with specific document types or groups of documents and with specific users or groups of users.

Workgroup

A Workgroup is a collection of users who share a similar responsibility and business function. When a document routes to a workgroup, all members of the workgroup can see that document in their action list. After any single member of the workgroup takes an action on that document, it is removed from the action lists of all other workgroup members.

Document Type

Document Type is used to distinguish between the different types of transactions that are possible. A document type generally allows users to perform a set of functions and contains business rules particular to those functions.

💡 While most document types in KC are available for anyone to initiate, there are some that are restricted to users who are members of particular workgroups. For information on specific restrictions available for particular document types, see the respective individual document type topics.

Workflow

Workflow is used to route a document by matching attributes of a transaction or document with existing rules that indicate where a transaction or document with those particular attributes should go. Most commonly, workflow is used to collect document approvals. The path of approval can be influenced by the type of action and the content of the document itself. In this way, workflow can restrict the access to portions of the system and/or portions of data for a particular user based on the underlying, configurable business rules.
**Restrictions to Access**

**Locking Considerations:** KC employs complex document locking rules to allow multiple users to edit the same document at the same time. New users, unaware of these rules, may inadvertently lose data.

**Browser Navigation Button Usage:** As a general rule, we strongly suggest that you never use your Web browser’s navigation tools (for example, the Back button) while using the KC system.

**System Timeout:** Timing out of your user session also has an effect on your application access.

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**Roles and Permissions Overview**

**Document Development**

KC is a role-based software application. A role is made up of one or more permissions. Permissions provide users with the ability to perform actions within a specific e-Doc, such as viewing or modifying. Permissions are bundled to allow a user to perform a specific business function. For example, the Aggregator role in Proposal Development has several permissions bundled within to allow individuals who have been assigned this role to modify proposal information, upload attachments, create and modify budget information, submit the proposal for approvals, etc. More information on roles pertaining to specific modules can be found later in this guide.

The word ‘role’ is used in multiple contexts in KC, and this section aims to clarify those for you.

There are four primary types of roles involved with usage of the KC system:

- **System:** relates to e-Doc routing status & actions (workflow)
- **User Interface:** relates to tabbed main menu screens (functional menus)
- **Document:** relates to e-Doc preparation & completion (permissions)
- **Proposal:** relates to the proposed personnel (research project)

**System Roles (Workflow)**

Roles determine which options are available to a KC user. Some roles are determined by the user’s relationship to a particular document. The role of Initiator is automatically assigned by the system to the user who creates a new e-Doc. Other roles give more permissions or options in addition to what normal KC users might possess. For example, a user could be an Approver for a specific e-Doc or have the additional role of Administrator, which gives the user options that a normal Approver would not have. It is possible, and sometimes common, for a user to have multiple roles. The primary roles are Initiator, Approver, Delegate, Reviewer, Administrator, and Superuser.

*Table 1 System Roles (Workflow) Definition & Permissions*
<table>
<thead>
<tr>
<th>System Role</th>
<th>Description</th>
<th>Permissions</th>
</tr>
</thead>
</table>
| Initiator   | ✓ Creates proposal documents | ✓ Create  
 ✓ View  
 ✓ Modify  
 ✓ Submit to routing  
 ✓ Delete |
| Approver    | ✓ Approves, disapproves or rejects proposal  
 ✓ Approves documents at any route level (including ad hoc routing) | ✓ Approvers can view all information and attachments contained within the e-Doc and can take action on the document such as approve, disapprove, reject or cancel |
| Delegate    | ✓ If so-assigned, a Delegate can approve documents at a particular level of routing in place of another user | ✓ Delegates can view all information and attachments contained within the e-Doc and can take action on the document such as approve, disapprove, reject or cancel |
| Reviewer    | ✓ Documents routed Ad-Hoc for acknowledgement or informational purposes | ✓ Reviewers can view all information and attachments contained within the e-Doc, but cannot take any actions on the document |
| Administrator | ✓ Blanket approval is a special workflow option that allows the user to force a document into approved status without waiting for the normal routing process to be completed (only used at central level) | ✓ Administrators can view all information and attachments contained within the e-Doc and can take action on the document such as approve, disapprove, reject or cancel |
| Superuser   | ✓ Fully approve any document in “ENROUTE” status  
 ✓ Approve or Disapprove any document at its current route level  
 ✓ Cancel any document that has not been fully approved | ✓ Full access—can view or modify documents  
 ✓ Only granted to a few individuals in the central office |

Roles and permissions can be viewed, added, edited and deleted in the Permissions tab of a Proposal Development e-Doc, along with a number of other e-Docs in KC.
User Interface Roles (Functional Menus)

![KC User Screen Menus](image)

User Interface Roles, unlike System Roles or Document Roles, are identified on the main menu as tabs. They include Researcher, Unit, Central Admin, Maintenance and System Admin. Your role in research administration work determines the menu tab you are likely to use most often, if not exclusively. Functionality commonly used by a Researcher, for example, appears on the Researcher screen when the Researcher tab is selected, and so on. This feature allows users of KC to quickly access the information they need based on their role in using the system, and eliminates functionality they are not concerned with. While not perfectly tailored to everyone’s needs, particularly when you consider individuals who wear many different hats within smaller organizations, the efficiency, convenience, and simplicity are all improved by providing a screen that has only what a particular user needs, and nothing more.

Table 2 - User Interface Menu Role Definition

<table>
<thead>
<tr>
<th>Main Menu Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researcher</td>
<td>This screen is designed for the individuals who submit proposals and receive awards to conduct research. It allows them to view all information related to the proposal at any time, view award information associated with proposals at any time, create and view conflict of interest disclosures, review financial entities, and look up opportunities on Grants.gov. Finally, as with all tabbed main menu screens, there is the ability to customize workflow preferences.</td>
</tr>
<tr>
<td>Unit</td>
<td>This screen is designed for the individuals who work in research administration at the unit level. Unit users of KC might create and coordinate the completion of proposals; work on</td>
</tr>
</tbody>
</table>
ensuring proposals are compliant with various regulations and laws prior to being submitted; and conduct post-award work such as award tracking and reporting. Unit users have additional search and routing capabilities that the Researchers do not have.

