

Office of Researchand Sponsored Programs 1324W. Wisconsi Ave Holthuse Mall, 341 414 288 7200 www.marguette.edu/orsp

## YourDashboardin Kuali

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- Purpose: To understand the process for viewing and using the dashboard feature in Kuali. The Dashboard will make it easier to see what proposal syou have in progress and which proposals needyour attention. There are also cards on the dashboard to showyou information about awards and subaward that are in progress.
- STEPI: Accessing Kuali From the ORSP Vebsiteor grants.mu.edu. Login using your Marquette credentials. From the <u>Researchand Innovation</u> website. Res Theit Idar Submattion persistent to go prover in the <u>Kualisystem</u>. These cards contain quick links giving you easy access proposal sequiring your attention.



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

PROPOSAL®OTROUTINGThiscardwill showyou all proposals that are saved/initiated but not yet submitted into the approval/routingprocess. It will displayall 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.

Thiscardis helpful to seewhich proposals are in process.



## Work in progresscards-Primarilyusedby ORSP

TheInstitutional Proposalswork in progress, Awardswork in progress, and Subawardwork in progresscardswill show you all Institutional Proposal Award, and Subaward ecords 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. ORS Phanages these modules and has the ability to edit, save and finalize the records.

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STEP4: DashboardConfiguration

Within the DashboardHomelink individual users can set their own preferences of what displays in the DashboardMain sections.

TheShow/hidesections

EachcardhasSortby options in the top right handcornerso you can change the default sort logicand it will save the selected preference for each user.



