

**This communication is for CAHSS Principal Investigators, key personnel named in proposals, and approvers (Chairs and Directors)**

**News Alert:** UMBC is moving from PeopleSoft to a cloud-based electronic system named Kuali to manage its external grant routing, submission, and approval process, including fellowship proposals. CAHSS will be phasing-in the new system starting within the next few weeks.

Kualि provides tools to assist in collaboration, budget preparation, compliance tracking, and approvals. The compliance tracking function tracks conflict of interest (COI) financial disclosures tied directly to proposals, awards, and IRB.

**The following training sessions are required of Chairs, Directors, PIs, and other key personnel named in proposals:**

1. **All about Proposals:** This session is required for PIs, Named Key Personnel, and Unit Approvers. The training provides information on how to route, certify, and approve proposal in Kuali. Here are two training options:
  - *Self-Study Option:* Go to the “**All About Proposals**” training pages and read the Power Point presentation. This includes step-by-step instructions and screen shots. The training should give you enough information to understand, certify, route, and approve proposals.
  - *In-Person Option:* Multiple **in-person training options** are offered monthly.
2. **PI Certification:** This training builds on information presented in “All About Proposals” training. It is an additional resource that provides an in-depth review of PI certification, and can be used as a quick reference.
3. **Kualि FCOI system training:** This training is required for all PIs submitting proposals to an entity that involves the reporting of potential financial conflicts of interest (FCOI). For example, a Public Health Services (PHS) entity [e.g., NIH], or a Non-PHS [e.g., NSF].
4. **Other Training:** Administrative staff who will be entering proposals directly into Kualि are required to take both half-day sessions on **Proposal Development Basics & Proposal Budget**

**When should I take the training?** ASAP. Principal Investigators, Key Personnel, and Chairs and Directors who will be Approvers must complete the “**All About Proposals**” sessions before a proposal can be routed through Kualि.

**Additional tools:** The Kualि website provides additional information on who should take which session, the length of each session, and where to sign up. For further information and to sign-up for Kualि training, go to UMBC Kualि Website at <http://research.umbc.edu/kuali-research-at-umbc>. In the next phase, Kualि will also include tracking negotiations, reporting, compliance, and the award closeout process.

**If you have questions on Kualि, e-mail OSP at the following, <http://OSPA@UMBC.edu>.**