

## Kuali Quick Tips

- ✓ To confirm you successfully submitted your application, check that the status says, "**Submitted for Review.**"
- ✓ To confirm you successfully responded to the IRB, check that the status says, "**Resubmitted.**"
- ✓ If you are having trouble finding a study,
  - Check with PI that you have been added to the study's **Personnel** table in Kuali.
  - Clear any **search filters** (Kuali always remembers the last filter used by default).
- ✓ Not seeing your **CITI trainings** in Kuali? Ensure you have [linked your CITI account to your UMass Boston ID.](#)
- ✓ Add **Kuali notifications** to safe senders in your email.
- ✓ In **UMass Boston webmail**, Kuali notifications go to the "Other" tab instead of "Focused."
- ✓ Has your **UMass Boston email/user ID recently changed** (e.g., student "001" to employee - no "001"), and you are getting an error signing in? Try clearing cookies and cache prior to signing in.