RESEARCH ENTERPRISE SOLUTIONS

UMASS LOWELL

QUICK GUIDE

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 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

---

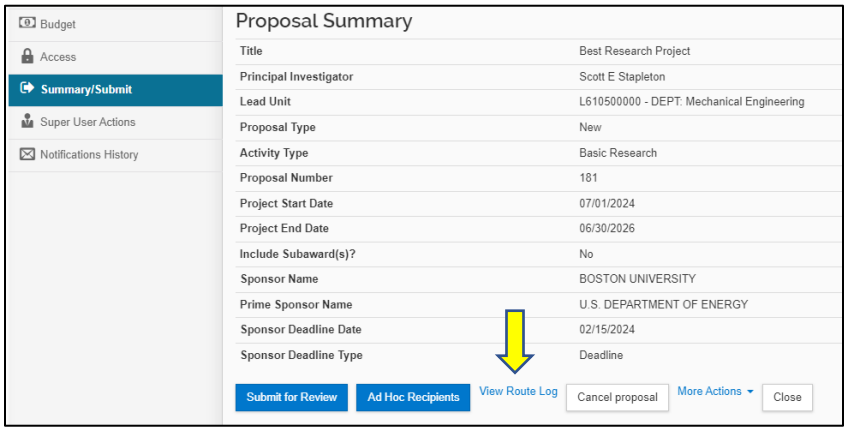
Scott E Stapleton's Proposal 181 has been returned to the Aggregator
The referenced proposal has been returned to the Aggregator for revisions and has been removed from your action list.
THIS NOTIFICATION HAS BEEN SENT TO ALL APPROVERS AT THIS STOP.
Proposal Summary:
PI: Scott E Stapleton
Profit Center: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

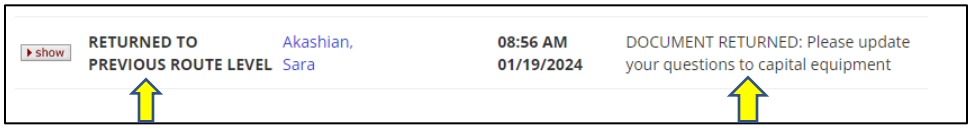
The proposal automatically moves to the Proposals **not Routing** section.

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

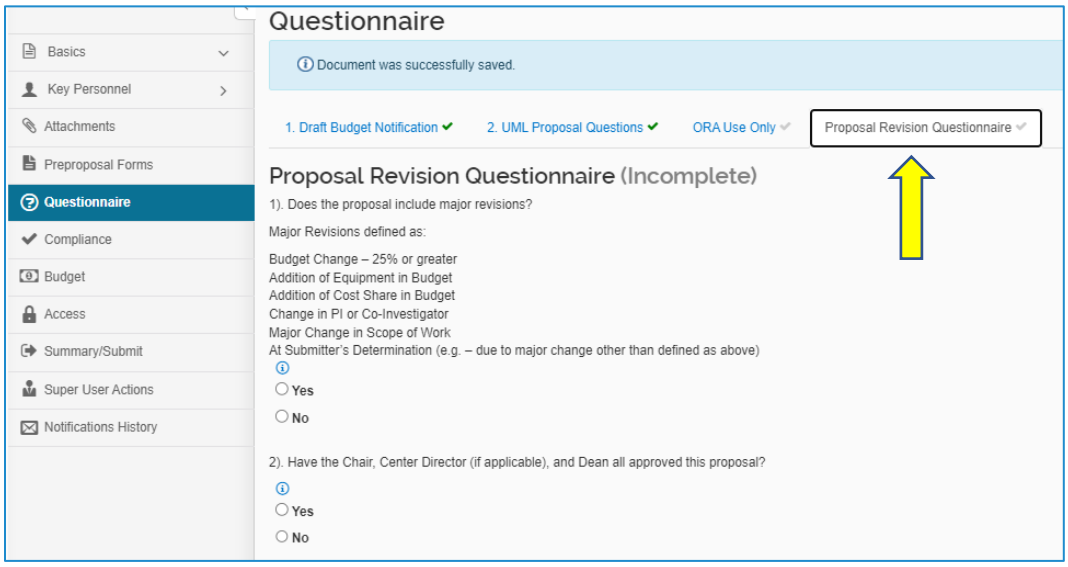
Step 2a - The feedback can be found in the Route Log. Navigate to the Summary/Submit section and click "View Route Log."



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



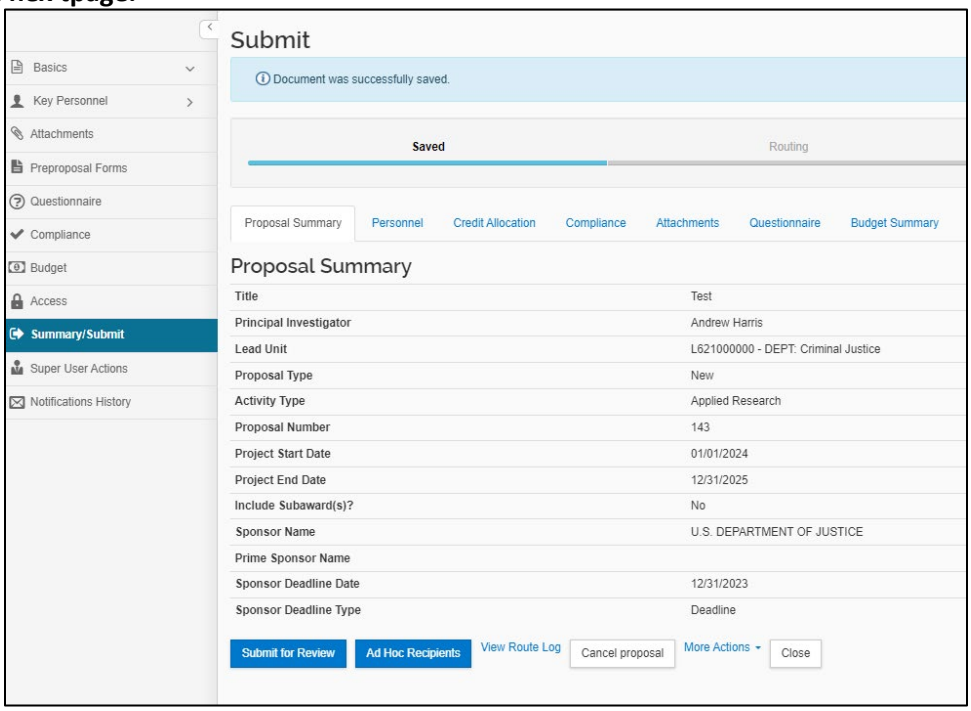
Step 3 – Once the proposal is updated, navigate to the Questionnaire section and select the Proposal Revision Questionnaire tab.



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 nex tpage.**