<table>
<thead>
<tr>
<th>Main Menu Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Admin</td>
<td>This screen is designed for the individuals who work in the institution’s Central Administration office (also known as Contract &amp; Grant Administration, Office of Sponsored Projects, and Business Connect). It offers functions grouped and organized in a very similar manner as the Unit screen, but includes additional functionality, such as the ability to create Negotiation documents.</td>
</tr>
<tr>
<td>Maintenance</td>
<td>This screen is designed for the individuals who need to maintain information that is referenced by maintenance documents within the KC system. Maintenance documents are e-Docs that provide a user interface for a database of stored information that is sometimes shared by more than one transactional e-Doc, and are grouped together on the Maintenance screen accordingly. Similarly, functions related to specific modules are also grouped together. In this way, when a code changes for example, a functional user can update it in the system without the need for a technical software expert.</td>
</tr>
<tr>
<td>System Admin</td>
<td>This screen is designed for administrators of the KC system, grouping functions those user types need to use frequently to be sure the software is functioning properly. It is for users who have more technical software expertise and work to continually update the behind-the-scenes functions to keep the system running smoothly and according to necessary functional changes. For example, when business rules change, the configuration of the system must also be changed to support them, which might include updates to system parameters, batch schedules, messaging or workflow services.</td>
</tr>
</tbody>
</table>

**Document-Specific Roles**

Document roles are user roles for particular document types. Documents roles allow different types of access for different types of users for a particular document type. The varied access for varied users assists in facilitating collaboration on the completion of an e-Doc by multiple users, each of whom take responsibility for portions of a document based on their area of expertise.

**User Roles for Document Development**

Document-specific roles and associated permissions exist for each e-Doc within KC. The document-specific roles are related to the roles of those users involved in completing the preparation of the document, and submitting the document for review and approval. Only after documents are prepared and approved are they then submitted elsewhere – to an external system (for example, Grants.gov) or to another group of users. When performing a document search for a specific document type the user role limits the search in KC, a user will be given the option to select the roles to constrain the search. The user roles ensure that only specific appropriately logged in users can view or change all or parts of an electronic document.

**Table 3: Role Descriptions > Proposal Development Document Example**

<table>
<thead>
<tr>
<th>Prop. Dev. Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregator</td>
<td>The Aggregator is an assigned role in KC that allows the user to make changes to any part of the</td>
</tr>
<tr>
<td>Prop. Dev. Role</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Proposal</strong></td>
<td>This is the person in the department or college who puts the parts of the proposal together and submits the Proposal Development document to the Office of Sponsored Programs (OSP) or Business Connect (BC). The person who initiates a Proposal Development document is automatically assigned the Aggregator role. Additionally, the Aggregator assigns roles to other users who will be entering or viewing the proposal.</td>
</tr>
<tr>
<td><strong>Budget Creator</strong></td>
<td>Creates the Budget Document that is associated with the Proposal Development document. Typically, this is a college or department administrator, but in rare cases may be the Principal Investigator.</td>
</tr>
<tr>
<td><strong>Narrative Writer</strong></td>
<td>The Narrative Writer role allows the user to edit any part of the Proposal Development document except the Budget Document.</td>
</tr>
<tr>
<td><strong>Viewer</strong></td>
<td>Can view the Proposal Development document and attachments but cannot edit content.</td>
</tr>
<tr>
<td><strong>Approver</strong></td>
<td>Approves the Proposal Development document. Typically individuals with this role are at the Dean, Department Chair, Research Office or Business Manager levels.</td>
</tr>
</tbody>
</table>

**Proposal Roles (Research Project)**

Proposal Roles are research personnel or key contributor roles that can assigned in the Proposal Development document. These roles serve the purpose of identifying individuals that will be involved in conducting the research and ensuring the award conditions are met.

There are three such roles. They are:

![Proposal Personnel Role Selection](image)

*Figure 2: Proposal Personnel Role Selection*

*Table 4: Research Project Proposal Role Definition*

<table>
<thead>
<tr>
<th>Research Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>The Principal Investigator/Project Director/Program Director (PI/PD) is the individual who will be responsible for the scientific or technical direction of the project, including programmatic work, compliance with government, sponsor and university policies and regulations, fiscal stewardship of sponsored funds, and all administrative requirements of the project.</td>
</tr>
<tr>
<td>Co-Investigator</td>
<td>Investigators who share responsibility for the scientific or technical direction of the sponsored project.</td>
</tr>
<tr>
<td>Key Person</td>
<td>A named contributor who is integral to the proposed sponsored project, or who makes a significant contribution to the scientific development or execution of the project.</td>
</tr>
</tbody>
</table>
Logging In and Out

Starting KC
Since KC is a Web-based system, it is accessed via a Web browser.

💡 You may want to bookmark this in your browser, or add it as a shortcut to your desktop if it is not integrated into another existing Web application portal.

- Enter the URL for KC, [exact URL to come] into your browser’s Address box (a.k.a Location Bar) and click Go (or press your keyboard’s Enter key). The Login screen appears.

Two Factor Login
The URL will bring you to the login page where you will be prompted to enter your NetID and Password. KC performs user authentication and authorization to restrict access to business transactions, according to the prevailing practices at MSU.

Enter your Username and Password and click Login.
- You will be taken to the second part of the Login process that confirms your identity.

