Kuali Aggregator Guide for

FY25 Internal Funding Programs

# Internal Funding Programs

UMass Boston currently has three Grant Programs accepting Internal Applications.

Internal Submission are due April 1, 2024 at 5pm EST.

1. Public Service Grant Program
2. Joseph P. Healey Research Grant Program
3. Proposal Development Grant Program

# Creating an Internal Grant Proposal in Kuali PD

Applicants are required to submit Proposals through Kuali Proposal Development (PD). Applicants must contact their Department’s Research Administrator for assistance in submitting their application.

Follow the guidelines below to correctly fill out PD for and Internal Submission. Please reference the full guide here, for further information.

## Create Proposal Screen

Fill out the Create Proposal Screen, accordingly -

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| --- |
| **Create Proposal Screen** |
| Proposal Type | Internal UMass |
| Lead Unit | Choose PI’s Unit |
| Activity Type | Choose Relevant Activity Type |
| Project Dates | 07/01/2024– 12/31/2025 |
| Sponsor  | University of Massachusetts Boston – 0000003351 |
| Principal Investigator | Select PI |
| Sponsor Deadline | 4/1/2024 |
| Sponsor Deadline Type | Internal / No Submission |

## Basics Section

In the Basics section, you do **not** need to update the following sections: Proposal Details Tab or Organizations & Locations Tab. Only the Delivery Info Tab and the Sponsor Program & Info Tab need to be updated.

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| **Delivery Info Tab** |
| Submission Description | Indicate if this Proposal is currently under consideration by another funding source, or if the PI plans to submit to another funding source OR use Other Support Form |
| **Sponsor Program & Info Tab** |
| Notice of Opportunity | Internal UMass |
| NSF Code | Choose Relevant Code |
| Anticipated Award Type | Internal Grant |

## Key Personnel Section

In the Key Personnel section, add any additional Co-PI’s or Key Personnel. If there are multiple PIs/Co-PIs, just the Lead PI will have 100 credit to their name section. Co-PI(s) and other Personnel will leave theirs at 0. For all personnel, their Unit must have 100 and 100 listed.



## Questionnaire Section

Complete this section as described in Kuali Proposal Development Aggregator Guide found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.umb.edu%2Feditor_uploads%2Fimages%2Forsp%2FKuali_Proposal_Development_Aggregator_Guide.docx&wdOrigin=BROWSELINK).

## Compliance Sections

Complete this section as described in Kuali Proposal Development Aggregator Guide found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.umb.edu%2Feditor_uploads%2Fimages%2Forsp%2FKuali_Proposal_Development_Aggregator_Guide.docx&wdOrigin=BROWSELINK).

## Attachments Section

Excluding the ORSP Budget Workbook, the following attachments must be completed and saved as a **PDF** for your Internal Submission.

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| **Attachment Checklist** |
| **Attachment Tab** | **Attachment Type** | **Document** |
| Proposal | Budget Justification | Budget Justification |
| Proposal | Project Summary | Abstract |
| Proposal | Narrative | Project Narrative |
| *Proposal* | *Supplementary Documentation* | [*Letters of Collaboration*](file:////Users/traceyposton/Downloads/www.umb.edu/editor_uploads/images/orsp/Letter_of_Collaboration.docx%3Fcachebuster%3A6) *(if applicable)* |
| Personnel | Biosketch | [Biosketch(es)](file:////Users/traceyposton/Downloads/www.umb.edu/editor_uploads/images/orsp/UMB_Internal_Biosketch.docx%3Fcachebuster%3A65) |
| Personnel | Current Pending | [Current and Pending Support](file:////Users/traceyposton/Downloads/www.umb.edu/editor_uploads/images/orsp/Current_and_Pending_Support.pdf%3Fcachebuster%3A74) |
| Internal | ORSP Budget Workbook | [ORSP Budget Workbook (xls)](file:////Users/traceyposton/Downloads/www.umb.edu/editor_uploads/images/orsp/ORSP_BUDGET-TOOL_FY2023_v09.21.22.xlsx%3Fcachebuster%3A41) |

## Supplemental Information Section

If there are multiple PI/Co-PIs, you must complete the PI and co- PI Responsibilities tab as described in Kuali Proposal Development Aggregator Guide found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.umb.edu%2Feditor_uploads%2Fimages%2Forsp%2FKuali_Proposal_Development_Aggregator_Guide.docx&wdOrigin=BROWSELINK).