Creating a Kuali Record for a Graduate Student Fellowship

This page contains general guidance for fellowships that require a Kuali Research (KR) Proposal Development (PD) record.

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About Kuali

What is Kuali?

Kuali Research is the campus system that allows us to track proposals and awards. As a proposal has many parts, so does Kuali, there is Kuali COI, Kuali IRB, etc. We use Kuali for proposals that will need a chart string if it is awarded. Although Graduate Division uses Kuali to process proposals, Graduate Division does not provide technical support for the portal. If you experience technical issues, please submit a ticket to the UC San Diego Support & Services Research Portal.

- Learn more about Kuali: https://esr.ucsd.edu/projects/kuali-research/about/index.html
- Training: https://blink.ucsd.edu/research/preparing-proposals/kuali-research/index.html
- Kuali COI: https://blink.ucsd.edu/sponsor/coi/kualicoi.html
- Kuali IRB: https://esr.ucsd.edu/projects/kuali-irb/index.html

Why should a Kuali Record be created?

If an application is successful and the student is selected for the award, a Kuali Record will be required to process the notice of award (NOA), award setup, contract setup (including invoicing and/or posting the cash receivable from the sponsor), project setup (required for posting expenses to financial ledgers), and AIDIDs (required for)

we are asking for KR records so that we can begin to try to track how many students are submitting applications (and to what sponsors), and, to get ahead of the potential NOA > Contract > Cash Receivables > PTA > AIDID workflow problems (perhaps not an issue for paid direct, but, SOP will help for those that do bring in funds administered by campus). So, yes, please, to a KR proposal record.

Who can create a Kuali Record?

If any of the below-mentioned parties require training or access, select the respective hyperlink.

- If a faculty mentor is formally included as a key person on the proposal to the agency, it is a common practice that the faculty mentor's fund manager will create the Kuali Record for the student applying for the fellowship.
  - Ex: NIH F31, American Heart Association Predoctoral Fellowship
- If a faculty mentor is not formally identified on the proposal, a fiscal department contact (like an MSO) within the student's academic home department may create the Kuali Record for the student applying for the fellowship.
  - Fulbright-Hays DDRA, Dolores Zorhab Liebmann, etc.

When should a KR record be created?

As a best practice, the KR record should be created at the time of application. The record should then be routed for approval and finalized prior to submission to the agency. There are legal requirements that influence this turnaround time, especially when Conflict of Interest (COI) Forms are required.

For more information about if a KR record should be created see: Fellowships: Pre-Award#When to create an Kuali record for a fellowship
Routing the KR Record to the Correct Central Office

**Graduate Division**

If your student is a single-degree seeking graduate student, Graduate Division will function as the pre-award central office for the submission and acceptance of the award. Graduate Division works closely with the Office of Contracts and Grants to ensure compliance and best practices are followed.

- examples of single-degree seeking graduate students: a student pursuing a Ph.D. in Nanoengineering, a student pursuing a Ph.D. in Visual Arts, a student pursuing a Ph.D. in Clinical Psychology (JDP)
  - If your student is in a joint degree program, the student is considered to be a single-degree seeking. A joint degree is different from a dual degree. A joint degree will result in one conferred degree and a dual degree will result in two conferred degrees.
  - Graduate Division will also process fellowships for SIO students applying for an NIH F31

Once you have confirmed that Graduate Division is the correct central office for processing, fill out the fellowship questionnaire in the KR record. It is not mandatory, however, answering this fellowship questionnaire will route your application to Graduate Division for further processing. If you do not answer this questionnaire, your record will be routed to the general OCGA queue and Graduate Division will not be able to approve the record.

Submit a Ticket once you the KR record is created.

To better manage the communication and questions that frequently come up when working on proposals, please open a Services & Support ticket (see more information here: https://collab.ucsd.edu/x/_eoRBg).

This will help ensure the FSU team has eyes on your proposal/deadline and can answer questions in the lead-up to submission.

**Health Sciences Sponsored Projects Office (HSSPO)**

If your student is applying for an NIH award, specifically NIH F32 or F30, HSSPO will be your point of contact.