- Select your Credential Name and ID and click Continue.
- Enter your security code on the next screen and click Validate.
User Interface Orientation

To help you navigate and use KC’s user interface successfully, the following subtopics outline the various menus and functions that are common throughout the system. Subtopics demonstrate how the system is organized so that you will become familiar with where you will find certain types of information and pieces of functionality.

Screen Layout & Navigation

Most KC screens have design constants such as a header, body, and footer. The header displays the KC logo on the left, menu tabs in the center, and a feedback e-mail link on the top right.

A horizontal toolbar separates the header from the body with workflow action buttons on the left and a display of your user name.
The header and footer remain static, the body area is dynamic—depending on which piece of functionality of the main menu has been selected. The following topics briefly describe the purpose and function of each of the major screen elements in KC.

**Menu Access**

Horizontally laid out across the top of any KC screen are tabs that have the look of file folder tabs. The KC user interface is organized at the highest level by five menu tabs at the top center of the screen: Researcher, Unit, Central Admin, Maintenance and System Admin.

![KC Menu Tabs](image)

**Channels**

The main menu contains channels. Channels are boxes of similar functions and links to other pages within the application. Channel information is dependent upon which menu tab is selected.

![KC Group Box Example](image)

**Channel Icons**

Lists of e-Docs displayed in Channels contain icons for creating new and searching for existing documents.
**Channel Links**

Some Channels display bulleted lists of underlined text that function as links to other areas of KC (usually to either e-Docs or lookup screens). Clicking an underlined link causes a new screen to appear with the requested functionality.
**Group Sections**

Black, bold headings within each channel further divide and categorize functionally-related features.

<table>
<thead>
<tr>
<th>Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Create Proposal</em></td>
</tr>
<tr>
<td><em>Proposals Enroute</em></td>
</tr>
<tr>
<td><em>All My Proposals</em></td>
</tr>
<tr>
<td><em>Create Proposal For Grants.gov Opportunity</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Search Proposals</em></td>
</tr>
<tr>
<td><em>Search Proposal Log</em></td>
</tr>
<tr>
<td><em>Search Institutional Proposals</em></td>
</tr>
</tbody>
</table>

*Figure 7 Menu Section Examples*

**Browser Navigation Warning**

Whether attempting to navigate from screen to screen, menu to menu, or page to page, it is **strongly** recommended that you never use your Web browser’s navigation tools (for example, the Back, Forward, and Refresh buttons) after logging into KC. KC is designed for compatibility with most popular browsers, but is not designed to use their functionality for anything other than viewing the display of the user interface.

*Figure 8 Just Say No To Using Browser Buttons*

⚠ Clicking one of your Web browser’s navigation buttons (for example, the [←Back] button to go to a previous screen or page) while using KC could possibly result in:

- Loss of entry/selection work
- System-generated error messages
- Automatic refresh
- Disabled functionality
- A need to delete a document lock
- Loss of a document lock

💡 If you click Back by accident, it might not have a negative impact at all. It is, however, recommended that you log out completely, close your Web browser, and open a new browser window and login again. Simply reloading the page with a KC action button or browser refresh button may not be reliable mechanism for mitigating the above mentioned negative outcomes.
Default Start Menu

After successful authentication and login, the screen that is actively displayed by default is a menu tab with white text against a green background. This screen is also referred to as the “main menu”, “dashboard” or “portal”.

The initial screen default may be different depending on your implementation and role. For example, if you primarily work with maintenance documents and/or system administration, your Administrator system role might dictate that the Administration menu is displayed by default after successful login instead of Main.

Application Basics

What’s an e-Doc?

Short for “electronic document,” an e-Doc is a collection of data elements that are needed to carry out a transaction or a closely related set of transactions. Just like a paper form, an e-Doc can have attachments added to it and may be submitted for review and approval.

There are three types of e-Docs in KC. The following table gives a description for each type of e-Doc.

<table>
<thead>
<tr>
<th>e-Doc Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard e-Doc</td>
<td>Standard e-Docs are sometimes referred to as transactional documents which are designed to allow the user to complete a business function such as create and submit a proposal, create a record of negotiations, create an Award, just to name a few. Transactional e-Docs, such as Proposal Development e-Doc and Institutional Proposal e-Doc, are used to perform actions both within the KC system (routing) and outside the system (submissions).</td>
</tr>
<tr>
<td></td>
<td>✔ Internally, e-Docs travel through various states of workflow as they are reviewed and approved. The information they contain can be included on reports that are generated for internal purposes or for sponsor reports.</td>
</tr>
<tr>
<td></td>
<td>✔ Standard e-Docs are accessed on the Researcher, Unit, and Central Admin tabs.</td>
</tr>
<tr>
<td></td>
<td>✔ Externally, the documents connect to or integrate with other systems to send proposal and award-related information</td>
</tr>
<tr>
<td>Maintenance e-Doc</td>
<td>Maintenance e-Docs allow Central Administration to easily maintain the application by providing an easy way to update code tables. Code tables are used to populate information utilized within transactional documents such as drop down menus, rate classes or sponsor tables. Values can be updated in a real-time fashion without requiring intervention by a</td>
</tr>
<tr>
<td><strong>e-Doc Type</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| developer.          | - Example: a user creating a proposal performs a search for a sponsor—that sponsor is most likely stored in the KC Sponsor table. However, if the sponsor is new and has not previously been entered into the table, individuals supporting the application can enter the new sponsor information via a maintenance document and, upon completion of the Maintenance e-Doc, the new sponsor will be available for end users to select.  
  - Maintenance e-Docs are accessed on the Maintenance tab. |
| System Administration e-Doc | Administration documents allow institutions to easily maintain the application by providing a way to update administrative functions such as parameters. Parameters are used to set values, turn on/off functionality, or relate values that apply to the application as a whole. Like maintenance documents, values can be updated in a real-time fashion by a developer.  
  - System Administration e-Docs are accessed on the System Admin tab. |

**e-Doc Basics**

*Fundamentals*

There is a set of elements—*Required Fields for Saving a Document*—that are needed to provide the information necessary to establish an e-Doc in the Proposal Development area of KC. However, a more extensive amount of data is required to submit an e-Doc for approval. For example, to establish a Proposal e-Doc one must provide:

- Proposal Type
- Lead Unit
- Activity Type
- Project Title
- Sponsor Code
- Project Start Date
- Project End Date

To submit the Proposal Development e-Doc additional information must be included, such as narratives, principal investigator, and a budget.

