1. Process Overview

NOTE: The purpose of this document is to describe the future process at MSU. This is the defined procedure, AFTER the implementation of the Kuali Coeus Research Administration system.

NOTE: The Principal Investigator is referred to throughout this document by the term, “PI.” This term is intended to include the PI and/or anyone designated by the PI.

This process begins when a PI reviews a solicitation and ends when a method is determined for creating the budget.

With the implementation of KC, all KC Proposal Development documents will include a proposal budget entered into the KC budget module. Depending on the sponsor form set and other requirements, this budget could be fully detailed, modular (NIH only) or a simple summary budget. The level of detail to be entered into the KC budget module should be determined early in the development of the proposal in order to minimize duplication of effort.

A PI, in consultation with OSP and the Dept/College, reviews a solicitation and determines whether the proposal is eligible to be submitted system-to-system (S2S), electronically, or by mail. The PI also determines whether the budget will be prepared using the KC budget module or outside the KC system.

If a proposal will be submitted through S2S and all necessary forms are available in KC, the PI prepares the detailed budget using the KC budget module (this includes Modular budgets); when completed, the proposal will be submitted to the sponsor via S2S. “Necessary forms” include all mandatory forms and optional forms required for the specific proposal submission. When preparing a S2S proposal, care must be taken to ensure all form fields are completed as specified in the solicitation. If the proposal requires a modular budget, select the Modular Budget indicator in the Parameters tab. Once the budget is completed, sync to a modular budget format from the Modular Budget tab. On rare occasions, a sponsor will “repurpose” form fields for alternate use in a specific opportunity. There may be instances where KC is not able to support those variations, and the proposal will not be eligible for S2S submission.

If the proposal is in response to a S2S opportunity, but all necessary forms are not available in KC, or if the sponsor requires the use of specific budget forms for non-S2S submissions, the PI could choose to use the KC budgeting tool to develop the detailed budget to aid in completing the sponsor forms. The advantage to using KC for budgeting is that the system provides current salary and fringe information, updated F&A and inflation rates, and calculates the budget correctly for each budget period.

If the PI prepares the detailed budget outside of KC, then a summary budget is entered into the KC budget module, and the detailed budget is attached to the Proposal Development document in the Internal Attachments panel. The summary budget includes total direct costs, cost share and F&A costs for each project period.
2. Process Flow – Diagram
## 3. Process Flow – Steps

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<tbody>
<tr>
<td>1</td>
<td>Review solicitation</td>
<td>The PI reviews a solicitation to determine the appropriate method for submitting the proposal.</td>
<td>Solicitation</td>
<td>Submission instructions</td>
<td>PI (and/or designee)</td>
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<td>2</td>
<td>Is it a S2S opportunity?</td>
<td>The PI determines whether the proposal is eligible for submission via S2S and informs OSP of potential S2S submission.</td>
<td>Submission instructions</td>
<td>Decision</td>
<td>PI (and/or designee)</td>
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<td>3</td>
<td>Are all necessary forms available in KC?</td>
<td>The PI determines whether the KC system has all necessary forms available in order to submit the proposal S2S. Necessary forms include all mandatory forms and any optional forms required for this specific proposal submission. OSP will provide feedback to the PI to assist in the selection of optional forms.</td>
<td>Forms list returned from KC S2S search</td>
<td>Decision</td>
<td>PI (and/or designee)</td>
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<td>4</td>
<td>Does sponsor require use of specific budget forms?</td>
<td>Since the proposal cannot be submitted via S2S, the PI determines whether the sponsor requires use of specific budget forms.</td>
<td>Solicitation</td>
<td>Decision</td>
<td>PI (and/or designee)</td>
</tr>
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<td>5</td>
<td>Choose to prepare detailed budget using KC?</td>
<td>If any necessary form is not available in KC for a S2S submission, or if the sponsor requires use of their budget forms for non-S2S submissions, the PI may choose to take advantage of using KC to prepare the detailed budget to aid in completing the sponsor forms.</td>
<td>Solicitation</td>
<td>Decision</td>
<td>PI (and/or designee)</td>
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| 6                     | Detailed budget to be entered in KC | The PI prepares the detailed budget using the KC budget module when any of these circumstances are true:  
• For S2S submissions, when all necessary forms are available in KC;  
• For non-S2S submissions, when the sponsor doesn't require use of specific budget forms. | Decision                  | Budget preparation method | PI (and/or designee) |
| 7                     | Detailed budget to be entered in KC AND on sponsor forms | The PI has chosen to prepare the detailed budget using the KC budget module for these types of proposal submissions:  
• For S2S submissions where all necessary forms are not available in KC;  
• For non-S2S submissions where the sponsor requires use of specific budget forms. | Decision                  | Budget preparation method | PI (and/or designee) |
| 8                     | Summary budget to be entered in KC; detailed budget to be entered on sponsor forms | The PI has chosen to prepare the detailed budget outside of KC for these types of proposal submissions:  
• For S2S submissions where all necessary forms are not available in KC;  
• For non-S2S submissions where the sponsor requires use of specific budget forms.  
When the PI prepares the detailed budget outside of KC a summary budget is entered in the KC budget module containing the total direct costs, cost share and F&A costs for each project period. | Decision                  | Budget preparation method | PI (and/or designee) |
| 9                     | Attach Detailed Budget to KC | If the budget was prepared outside KC, the PI will attach the final copy of the detailed budget to KC | Detailed Budget           | Attach Detailed budget to KC | PI (and/or designee) |