HSSPO will only process NIH awards for students pursuing a dual degree or professional degree (MD/Ph.D., Pharm D).

See the HSSPO Fellows web page for more information.

**Office of Contracts and Grants Administration (OCGA)**

OCGA will process all other fellowships for dual degree and professional degree students that are NOT applying for NIH opportunities. For example, if your MD/Ph.D. student is applying for an American Heart Association Predoctoral Fellowship, their central office contacts will be in OCGA. See the OCGA website for more information.

**Proposal Pre-Award Administration Matrix**

<table>
<thead>
<tr>
<th>Fellowships Types</th>
<th>Originating/Host Department in General Campus</th>
<th>Originating/Host Department in Health Sciences</th>
<th>Originating/Host Department in SIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH F30 (Predoc/dual degree, and professional degree managed by Med Ed in SOM)</td>
<td>HS SPO</td>
<td>HS SPO</td>
<td>N/A</td>
</tr>
<tr>
<td>NIH F31 (Predoc/Graduate Student)</td>
<td>Graduate Division*</td>
<td>Graduate Division*</td>
<td>Graduate Division*</td>
</tr>
<tr>
<td>NIH F32 (Postdoctoral Scholar)</td>
<td>OCGA</td>
<td>HS SPO</td>
<td>SIO OCGA</td>
</tr>
<tr>
<td>NIH K00 (Postdoc portion of F99/K00)</td>
<td>OCGA</td>
<td>HS SPO</td>
<td>SIO OCGA</td>
</tr>
<tr>
<td>NIH K99/ROO (Postdoc grant)</td>
<td>OCGA</td>
<td>HS SPO</td>
<td>SIO OCGA</td>
</tr>
<tr>
<td>Non NIH Fellowships (eg NSF, Private, foreign) for Pre-Doc/Graduate Student</td>
<td>Graduate Division</td>
<td>Graduate Division</td>
<td>Graduate Division</td>
</tr>
<tr>
<td>Non NIH Fellowships (eg NSF, Private, foreign) for Postdoctoral Scholars if submission requires an institutional official</td>
<td>OCGA</td>
<td>OCGA</td>
<td>SIO OCGA</td>
</tr>
</tbody>
</table>

*Proposals are officially submitted by Graduate Division, and once NOA is received, the respective SPO office is responsible for entering it into Kuali and requesting the fund number.

**Guidance for Fellowship Entry in Kuali**

If your student is applying for the NIH F31 opportunity, see the NIH NRSA F31 Application Submission Support Guide on Collab. The guide below is for fellowships in general.

**Basics**
Basics
1. Proposal Type: New or Resubmission
2. Lead Unit: Enter mentor’s unit, if different from fellow
3. Activity Type: Basic Research
4. Start Date: Enter anticipated project start date
5. End date: Enter anticipated project end date
6. Project Title: Enter fellow’s research project title, if there is no research project title use the name of the fellowship opportunity
7. Sponsor: find sponsor in the lookup tool
   • if the sponsor is not in the tool and you need to request a new sponsor code, see OCGA's knowledge base article.
8. Sponsor Deadline: Enter the agency's deadline
9. Sponsor Deadline Type: Hard Deadline
10. Notice of Opportunity: please include the URL to the sponsor’s announcement, submission or guidelines here.
11. Sponsor Proposal ID: Enter the solicitation number - not all sponsors have this, but frequently federal sponsors will (e.g. NIH-F31 PA-21-051)
12. Anticipated Agreement Type: Fellowship
   • This will enable the fellowship questionnaire in the Questionnaire section, the questionnaire will help route this record to Graduate Division, see questionnaire section below.

Key Personnel

Key Personnel

Proposed Fellow will be entered as the Principal Investigator (PI) on all Fellowship Proposals. List the student applicant as the PI.

The student’s faculty member (mentor/sponsor) should be included in the Key Personnel section as well.