Some of these data elements allow for free form entry, such as Title, but most are based on drop down choices or searches.
Each tab in KC includes one or more panels.

The panels that appear in an e-Doc will vary, based on the type of e-Doc and the tab selected. The following screen capture shows the different panels in a Proposal Development e-Doc and in an Institutional Proposal e-Doc.

There are some panels that appear in multiple e-Docs. They are:

- **Document Overview** (Institutional Proposal, Award, Subaward, COI Disclosure)
- **Notes and Attachments** (All standard e-Docs with exceptions in Proposal Development)
- **Ad hoc Recipients** (Proposal Development, Institutional Proposal, Award)
- **Route Log** (Proposal Development, Institutional Proposal, Award)

**Show / Hide**

When initially opening a document screen, the content of most panels on that screen will be “hidden” on the panel.

Panels can be hidden or expanded simply by toggling the **show** and **hide** buttons, allowing users to open and close individual sections for display and data entry.
Expand All / Collapse All

To open all panels within a tab, click **expand all** in the upper right of the screen.

To close all panels, click **collapse all** in the upper right of the screen.
**Required Fields**

Required fields must be completed in order to save an e-Doc (once activated). Required fields are denoted with an asterisk * appearing to the left of the field label text. There are some asterisk fields that inactivate because they are dependent upon other information populated in the e-Doc. For example, in the *Special Review* tab of a Proposal Development e-Doc, *Type* and *Approval Status* are required only if the user lists a special review item.

Some fields are “conditionally required.” When certain fields are filled in, the system needs further details. Therefore, additional fields will be marked as required.

🔗 Required fields are subject to change and dependent upon sponsor requirements or internal policies.
**Drilldown Links & Icons**

KC uses hyperlinks and icons for both navigation and information display.

Many hyperlinks and icons allow users to obtain additional information about a document.

---

**Pop-up Text Tips**

Many buttons, icons, and links in KC have pop-up tips that appear when the mouse cursor hovers above them.

While these display the same text as the related label or common name, some may have different functions. For example, the lookup icon for adding keywords on a Proposal Document displays “Multiple Value Search on” instead of “search” as it does most commonly elsewhere.
**Copying a Document**

Copying a document in KC is an action that allows a user to initiate a new document based on an existing document. Users can take advantage of work already completed and reuse it for another document that will be similar.

Not all e-Docs, such as Institutional Proposals, allow the copy function.

**To copy a Proposal Development e-Doc from the search retrieval screen:**

1. Retrieve the e-Doc to be copied using one of KC’s search functions.

2. From the resulting list, click on the *copy* link.

   • KC will open the document and automatically navigate to the *Proposal Actions* tab, with the *Copy to New Document* panel showing.

3. Using the check boxes and drop down menus located in the *Copy to New Document* panel, users can select which parts of the Proposal Development e-Doc to include in the copy.

   • If a document contains any investigator certification questions, they cannot be copied
   • Note that certain information will need to be completed in order to process the copied proposal

4. Click on the *copy proposal* button near the bottom of the panel.
To copy an open Proposal Development e-Doc

Navigate to the Proposal Actions tab of a Proposal Development e-Doc and the Copy to New Document panel. Repeat steps 3 and 4 above.

5. Lastly, click at the bottom of the screen to save the new document.

![Save button on screen with notes]

- Here is the new, system-generated document ID number.
- It even shows the document ID from which the document was copied.
- After you click the save button it will be verified on screen.
Common Features

There are many common features that are found across all KC modules that help users to navigate across the modules with ease. This section describes common e-Doc procedures.

Action List

The action list provides the user with a “to do” list. These list of documents are waiting for some kind of action, decision, or review. Actions could include Complete, FYI, Acknowledge, and Approve.

The most frequently requested actions are:

- **Complete**: Open, change, and save an incomplete portion of a document. The document will remain in your action list until it is submitted or deleted.

- **Approve**: Review and verify the content is acceptable. Approved documents continue routing to additional approvers listed (if applicable).

- **Acknowledge**: Individuals on the routing list often view and acknowledge an e-Doc, there is no need for an approval. Additional approvals can be gathered, however, users must open and press the acknowledge button for the document to reach Final status. The “Process” status is for documents that are fully approved but have outstanding “acknowledge” request(s). Individuals that have approved a document, which is later disapproved by a subsequent reviewer, will receive a request in their action list to acknowledge the document was disapproved.

- **FYI**: Is a courtesy notification allowing someone to view the document. Even if a document has outstanding FYI requests, it will reach the Final status once all approvals have been granted.
When you receive requests for KC actions through your Action List, summary information about the documents in your Action List is provided. The summary information includes information such as document type, title, route status, the type of action requested, who initiated the document, when it was created and whether or not you’ve received this request because you are a Delegate or a member of a workgroup.

**Common Action List Functions**

1. Click ![action list icon]. The system retrieves all of the documents that have been initiated and saved, and any documents that are routed for approval, acknowledgement, completed, or FYI.
2. Click a Document ID link to open that document.

**Figure 11 Action List Screen Layout Example**

- Click the ![show button] in the left column to display summary information about the document.
- For Proposal Development documents, select ![open proposal] next to the proposal e-Doc and take action.
3. Click one of the action buttons to complete your work.
• Which buttons appear in the bottom of the document will vary, depending on your role and the requested action.

