

Office of Research and Sponsored Programs

1324 W. WISCONSIN AVE

HOLTHUSEN HALL, 341

414 288 7200

www.marquette.edu/orsp

Your Dashboard in Kual

September 2020

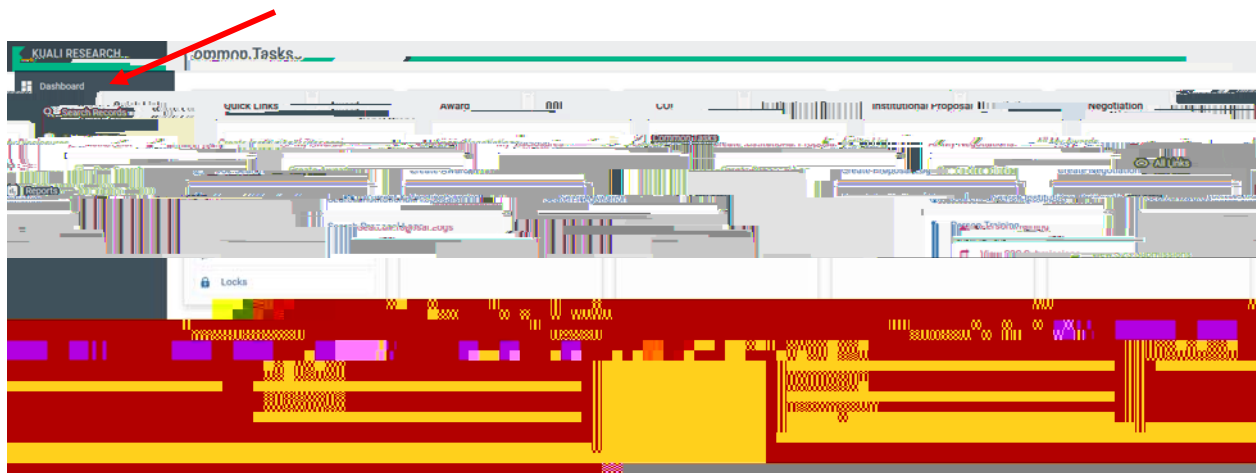
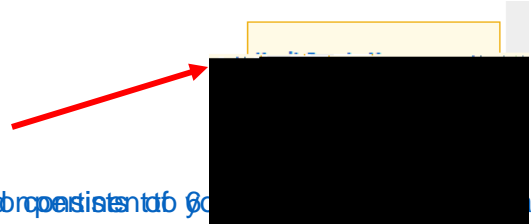
Purpose: To understand the process for viewing and using the dashboard feature in Kual. The Dashboard will make it easier to see what proposals you have in progress and which proposals need your attention. There are also cards on the dashboard to show you information about awards and subawards that are in progress.

STEP 1: Accessing Kual

From the ORSP Website or grants.mu.edu.

Login using your Marquette credentials.

From the [Research and Innovation](#) website. [Res](#) [The dashboard is persistent to 60](#) [approval](#) [Kual](#) system. These cards contain quick links giving you easy access proposals requiring your attention.



PROPOSAL ROUTING HOME: This card will display any proposal that involves you in the approval process. It will display if you're up for approval or how many steps away in the routing process it is until it gets to you. It will also let you know if you're an Alternate approver on the proposal rather than the

PROPOSALS NOT ROUTING This card will show you all proposals that are saved/initiated but not yet submitted into the approval/routing process. It will display all proposals where the user has view rights for the given proposal. Once the proposal is submitted into routing it will no longer be displayed in this card.

This card is helpful to see which proposals are in process.



Work in progress cards – Primarily used by ORSP

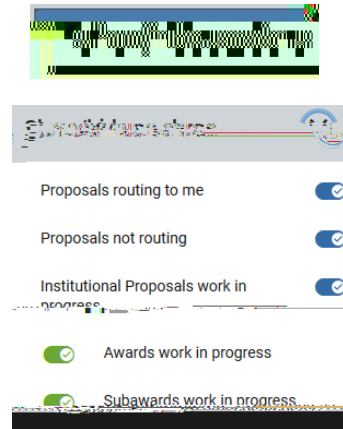
The Institutional Proposals work in progress, Awards work in progress, and Subaward work in progress cards will show you all Institutional Proposal Award, and Subaward records that are saved/initiated but not finalized. It allows you to view documents that are still outstanding and need to be submitted. It will display all records where the user has view rights for the given document. ORSP manages these modules and has the ability to edit, save and finalize the records.



STEP 4: Dashboard Configuration

Within the Dashboard Homelink individual users can set their own preferences of what displays in the Dashboard Main sections.

The Show/hide sections



Each card has Sort by options in the top right hand corner so you can change the default sort logic and it will save the selected preference for each user.

