

Creating an S2S Proposal Quick Guide Summary

This guide explains how to create, complete, and submit a System-to-System (S2S) proposal in the Kualu Research system for submission to Grants.gov.

1. Start a Proposal

- Go to **Common Tasks** → **Create Proposal**
- Enter **Opportunity ID** (wildcard searches not supported)
- Fill in Proposal Type, Lead Unit, Activity Type, Dates, Title, Sponsor Code
- Click Save and Continue

2. S2S Opportunity Details

- Open S2S Opportunity tab → Enter Opportunity ID → Search
- Select correct opportunity → Save and Continue
- Forms tab auto-populates (no input needed in Delivery Info)

3. Sponsor & Program Information

- Enter Sponsor Deadline, Award Type, Subawards
- Attach Subrecipient Commitment Form (if needed)

4. Key Personnel

- Add **Principal Investigator (PI)** (minimum required)
- Assign units & credit allocation (total 100%)

5. Questionnaire

- Answer all required questions
- S2S requires additional **Grants.gov questionnaire**

6. Compliance

- Add **compliance entries** (e.g., Human Participants, Biohazards)
- Select Approval Status

7. Attachments

- Proposal Narrative, Budget Justification, F&A Agreements, Subrecipient Forms

8. Budget

- Follow **Budget Quick Start Guide** to complete the budget

9. Supplemental Info & Access

- Enter **Statement of Benefit**

10. Review & Submit

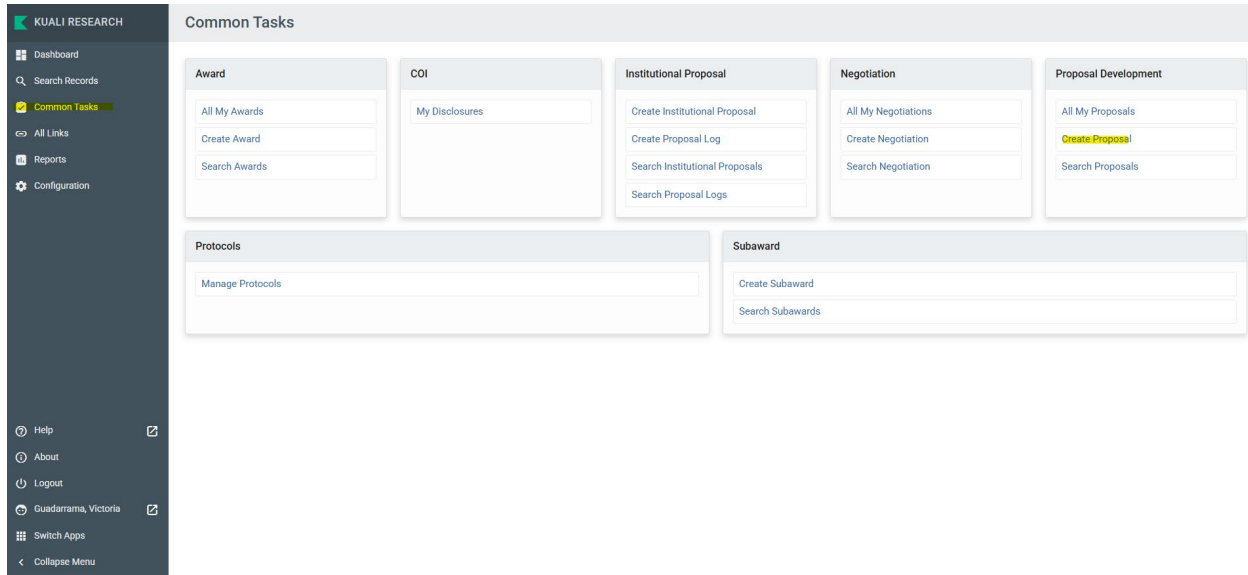
- Check all sections for accuracy
 - Click **Submit** for Review → Track in **View Route Log**
-

Creating an S2S Proposal in Kualu Research

This guide explains how to create, complete, and submit a System-to-System (S2S) proposal in Kualu Research for submission to Grants.gov.

Step 1: Start a New Proposal

Navigate to the **Common Tasks** section in Kualu Research and click **Create Proposal**.