**Action List Filter**

Setting a filter allows you to display a subset of the Action List. Click the *filter* button to go to the Action List Filter *Parameters* tab.

![Action List Filter](image)

*Figure 12* Click Action List Filter button to go to the Action Filter dialog box.

The *Parameters* tab allows the user to exclude various types of documents and actions from showing up in the *Action List*. Some of these exclusions include:

• By date

• By action

• By document type

• By route status
**Table 5 Action List Filter Definition**

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>Enter a partial or full character string that you are looking for in the document description. For example, when you enter 'Test' in the Document Title field, the Action List displays all documents that contain 'Test' in the document description. This field is case sensitive.</td>
</tr>
<tr>
<td>Document Route Status</td>
<td>Select a route status in the Document Route Status list. The list contains the choices All, Disapproved, Enroute, Exception, Processed and Saved. Select the Exclude? Check box to exclude documents with the selected status from the list.</td>
</tr>
<tr>
<td>Action Requested</td>
<td>Select an action in the Actions Requested list. The list contains Acknowledge, Approve, Complete, and FYI. Select the Exclude? Check box to exclude documents with the selected action from the list.</td>
</tr>
<tr>
<td>Action Requested Workgroup</td>
<td>Enter the name of the Workgroup that is requested to take an action.</td>
</tr>
<tr>
<td>Document Type</td>
<td>Select a document type from the Document Type list.</td>
</tr>
<tr>
<td>Date Created</td>
<td>Enter a date range or select dates from the calendar by clicking the Exclude? Check box to exclude documents that were created during this given time range. The acceptable format is mm/dd/yyyy.</td>
</tr>
<tr>
<td>Date Last Assigned</td>
<td>Enter a date range or select dates from the calendar by clicking the Exclude? Check box to exclude documents that entered your action list during this given time range. The acceptable format is mm/dd/yyyy.</td>
</tr>
</tbody>
</table>

**Figure 13** You may limit the e-Docs displayed in your Action List by setting a filter.

- To refresh or reset the Action List filter, select “clear” or “reset.” To exclude items from the filter list, select “exclude.” To clear filtered items select “clear filter”.

**Action List Preferences**
The Action List Preferences button launches a Workflow Preferences screen that allows the user to configure their action list in many ways. Some of these include:

- Which fields are displayed in the list
- The size and refresh rate of the page
- Route Status color-coding
- Email parameter preferences

![Figure 14 Filter List Preferences](image)
Doc Search

The button takes the user to the Document Search screen, which provides fields to query KC for an e-Doc. This is a broad search; document-specific searches can be accessed by using the search functions under the Proposals, Awards, and Conflict of Interest channels on the Researcher tab.

Figure 15 Doc Search Button Location

The initial display of the Document Search screen allows data entry for basic searching.

Figure 16 Document Lookup Screen (doc search) Layout

To conduct a more detailed search, use the search buttons in the upper right corner of the screen, which allow switching between search functionalities.
The detailed search screen provides more options for search criteria as shown here.

*Figure 17 Detailed Search*
Lookup Screens

All searches done within an e-Doc utilize a lookup screen similar to the example below. Screen titles are dynamic and will update depending upon the search.

The screen to the below is a Development Proposal Lookup screen, and it has a very broad set of search criteria. For example, users can:

- Type a name in the Sponsor Name field and click the search button
- The system will return all Proposal Development e-Docs related to that sponsor

Once the value is returned and the user clicks the search button, if the sponsor name is an entity like the National Science Foundation (NSF), all NSF proposals in KC will appear.
It can be helpful to narrow the search by selecting additional search criteria.

By filling out other fields on the Lookup screen, such as Project Title or Lead Unit, the search can be narrowed.

Using Wildcards in a Search

KC has wildcard searches available to assist when parameters are not clear or when the user has only partial information. A wildcard is a character that can be used as a substitute for a class of characters in a search, thereby greatly increasing the flexibility and efficiency.

KC uses the asterisk, percentage sign and exclamation point as wildcards: * % !

Asterisk or Percentage Sign Wildcard Examples

- Enter the number 225 in a search field, the system will return only the number 225, and only if it’s found
- Enter 225*, the system will return all numbers that start with 225 (2250979, 22532, etc.)
- Enter %225% and the user will get any number that has 225 anywhere in its number sequence
Exclamation Point Wildcard Example

This wildcard excludes any word or number that immediately follows it.

- !test will not return any results with the word “test” in the title

Available Operators

Table 6 Available Wildcards For Lookups

<table>
<thead>
<tr>
<th>Operator</th>
<th>Name</th>
<th>Compatible Data Types</th>
<th>Precedence</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Or</td>
<td>All</td>
<td>Always</td>
<td></td>
</tr>
<tr>
<td>&amp;&amp;</td>
<td>And</td>
<td>All</td>
<td>Always</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>Not Equal to</td>
<td>String</td>
<td>1</td>
<td>If used repeatedly, e.g. !1031490!1031491, an &amp;&amp; is assumed, leading to !1031490&amp;&amp;!1031491</td>
</tr>
<tr>
<td>?, *</td>
<td>Like</td>
<td>String</td>
<td>7</td>
<td>? will match any one character and * will match any number of characters. These will still be used if ! has been used, but not if any of the range criteria below have been used.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater Than</td>
<td>String, Number, Date</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>&lt;</td>
<td>Less Than</td>
<td>String, Number, Date</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>&gt;=</td>
<td>Greater Than or Equal to</td>
<td>String, Number, Date</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>&lt;=</td>
<td>Less Than or Equal to</td>
<td>String, Number, Date</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>..</td>
<td>Greater Than or Equal to and Less Than or Equal to</td>
<td>String, Number, Date</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Account Number Examples

