

Kuali Research

Guide for Proposal Approval

Bowie State University
2026

Step 1 – Logging In

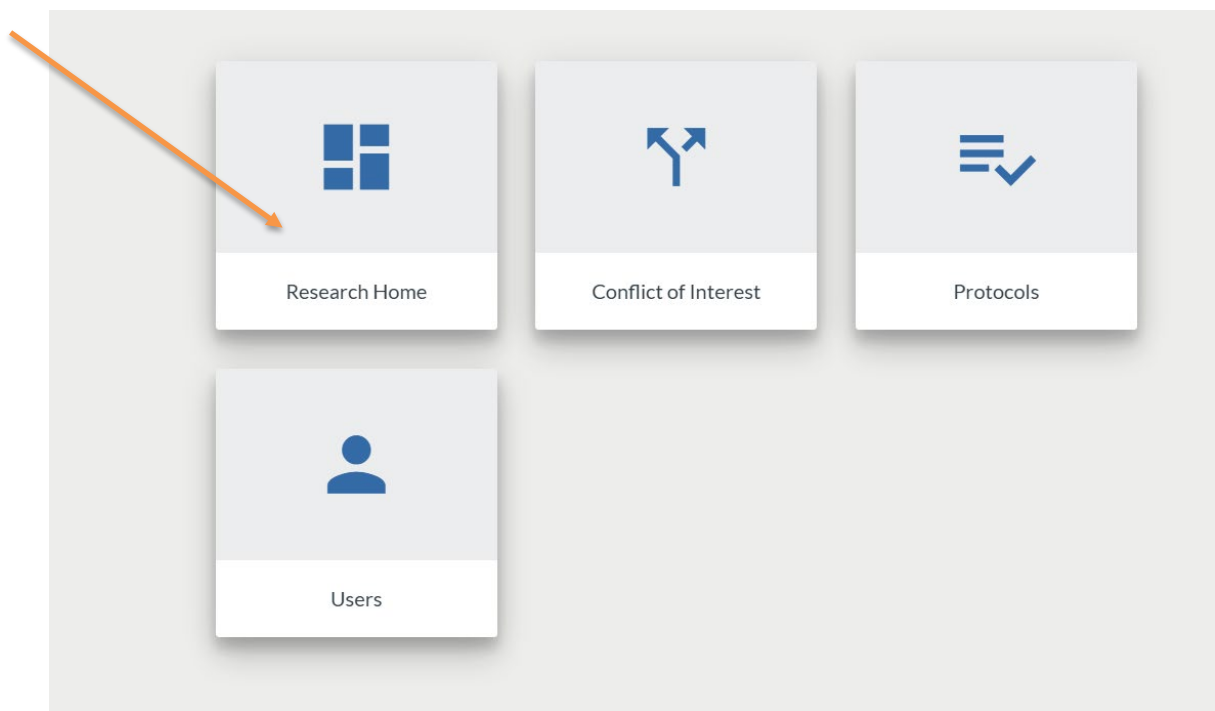
- 1.1 Navigate to the Kuali Research Portal – The link is available on the MyBSU page

- 1.2 Log in using Single Sign On (SSO)

Step 2 – Approve or Return a Proposal

A. Dashboard Method

- A.1 Click on [Research Home](#) to access your dashboard



A.2 Locate proposals with the mention “You’re up!” in the **Proposals routing to me** dashboard card

Dashboard

Proposals routing to me Filter Sort by

You're up!	Proposal #120 – PI: Hall, Ieisha Kenyetta – Sponsor: National Science Foundation – Title: My Resea... Due date: 4/20/2026 Last action: 4/07/2026 12:10 PM Compliance
You're up!	Proposal #197 – PI: Sutton, Paula – Sponsor: Sponsor TBD – Title: My Research Project – Lead unit... Due date: 7/25/2026 Last action: 6/23/2026 11:51 AM Compliance
1 step away	Proposal #112 – PI: Uzukwu, Matthew – Sponsor: National Institutes of Health – Title: My Research... Due date: 4/10/2026 Last action: 4/01/2026 1:27 PM Compliance
1 step away	Proposal #128 – PI: Lewis, Naomi Ruth – Sponsor: National Institutes of Health – Title: My Researc... Due date: 4/20/2026 Last action: 4/14/2026 11:53 AM Compliance
1 step away	Proposal #140 – PI: Goodman, Dorsha Elizabeth – Sponsor: National Institutes of Health – Title: My... Due date: 4/30/2026 Last action: 4/21/2026 12:20 PM Compliance

