

HOW TO RESUBMIT A RETURNED PROPOSAL IN RES

Overview

Once a proposal is submitted into the approval routing, the only way certain changes can be made is if the proposal is returned to the PI.

Step 1 – When a proposal is returned by one of the approvers, the PI will receive an email that states the proposal has been returned.

From: no-reply=kuali.co@mx3.kuali.co <no-reply=kuali.co@mx3.kuali.co> On Behalf Of Ofno-reply@kuali.co <no-reply@kuali.co>
Sent: Friday, January 19, 2024 8:56:13 AM (UTC-05:00) Eastern Time (US & Canada)
To: Ourique, Sonia <Sonia_Ourique@uml.edu>
Subject: Scott E Stapleton's Proposal 181 has been returned to the Aggregator

Scott E Stapleton's Proposal 181 has been returned to the Aggregator
 The referenced proposal has been returned to the Aggregator for revisions and has been removed from your action list.
 THIS NOTIFICATION HAS BEEN SENT TO ALL APPROVERS AT THIS STOP.

Proposal Summary:
 PI: Scott E Stapleton
 Profit Center: L610500000 DEPT: Mechanical Engineering
 Proposal Number: 181
 Sponsor: 0000003013 BOSTON UNIVERSITY
 Prime Sponsor: U.S. DEPARTMENT OF ENERGY
 Deadline Date: 02/15/2024
 Title: Best Research Project
 Sponsor Announcement: DE-FOA-0002864
 You can view this proposal through KC at the following address: [Open document.](#)

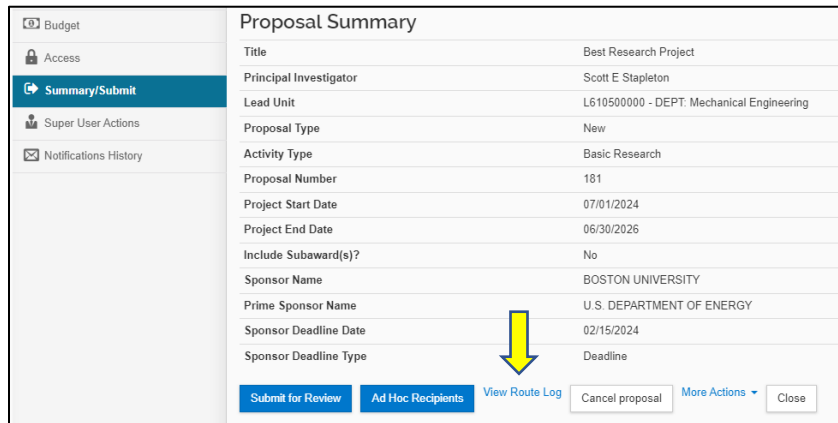
If you have questions, please contact sara_akashian@uml.edu
 Thank you.

The proposal automatically moves to the Proposals **not Routing** section.

Proposals not routing		Filter	Sort by
Proposal	Proposal #181 – PI: Stapleton, Scott E – Sponsor: BOSTON UNIVERSITY – Title: ... Due date: 2/15/2024 Last action: 1/18/2024 10:18 AM Compliance		
Proposal	Proposal #165 – PI: Stapleton, Scott E – Sponsor: BOSTON UNIVERSITY – Title: ... Due date: 2/15/2024 Last action: 1/05/2024 11:28 AM		

Step 2 – Select the proposal and update as needed based on feedback from approver.

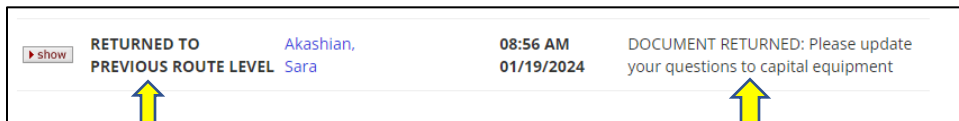
Step 2a - The feedback can be found in the Route Log. Navigate to the Summary/Submit section and click “View Route Log.”



Proposal Summary	
Title	Best Research Project
Principal Investigator	Scott E. Stapleton
Lead Unit	L610500000 - DEPT. Mechanical Engineering
Proposal Type	New
Activity Type	Basic Research
Proposal Number	181
Project Start Date	07/01/2024
Project End Date	06/30/2026
Include Subaward(s)?	No
Sponsor Name	BOSTON UNIVERSITY
Prime Sponsor Name	U.S. DEPARTMENT OF ENERGY
Sponsor Deadline Date	02/15/2024
Sponsor Deadline Type	Deadline

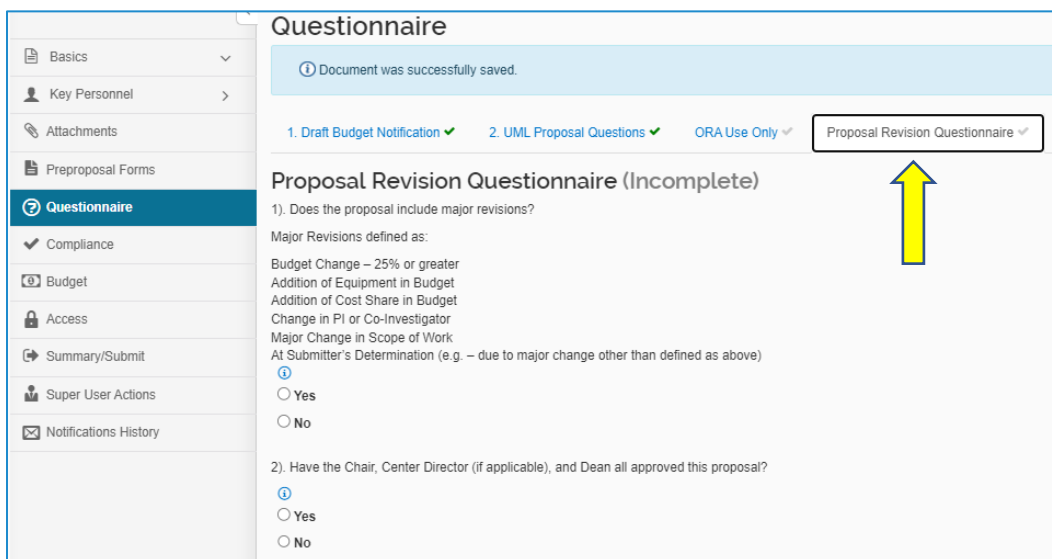
Buttons: Submit for Review, Ad Hoc Recipients, View Route Log, Cancel proposal, More Actions, Close