Table 7 Account Number (String) Wildcard Usage Examples

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;=1031490</td>
<td>Accounts with an account number greater than or equal to 1031490</td>
</tr>
<tr>
<td>&gt;1031490&amp;&amp;&lt;1111500</td>
<td>Accounts with an account number greater than 1031490 and less than 1111500</td>
</tr>
<tr>
<td>&gt;=1031490&amp;&amp;&lt;=1111500</td>
<td>Accounts with an account number greater or equal to 1031490 and less than or equal to 1111500</td>
</tr>
<tr>
<td>1031490..1111500</td>
<td>Accounts with an account number greater than or equal to 1031490 and less than or equal to 1111500</td>
</tr>
<tr>
<td>103*</td>
<td>Accounts with an account number starting with 103</td>
</tr>
<tr>
<td>Wildcard</td>
<td>Action</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>103?490</td>
<td>Accounts with an account number 1031490, 1032490, 1033490... The ? will match any one character with 103 before it and 490 after it</td>
</tr>
<tr>
<td>1031490..1111500&amp;&amp;1123400</td>
<td>Accounts with an account number greater than or equal to 1031490 and less than or equal to 1111500 and accounts with account number like 1123400</td>
</tr>
<tr>
<td>103149*</td>
<td>105167*</td>
</tr>
<tr>
<td>103149</td>
<td>105167</td>
</tr>
<tr>
<td><em>1111</em></td>
<td>Accounts with an account number with 1111 somewhere in it</td>
</tr>
<tr>
<td>!1031490&amp;&amp;!1031491</td>
<td>Accounts except those with account numbers 1031490 and 1031491</td>
</tr>
<tr>
<td>!1031490!1031491</td>
<td>Accounts except those with account numbers 1031490 and 1031491</td>
</tr>
</tbody>
</table>

**Proposal Number Examples**

*Table 8 Proposal Number (Number) Wildcard Usage Examples*

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;1031490&amp;&amp;&lt;1111500</td>
<td>Proposals with a proposal number between 1031490 and 111500</td>
</tr>
<tr>
<td>103*</td>
<td>Will not parse as a number, so it will not be included in criteria</td>
</tr>
</tbody>
</table>

**Create Date Examples**

*Table 9 Create Date (Date) Wildcard Usage Examples*

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/07/1976..10/07/1983</td>
<td>Accounts with a create date greater than or equal to 10/07/1976 and less than or equal to 10/07/1983</td>
</tr>
<tr>
<td>10*</td>
<td>Will not parse as a date, so will not be included in criteria</td>
</tr>
</tbody>
</table>
Common Line Item Operations

Adding Line Items

1. Enter text in the Add row’s blank fields (some may be marked required).
2. Click the add button, typically appearing under the Actions column on the right of Add.
3. Additional buttons may appear after a line has been added; such as delete to remove the line item or edit to make modifications to a line item.
Route Log

The Route Log contains document status and routing information that can be accessed by clicking the Route Log Icon from the Action List, or from the Route Log panel that is common to all e-Docs. This panel can be found on the Actions panel (for example, in the Proposal Development document, this tab appears on the Proposal Actions page).

![Figure 18 Route Log Tab](image-url)
Common Channels

Quicklinks Channel

The Quicklinks channel appears on the Researcher, Unit, and Central Admin menus. The purpose of the Quicklinks Channel is to offer quick access for commonly-performed actions for each user type. The channel can include links to specialized Lookup screens for existing e-Doc records from the database tables, external system lookups (Grants.gov opportunities) and the ability to view documents that have been locked for editing, etc.

The Researcher menu contains fewer links, while the links on the Unit and Central Admin menus are more numerous.
**Pessimistic Lock Lookup**

The *Pessimistic Lock* feature in KC prevents two people from working on a document simultaneously. If one person is editing some aspect of a proposal, award, or other e-Doc the system does not allow anyone else to access that same document in edit-mode. The second person receives a message stating that the e-Doc is in use and locked.

![Image](image.png)

A Proposal Development document allows three different individuals to simultaneously build the proposal as long as each is working in a different functional area; entering proposal data, uploading attachments and building the budget.

The *Pessimistic Lock Lookup* screen permits administrators to search for current document locks and view information about them:

- Principal owner of the lock
- Document type & number
- Time the lock was generated

**NOTE:** Users can delete their own locks on documents, but only System Administrators have the ability to delete locks belonging to other individuals. Deleting a lock makes it possible for another user with permission to access the document in edit mode.

**NOTE:** The lock owner needs to be notified in advance of a lock deletion. Removing would allow another user access to the document, which could result in loss of work by the original lock owner.

**Access**

The *Pessimistic Lock Lookup* screen is accessible via the following *Pessimistic Lock* link locations:

- Researcher menu > Quicklinks group
- Unit menu > Quicklinks group
- Central Admin menu > Quicklinks group
- System Admin menu > Configuration group
Removing a Document Lock

NOTE: Only central administrators can perform this task.

1. From the Pessimistic Lock Lookup link, locate the document to be unlocked.

2. Click delete in the Actions column for the document. The user is returned to the Main Menu.

If the Document Lock is searched for again, the deleted document lock no longer appears in the Pessimistic Lock Lookup table.