Enter the required **General Proposal Information**:

- **Proposal Type** (e.g., New, Renewal, Resubmission)
- **Lead Unit** (department submitting the proposal)
- **Activity Type** (Research, Training, etc.)
- **Project Start and End Dates**
- **Proposal Title**
- **Sponsor Code** (use the lookup tool to find the correct sponsor)

The screenshot shows the 'Create Proposal' form in the Kualu Research interface. The form is titled 'Create Proposal' and includes a note: '* indicates required fields'. The fields are: 'Proposal Type' (a dropdown menu with 'select' as the current value, highlighted with a red border), 'Lead Unit (Academic Department)' (a dropdown menu with 'select' as the current value), 'Activity Type' (a dropdown menu with 'select' as the current value), 'Project Dates' (two date pickers with 'mm/dd/yyyy' as the format), 'Project Title' (a text input field), and 'Sponsor' (a text input field with a search icon). At the bottom right, there are 'Cancel' and 'Save and Continue' buttons.

Click **Save and Continue** to generate a **Proposal Number**.

Step 2: Complete General Proposal Information (If Applicable)

If the proposal includes **flow-through funding**, enter the **Prime Sponsor**.

Click **Save and Continue**.

Step 3: Add Opportunity Details

Open the **S2S Opportunity** tab.

Enter the **Opportunity ID** (required for Grants.gov submissions). Click **Search** to retrieve details from Grants.gov.

Select the correct opportunity and click **Save and Continue**.

Select the correct opportunity and click **Save and Continue**.

Kuali Research

Proposal Development
Proposal: #15411
 PI: *Victoria Mastin Guadarrama*

Document Info
 Doc Nbr: 378399
 S2S Connected: yes
 Initiator: a02250411
 Status: In Progress
[more...](#)

Data Validation (off) | Print | Copy | Medusa | Hierarchy | Budget Versions | Link | Help

Opportunity Search

Document was successfully saved.

Remove opportunity | Change opportunity

Opportunity | **Forms** | Submission Detail | User Attached Forms

Opportunity

Package ID: PKG00105533
 Opportunity ID: DE-FOA-0003240
 Opportunity Title: Testing no posting via interface -DE-FOA-0003240 Testing interface...
 Submission Type: Application
 S2S Revision Type: select

Competition ID
 Competition Title
 Opening Date: 02/16/2024
 Closing Date: 02/22/2025
 Instruction Page: [Download Instructions](#)
 Schema URL: [View schema](#)
 S2S Provider: Grants.Gov

CFDA

| Assistance Listing Number | ALN Program Title Name |
|---------------------------|-----------------------------|
| 81.255 | Clean Energy Demonstrations |

Back | Save | Save and Continue | Close

The **Opportunity** will populate. Under the **Forms** tab, there will be a list of mandatory and optional forms pulled from the package details.

No information is necessary under the **Delivery Info** tab when submitting via an S2S opportunity.

Step 4: Complete Sponsor & Program Information

Open the **Sponsor & Program Information** panel and enter:

- **Sponsor Deadline Date and Deadline Type**
- **Notice of Opportunity** (if applicable)
- **Subawards:** Check the box if applicable and attach the **Subrecipient Commitment Form**
- **Anticipated Award Type**

Click **Save and Continue**.

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 Status: In Progress
[more...](#)

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Sponsor & Program Information

Document was successfully saved.

Sponsor Deadline Type: select

Sponsor deadline: mm/dd/yyyy hh:mm

Notice of Opportunity: select

Opportunity ID:

Opportunity Title:

Subawards: Yes, this proposal includes subaward(s) (Be sure to attach Subrecipient Commitment form)

Sponsor Proposal ID:

NSF Science Code: select

Anticipated Award Types: select

Agency Routing Identifier:

Prev Grants.Gov Tracking ID:

ALN

| Assistance Listing Number * | ALN Program Title Name | Actions |
|-----------------------------|------------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="button" value="Add"/> |

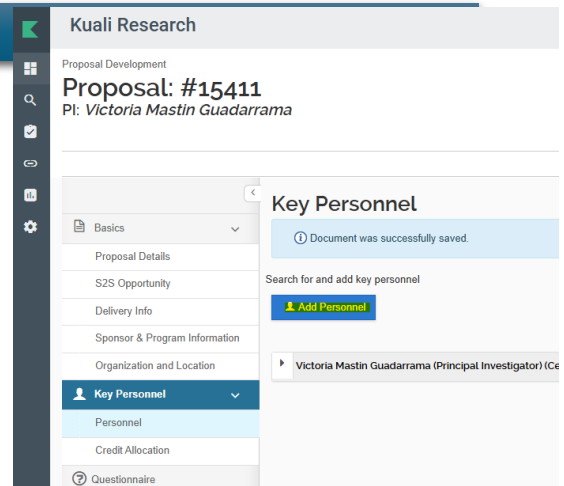
Back Save **Save and Continue** Close

Step 5: Add Key Personnel

Open the **Key Personnel** panel and go to the **Personnel** tab.