1. Add Personnel
2. Search for a student under employee if currently in PPS (if not select Non-Employee)
   • if the fellowship is awarded a non-employee record was created, the student may need to be entered into the UCPath system. This is a requirement in order to be able to create the chart string for the award.
3. Assign a role: List the student as the PI of the application
4. Add the student’s mentor as a co-investigator, repeat steps 1-2
5. Add any co-mentors to the record as co-investigators, repeat steps 1-2
6. Add any consultants or collaborators as key persons, repeat steps 1-2
7. The student, mentor, and co-mentors MUST submit COI forms using Kuali COI. Consultants and collaborators DO NOT.
   • the KR system should be determining what kind of COI forms are required depending on the sponsor and sending out email automatically
   • if you have questions about COI, please contact the COI Office. See the section below for more compliance information.

Compliance

Compliance

1. Add any special review items such as IRB approval or IACUC
   • attach any approval documents to the record
2. P.I. Exception is not required for fellowship proposals
3. COI forms are required for all the student, mentor, and any co-mentors listed on the proposal
   • For detailed information about Kuali COI, visit: https://blink.ucsd.edu/sponsor/coi/kualicoi.html
Questionnaire

This questionnaire is SUPER IMPORTANT. This questionnaire helps determine which central office the record will be routed to.

1. Answer fellowship questionnaire
2. Answer, "yes" to fellowship in order to route the record to Graduate Division

   • If you do not answer "yes" to the fellowship questionnaire, the KR record will not route to Graduate Division. Consequently, if you answer yes to the fellowship questionnaire when the fellowship is not for a single-degree seeking graduate student, it can cause significant delays if the proposal is awarded because the record was not routed correctly.

Budget

Compose a budget of allowable costs. You can find the most updated tuition and fee amounts here.

• If the fellowship does not allow indirect costs, make sure to note this in the proposal.

A Note About IDC

• If Indirect Costs are allowed they need to be requested/budgeted.
• The appropriate federally-negotiated rate is to be used, though a reduced rate may be allowed if the sponsor meets the following conditions:
  • Federal – has a clear written policy in funding announcement or other documentation
  • Non-profit – has a written policy for the rate (funding announcement, website, FAQ, letter from funder); if total costs are capped or the IDC policy is unclear, work with your SPO analyst to confirm the correct rate
  • Industry – reduced IDC (lower than the federally-negotiated rate) may be allowed under very specific conditions for a fellowship, work with your SPO analyst to confirm the correct rate
  • Foreign government – has a clear written policy in original funding documentation, SPO analyst will work with the foreign institution to confirm the correct rate

Attachments

Attach the following documents if they are available before routing for approval:
What happens after Graduate Division approves my record?

Award

Below you will find a high-level overview of the process, please note that each fellowship and sponsor are different and have different needs, which may alter the workflow listed below. Also, note that each office is working with new systems and may be experiencing high turnover. We greatly appreciate your patience in advance.

1. If the fellowship is awarded, the office that created the record must contact Graduate Division via the [Student Services and Support Portal](#).
   - If the agreement requires a signature or further action from an Institutional Official, Graduate Division can also help facilitate the necessary signatures or actions needed. Just submit a ticket to the Student Services and Support Portal linked above.
   - **HELPFUL TIP:** If you submitted a ticket to the Services and Support Portal prior to submission, the fastest way to get help is to revive the ticket by duplicating your ticket in the system. This ensures that all of the attachments and information from the previous ticket are linked to the new ticket and the system will automatically assign it to the same person you worked with. This will provide you with the fastest response.

2. Graduate Division will connect with the OCGA Award team via Jira, another system used by OCGA to maintain workflow. In Jira, the OCGA Award Team, Graduate Division, and the different compliance offices work together to ensure that all compliance-related information is approved and up to date.

3. Once the record is approved by the different offices, the OCGA award team prepares the information to transfer to OPAFS.

4. OPAFS works on the award to create the chart string and will notify related department contacts.

5. Department submits a request for an AIDID to the Financial Support Unit.
   - For more information see: [AIDID: Request New or Update](#)

6. Department submits a payment request to the [Financial Support Request Tool (FSRT)](#).
   - For more information about the FSRT: [Financial Support Request Tool (FSRT)](#)

Related Pages

- [Fellowships: Pre-Award](#)
- [OCGA Fellowships Knowledge Based Article (KBA)](#)
- [OCGA Fellowships Blink Page](#)