Workflow Channel

Preferences Link

The Preferences link in the Workflow channel brings up the Workflow Preferences screen, and lets you customize the appearance and functionality of your action list, such as:

- Page refresh rate
- Page size
- Email notifications
- Delegate filters
- Specify which fields are displayed
- Specify colors associated with documents in each route status

There are two ways to access the Workflow Preferences screen:

1. From the Action List
2. From the link in the Workflow channel
The *Workflow Preferences* screen has four sections that group related preference options:

- General
- Fields Displayed In Action List
- Document Route Status Colors for Action List Entries
- Email Notification Preferences

**General Section**

The *General* section of the *Workflow Preferences* page allows you to:

- Select the screen refresh rate
- Select how many Action Requests appear per page
- Limit list of documents displayed in Action List by setting filters for Delegates

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Refresh Rate</td>
<td>Enter a number in whole minutes. A setting of ‘0’ does not allow for an automatic refresh rate to occur.</td>
</tr>
<tr>
<td>Action List Page Size</td>
<td>Enter a number of rows to display per page in the Action List.</td>
</tr>
<tr>
<td>Delegator Filter</td>
<td>Select one of the following options from the list as desired:</td>
</tr>
<tr>
<td></td>
<td>✓ Secondary Delegators on Action List Page</td>
</tr>
<tr>
<td></td>
<td>✓ Secondary Delegators only on Filter Page</td>
</tr>
<tr>
<td></td>
<td>Use the drop-down menu by clicking the down arrow to display the list, then click on an item in the list to highlight and select it.</td>
</tr>
<tr>
<td>Primary Delegate Filter</td>
<td>Select one of the following options from the list as desired:</td>
</tr>
<tr>
<td></td>
<td>✓ Primary Delegators on Action List Page</td>
</tr>
<tr>
<td></td>
<td>✓ Primary Delegators only on Filter Page</td>
</tr>
<tr>
<td></td>
<td>Use the drop-down menu by clicking the down arrow to display the list, then click on an item in the list to highlight and select it.</td>
</tr>
</tbody>
</table>

**Fields Displayed in Action List**

The *Fields Displayed in Action list* section of the Workflow Preferences screen allows users to add or delete columns displayed on the Action List screen.

Only those fields with a check mark will be displayed in the user’s *Action List*. 
All but *Current Route Node(s)* and *Date Approved* are selected by default.
**Document Route Status Colors for Action List Entries**

The Document Route Status Colors for Action List Entries section of the Workflow Preferences screen allows users to assign a color to Action Requests based on the Route Status.

![Image of color selection table]

*White is selected by default*

*Put a dot in the radio button to choose a different color*

**Email Notification Preferences**

This field allows users to specify email preferences.

![Image of notification preference table]

Click **save** when finished.
Workflow Action Buttons

When you open a document, you see different workflow action buttons at the bottom of the document depending on your relationship to the document and the document’s current workflow status. Some transactional documents contain a separate page dedicated to actions. These transactional documents display unique workflow-specific action buttons at the bottom of that page. The buttons vary depending on your KC role and the type of document action request you received.

The following table gives a brief explanation of several action buttons.

**Table 10 KC E-Doc Action Command Button Examples**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>close</strong></td>
<td>Click to exit the document. The system displays a message asking if you want to save the document before closing.</td>
</tr>
<tr>
<td><strong>cancel</strong></td>
<td>When selected on a search screen, cancel will take you back to the original tab you started from. Selecting cancel from within any active proposal or account screen will cancel (or lock) the document and the user will not be able to modify in any way. The document can no longer be routed for approval. The document may be copied, however, to a new document allowing for further action.</td>
</tr>
<tr>
<td><strong>clear</strong></td>
<td>Deletes any unsaved text entries in an e-Doc.</td>
</tr>
<tr>
<td><strong>save</strong></td>
<td>Saves any changes made to a document.</td>
</tr>
<tr>
<td><strong>reload</strong></td>
<td>Refreshes the screen and displays the most recently saved information.</td>
</tr>
<tr>
<td></td>
<td>Changes which are made but not saved prior to reloading a page are not maintained.</td>
</tr>
<tr>
<td><strong>reject</strong></td>
<td>Returns the document to the Document Initiator when the reviewer has identified changes that are required for approval. The reviewer must include an explanation of the rejection in the associated comments box so the initiator understands what changes are requested/required. The initiator of the document will receive an action list item with a route status of “Approve”.</td>
</tr>
<tr>
<td><strong>FYI</strong></td>
<td>An abbreviation of the phrase, “For Your Information.” Signifies that the user has responded to the FYI action request. Only available to users to whom a document has been routed for FYI.</td>
</tr>
<tr>
<td><strong>Approve</strong></td>
<td>Indicates the reviewer approves the contents of the proposal and is in favor of its submission to the sponsor for funding.</td>
</tr>
<tr>
<td><strong>blanket approve</strong></td>
<td>Bypasses all subsequent levels of approval and immediately moves a document to final status. This action may only be taken by Central Administration. Anyone who would normally have received the document for approval receives an Acknowledgement request instead.</td>
</tr>
<tr>
<td><strong>submit</strong></td>
<td>Moves the document to the next level of approval during internal routing. Once a</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Submit to Sponsor</strong></td>
<td>Electronically transmits the finished Proposal Development e-Doc to the funding agency. This action may only be taken by Central Administration.</td>
</tr>
<tr>
<td><strong>Reset</strong></td>
<td>Cancels all unsaved changes made to a document. It resets to the previously saved state.</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>Conducts a database search based on the values entered into the search fields. This is used with the Lookup functionality and is considered part of workflow.</td>
</tr>
<tr>
<td><strong>Disapprove</strong></td>
<td>Closes the document record and stops any advancement of the approval process; the document becomes read-only and cannot be edited further nor submitted to the sponsor. The document can be copied if further action is wanted. A good way to remember that the disapprove action is a terminal action, is “Disapprove” = “Dead.”</td>
</tr>
</tbody>
</table>

**Data Validation**

The Data Validation panel appears in multiple modules, Institutional Proposal, Preaward and Award, usually underneath the *Actions* tab.