Click **Add Personnel**, then search for and add the **Principal Investigator (PI)** (minimum requirement). For any additional Personnel, assign **Proposal Role** (PI, Co-PI, or Key Person).

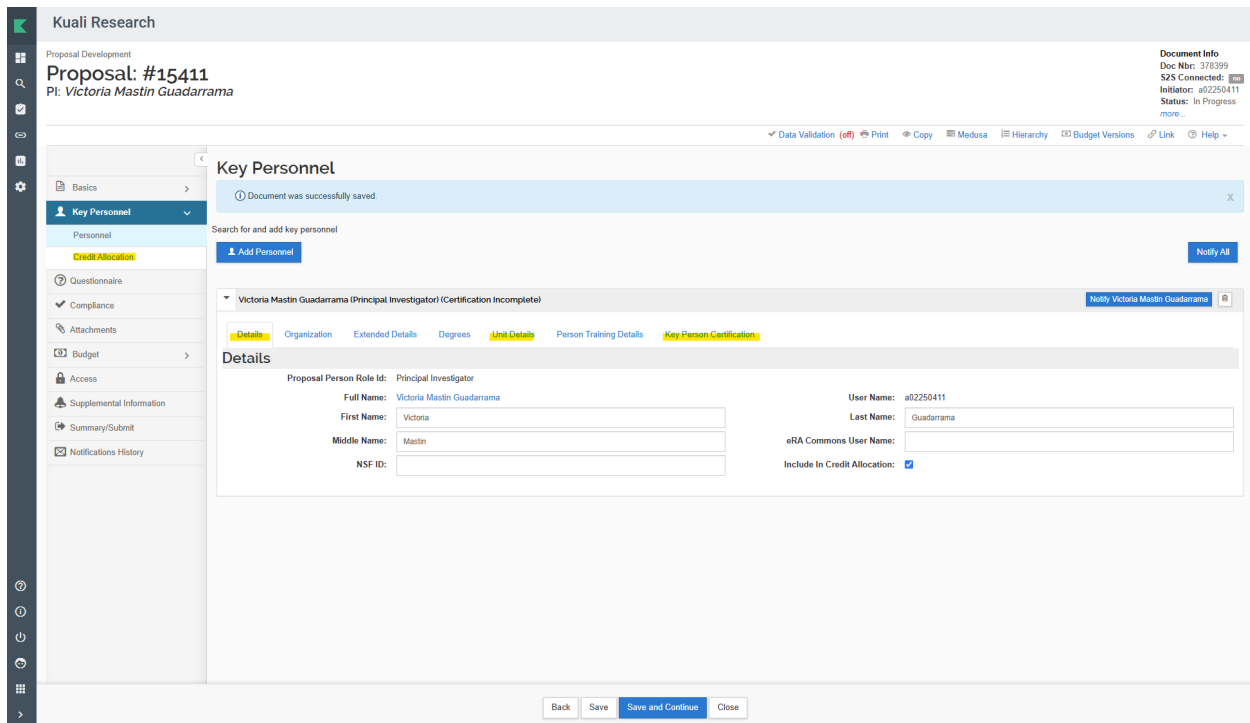
Click **Add**.



Using the arrow next to each person's name, expand the person's details and verify accuracy. Under **Unit Details**, assign additional units if applicable.

Enter **Credit Allocation**, ensuring percentages total **100%**.

Click **Save and Continue**.



Step 6: Complete the Questionnaire

Answer all required questions in BOTH questionnaire. Some responses may trigger additional required fields. For S2S opportunities, **Grants.gov** includes an additional **mandatory questionnaire** that must be completed.

Click **Save and Continue** when finished.

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✓ Data Validation (off) Print Copy Medusa Hierarchy Budget Versions Link Help

Questionnaire

Document was successfully saved.

Grants.Gov S2S Questionnaire Proposal General Questionnaire

Grants.Gov S2S Questionnaire (Incomplete) Clear Print

Is the proposal subject to review by state executive order 12372 process? ⓘ

Yes

No

Back Save **Save and Continue** Close

Step 7: Compliance Information

Click **Add Compliance Entry**.

Select **Type of Entry** and **Approval Status**.

Common types of Entry:

- Human Participants
- Live Vertebrate Animals
- Biohazards
- Narcotics
- Radioactive Materials/X-Ray
- Lasers
- Recombinant DNA
- Particularly Hazardous Chemicals
- USDA/HHS Select Agents and Toxins

Approval Status options:

- Approved
- EHS Notified
- Exempt
- IACUC
- IRB
- Not yet Applied
- Pending

Click **Add Entry**, then **Save and Continue**.

