Office of Research and Sponsored Programs
University Massachusetts Boston
100 Morrissey Boulevard, Boston, MA 02125-3393
P 617.287.5370 | www.umb.edu/ORSP

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 -

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

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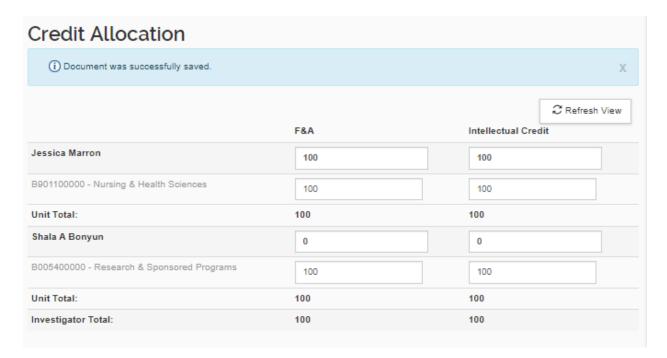P 617.287.5370 | www.umb.edu/ORSP

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.

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.

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Questionnaire Section

Complete this section as described in Kuali Proposal Development Aggregator Guide found here.

Compliance Sections

Complete this section as described in Kuali Proposal Development Aggregator Guide found here.

Attachments Section

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

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 (if applicable)*
Personnel	Biosketch	Biosketch(es)
Personnel	Current Pending	Current and Pending Support
Internal	ORSP Budget Workbook	ORSP Budget Workbook (xls)

*Note – an Indirect Waiver form is not required for Internal UMass submissions and no overhead is charged

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.