How to copy a proposal in Kuali

1. Login to Kuali (https://siue.kuali.co/res).

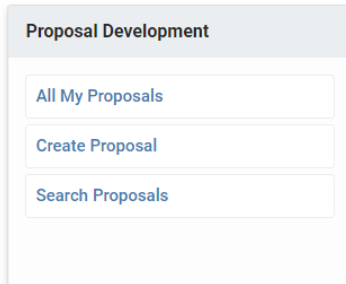2. On the bottom left, click the arrow to expand the menu.

3. Click Common Tasks.
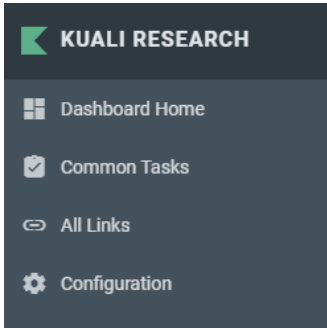
4. Under Proposal Development on the right, select All My Proposals.

5. Scroll to the bottom of the page.
6. Look for the row of **Proposal Number** you wish to copy**.**
7. In the actions column, click **Copy.**

Actions	Proposal Number	Proposal Document Number	Proposal Type
view edit copy medusa	10	3738	New

8. For **Lead Unit,** select the unit of the Principal Investigator. This will often be the same as the **Original Lead Unit**.
9. Under **Budget?**, check **Yes. Include Budget(s).**
10. In the **Budget Version** dropdown, select **All Versions.**

11. Under **Attachments?**, check **Yes. Include attachment.**

12. Under **Questionnaires?**, check **Yes. Include questionnaire.**

Original Lead Unit

643475 - University Services to East St. Louis

Lead Unit: *

643475 - University Services to East St. Louis ▼

Budget?

☑ Yes. Include Budget(s).

Budget Version

All Versions ▼

Attachments?

☑ Yes. Include attachment.

Questionnaires?

☑ Yes. Include questionnaire

13. At the bottom of the page, click **Copy.**

14. A copy of your proposal has been created.