

## NewsFlash!

To ensure proposals are routed and approved in a timely manner, please verify that all Principal Investigator(s) (PI and/or Co-PIs) have KC access prior to routing the proposal. If one or more PIs do not have access, there will be delays in obtaining their approval(s).

Below are the procedures for requesting PI access to Quali Coeus (KC) proposals:

Access requests should be made as soon as the research administrator creates a KC proposal. More often than not, the turnaround time for these requests is 24 hours, but this can vary during high-volume or peak proposal submission times.

To request PI access to KC, an email will need to be sent to [TARA Help](#) with the following information:

- PI Employee ID
- The Unit number(s) or Org. code(s) for which the access is needed
  
- Requested Access: KC Pre-Award , Cayuse, and/or KC Post-Award
- Written Approval from the Director of Research or Department's Senior Business Officer or Designee

*If you have any questions about requesting KC privileges, please contact [TARA Help](#) for guidance.*