- Click *turn on activation* to check for errors and warnings
- If present, displays errors and warnings related to data and submission issues, with fix buttons that when clicked take you directly to the portion of the document where the error or warning is noted
- If errors or warnings are *not* found, a note will display indicating *No Validation Error or Warning is present*
The two types of validation are:
- Save/Navigation Errors: page or tab-specific hard or soft errors encountered while navigating or saving
- Validation Errors: hard or soft errors encountered only in validation mode (which can also be turned on or off using this tab).

The three types of system checks are:
- Validation Errors: hard-coded errors that prevent routing
- Warnings: soft errors that serve as alerts to possible data issues but will not prevent routing or submission
- Grants.gov Errors: errors that prevent submission to grants.gov

The two methods by which validations are generated are:
- Manual: Click the turn on/off validation button in Data Validation panel
- Automatic: Validation process will also run automatically upon final submission/routing

**Fix Process**

1. Error sections appear as hidden on the Data Validation tab.
2. Click the show button. Each error is displayed as a line item with a corresponding fix button.
3. Clicking the fix button will take the user to the page where the error is present. The user can then correct the error.
4. Click save when the error(s) have been addressed.

**Document Routing**

In KC, “routing” refers to an e-Doc moving through the approval process as it’s routed from one approver to the next. The routing process captures all approvals within the system.

Documents route by progressing through a series of levels. KC e-Docs support both pre-established Workflow routing and Ad Hoc routing.

**Workflow Routing**

In Workflow routing, a document’s type determines what route levels it progresses through, for example in Proposal there are five routing/approval nodes:

1. PI/Co-I’s/Key Persons
2. Department Chairs
3. Deans/Associate Dean for Research
4. Special Approvers Node
5. OSP/BC/CGA Admin

**Mode 4 Custom**: Custom approval routing to individuals or workgroups can be established by each MSU unit based on criteria such as document type, transactional attributes, or unique organizational hierarchies. Special conditions that might trigger additional administrative approval route levels may be required, and this type of routing is very flexible and can be customized to be as simple or complex as needed.

---

### Ad Hoc Routing

Ad hoc routing allows a Document Initiator or Approver to add additional individuals or workgroups who are not usually part of the approval process to the routing of a document. Ad hoc Approvers inserted into the routing interrupt the regular routing process. For example, when a user initiates a Proposal document and Ad hoc routes it to his or her supervisor for approval, it routes to the supervisor before it routes to PI/Co-I/Key Persons.

Ad hoc Acknowledge and FYI routing do not `interrupt` the regular routing process. Documents with these types of ad hoc routing can be processed after all other approvals are obtained. The documents are not held for the acknowledgement to take place or for the FYI to be cleared.
**To add an Ad Hoc Recipient**

Ad hoc recipients can only be added to proposals whose approval is still pending. Once a proposal has been approved in the last (OSP/BC) node, the Ad Hoc Recipients sub-panel will no longer be visible.

1. From the *Researcher* tab, open a proposal.

2. Once you’re in the proposal e-Doc, click on the *Proposal Actions* tab, and then click the button on the *Ad Hoc Recipients* panel.

3. With the Ad Hoc Recipients panel showing, select an action from the Action Requested list (for example, “APPROVE”).

4. Enter a User ID in the Person input box or a Workgroup ID in the Workgroup input box, or use the lookup icon to select the appropriate user or workgroup.
5. Click the **add** button.
   - This will verify that the User ID or Workgroup ID that you have entered for routing is valid.
   - Repeat as necessary until all desired people and workgroups have been added.
   - After a successful addition, the line item appears with a delete button that can be used as necessary.

6. Finally, click the **send notification** button at the bottom of the screen.

When you complete the Ad Hoc Recipient tab and submit the document, the route node shows “ad hoc routing” and the workflow Status changes to “ENROUTE.”

**Route Status**

Route Status states where the document is in the routing process.

![Route Log](image)

Route Status appears in the Route Log tab and also in the document header.

![Document Information](image)

The following table summarizes the meaning of the various document route statuses in KC.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Granted</td>
<td>Status applies to proposal development documents only; signifies that all approvers within the University have approved the proposal and the document can be submitted to the sponsor.</td>
</tr>
<tr>
<td>Disapproved</td>
<td>Status applies to all Kuali Coeus documents; signifies that the document cannot move forward. A document that has been disapproved is permanently locked and cannot be deleted or returned.</td>
</tr>
<tr>
<td>Status</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Enroute</td>
<td>Status applies to all Kuali Coeus documents; signifies that the document is being routed for approval</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Status applies to all Kuali Coeus documents; signifies that the document has been cancelled from routing. A cancelled document cannot be re-routed, but can be copied into a new document</td>
</tr>
<tr>
<td>Initiated</td>
<td>Status applies to all Kuali Coeus documents; signifies that the document has been created</td>
</tr>
<tr>
<td>Processed</td>
<td>Status applies to all Kuali Coeus documents; signifies that the document has no pending approval requests but still has one or more pending acknowledgement or FYI requests. Processed documents are considered approved</td>
</tr>
<tr>
<td>Final</td>
<td>Status applies to proposal development documents only; signifies the document has been routed and has no pending approval, acknowledgement or FYI requests. Documents in Final status are considered approved</td>
</tr>
<tr>
<td>In Progress</td>
<td>Status applies to all Kuali Coeus documents; signifies the document has been started but not completed or routed yet. The Save action allows the initiator of a document to save and close the document. The document may be retrieved from the initiator’s action list for completion and routing at a later time</td>
</tr>
<tr>
<td>Approved and Submitted</td>
<td>Status applies to proposal development documents only; signifies that all University approvals have been granted and the proposal was submitted to the sponsor</td>
</tr>
<tr>
<td>Approval Pending</td>
<td>Status applies to proposal development documents only; signifies the document is enroute and additional approvals are needed</td>
</tr>
</tbody>
</table>