The screenshot displays the 'Add Compliance Entry' dialog box within a web application interface. The dialog box is titled 'Add Compliance Entry' and contains the following fields and options:

- Type:** A dropdown menu currently showing 'select'.
- Approval Status:** A dropdown menu currently showing 'select'.
- Compliance Identifier:** A text input field.
- Application Date:** A date selection field.
- Approval Date:** A date selection field.
- Expiration Date:** A date selection field.
- Exemption #:** A dropdown menu currently showing 'Nothing selected'.
- Comments:** A text area for entering notes.

At the bottom of the dialog, there are two buttons: 'Add Entry' and 'Cancel'. The background interface shows a proposal page for 'Proposal: #15411' by 'Victoria Mastin Guadarrama'. The 'Compliance' section is active in the sidebar, and a message states 'There are no compliance items for this proposal.' with a link to 'Add compliance entry'. The 'Document Info' panel on the right shows details like 'Doc Nbr: 378399' and 'Status: In Progress'.

Kuali Research

Proposal Development

Proposal: #15411PI: *Victoria Mastin Guadarrama***Document Info**

Doc Nbr: 378399

S2S Connected: yes

Initiator: a02250411

Status: In Progress

[more...](#)

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 Link
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Attachments

Document was successfully saved.

Attachments

Proposal (0) Personnel (0)

Abstracts (0) **Internal (0)** Notes (0)

Internal (0)**Step 8: Attachments**

Upload all **Required Documents** under the **Internal tab**, including:

- Sponsor-required materials
- Proposal Narrative
- Budget Justification
- F&A Allocation Agreement
- F&A Waiver (if applicable)
- Subrecipient Commitment Form (if applicable)
- Cost Share documentation

Click **Save and Continue**.

Step 9: Build the Budget

Follow the **Budget Quick Start Guide** to complete the budget.

Step 10: Access and Supplemental Information

Access: Aggregator document level is required to edit unless listed in the **Key Personnel** section above.

Enter the **Statement of Benefit** (layperson's summary of the project).

Click **Save and Continue**.

Step 11: Review and Submit the Proposal

Carefully review all sections for accuracy.

Click **Submit for Review** to begin the approval process.

Kuali Research

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Submit

Document was successfully saved.

Progress: Saved | Routing | Approved

Proposal Summary | Personnel | Credit Allocation | Questionnaire | Compliance | Attachments | Supplemental Info

Budget Summary | Budget Summary (Beta)

Proposal Summary

| | |
|------------------------|---|
| Title | How do micros wave? |
| Principal Investigator | Victoria Mastin Guadarrama |
| Lead Unit | DPVPRS - Vice President - Research |
| Proposal Type | New |
| Activity Type | Other Sponsored Activities |
| Proposal Number | 15411 |
| Project Start Date | 01/01/2026 |
| Project End Date | 01/09/2029 |
| Include Subaward(s)? | No |
| Sponsor Name | U.S. National Aeronautics & Space Administration (NASA) |
| Prime Sponsor Name | |
| Sponsor Deadline Date | |
| Sponsor Deadline Type | |

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

Congratulations!!!

Next Steps:

Use the **View Route Log** to track the routing status and approvals.

Route Log

ID: 378399 hide

Title How do micros wave?: Proposal No: 15411; PI: Victoria Mastin Guadarrama; Sponsor: U.S. National Aeronautics & Space Administration (NASA); Due Date: null

| | | | |
|------------------------|-------------------------------|---------------------------------|---------------------|
| Type | Proposal Development Document | Created | 01:03 PM 01/09/2025 |
| Initiator | Guadarrama, Victoria Mastin | Last Modified | 01:12 PM 01/09/2025 |
| Route Status | SAVED | Last Approved | |
| Document Status | | Document Status Modified | |
| Node(s) | Initiated | Finalized | |

Actions Taken hide

| Action | Taken By | For Delegator | Time/Date | Annotation |
|--------|-----------------------------|---------------|---------------------|------------|
| SAVED | Guadarrama, Victoria Mastin | | 01:11 PM 01/09/2025 | |

Pending Action Requests hide

| Action | Requested Of | Time/Date | Annotation |
|---|-----------------------------|---------------------|------------|
| show IN ACTION LIST COMPLETE | Guadarrama, Victoria Mastin | 01:11 PM 01/09/2025 | |

Future Action Requests show

Your proposal will be assigned to a Proposal Analyst in the Sponsored Programs Office for review and approval. Visit <https://research.usu.edu/spo/> for more information.