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Proposals not routing

Proposal	Proposal #6: Due date: 9/1
Proposal	Proposal #6: Due date: 10
Proposal	Proposal #6: Due date: 10
Proposal	Proposal #6: Due date: 10
Proposal	Proposal #7: Due date: 12

A.3 Click the proposal link and review the proposals details on the **Summary/Submit** page

Submit

✓ Data Validation (off) Print Copy Medusa

Saved Routing

Proposal Summary Personnel Credit Allocation Questionnaire Compliance Attachments Supplemental Info Budget Summary

Proposal Summary

Title	My Research Project
Principal Investigator	Denis Aime Ngatcha Yokam
Lead Unit	CC230005 - Department of Counseling
Proposal Type	New
Activity Type	Research - Basic
Proposal Number	181
Project Start Date	08/01/2026
Project End Date	07/31/2028
Include Subaward(s)?	No
Sponsor Name	National Institutes of Health
Prime Sponsor Name	

If the proposal is acceptable, press the **Approve** button (see screenshot on the next page) and add an approval comment and an approval attachment if needed.

A.4

If the proposal requires changes from the Researcher, press the **Return** button and enter the reason you are returning the proposal.

Submit

Saved

Routing

Proposal Summary

Personnel

Credit Allocation

Questionnaire

Compliance

Attachments

Supplemental Info

Proposal Summary

Title	My Research Project
Principal Investigator	Denis Aime Ngatcha Yokam
Lead Unit	CC230005 - Department of Counseling
Proposal Type	New
Activity Type	Research - Basic
Proposal Number	181
Project Start Date	08/01/2026
Project End Date	07/31/2028
Include Subaward(s)?	No
Sponsor Name	National Institutes of Health
Prime Sponsor Name	
Sponsor Deadline Date	07/25/2026
Sponsor Deadline Type	Receipt

Approval certifies that all information contained in this form and related proposal, is accurate and complete. ALL commitments for faculty release been carefully reviewed.

Send Adhoc

Ad Hoc Recipients

Approve

Return

View Route Log

Recall

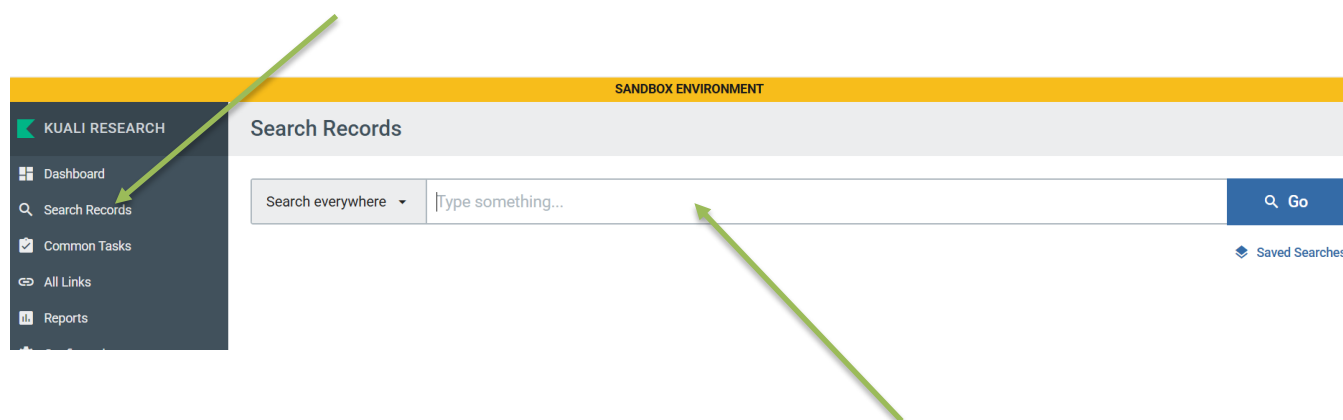
Submit to Sponsor

More Actions ▾

A.5

Click the [View Route Log](#) link (this is not a required step) and confirm that the action you've taken is properly recorded and the proposal is now waiting on the next appropriate approver or has been returned to the Aggregator.

Note: A proposal can also be accessed from the [Search Records](#) tab by entering the proposal number, the project title, the PI name, or any other relevant keyword to the proposal.



B. Email Method - Notification

When a proposal is routed to you for approval, you will receive an email notification with the subject line "**Kuali Research Action - Proposal - APPROVE - PI: <<PI Name>> - ...**"

The email contains the proposal details and a Document # hyperlink. Simply click the Document # link to open the proposal directly in Kuali, where you can review the proposal and complete the required approval action.