Step 2b – When Route Log opens, navigate to where it states, “Returned to Previous Route Level” and find the comments next to that line.



show	RETURNED TO PREVIOUS ROUTE LEVEL Akashian, Sara	08:56 AM 01/19/2024	DOCUMENT RETURNED: Please update your questions to capital equipment
----------------------	--	----------------------------	--

Step 3 – Once the proposal is updated, navigate to the Questionnaire section and select the Proposal Revision Questionnaire tab.



Questionnaire

Document was successfully saved.

1. Draft Budget Notification ✓ 2. UML Proposal Questions ✓ ORA Use Only ✓ **Proposal Revision Questionnaire ✓**

Proposal Revision Questionnaire (Incomplete)

1). Does the proposal include major revisions?
 Major Revisions defined as:
 Budget Change – 25% or greater
 Addition of Equipment in Budget
 Addition of Cost Share in Budget
 Change in PI or Co-Investigator
 Major Change in Scope of Work
 At Submitter's Determination (e.g. – due to major change other than defined as above)

Yes
 No

2). Have the Chair, Center Director (if applicable), and Dean all approved this proposal?
 Yes
 No

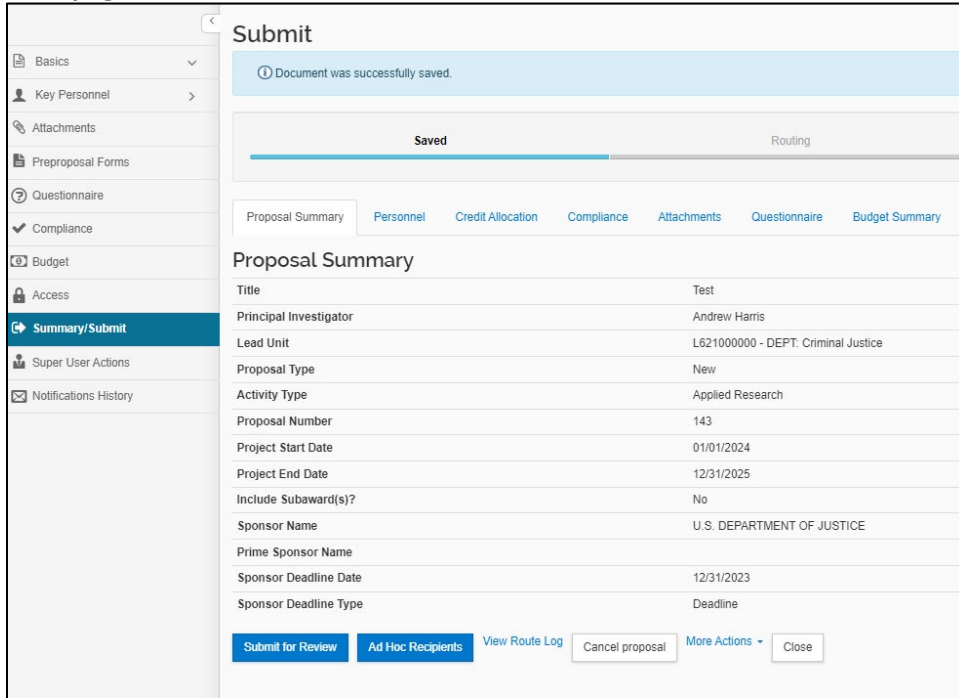
Step 4 – Answer the required questions. The answers to these questions affect the number of approvals the proposal must route through again.

- 1). Does the Proposal Include Major Revisions? (Y/N)
 - If the changes you made to your proposal fall into one of the categories of Major Revisions listed, select “yes.” Otherwise, select “no.”
- 2). Have the Chair, Center Director (if applicable), and Dean all approved the proposal? (Y/N)
 - If these personnel have not already approved the proposal, they still must approve so you would choose “No.”

- If these personnel have already approved, please click “Yes.”

Step 5 – Navigate to Summary and Submit Tab and click Submit.

***Screenshot on next page.**



Submit

Document was successfully saved.

Saved Routing

Proposal Summary Personnel Credit Allocation Compliance Attachments Questionnaire Budget Summary

Proposal Summary

Title	Test
Principal Investigator	Andrew Harris
Lead Unit	L621000000 - DEPT: Criminal Justice
Proposal Type	New
Activity Type	Applied Research
Proposal Number	143
Project Start Date	01/01/2024
Project End Date	12/31/2025
Include Subaward(s)?	No
Sponsor Name	U.S. DEPARTMENT OF JUSTICE
Prime Sponsor Name	
Sponsor Deadline Date	12/31/2023
Sponsor Deadline Type	Deadline

Submit for Review Ad Hoc Recipients View Route Log Cancel proposal More Actions Close