

Office of Researchand Sponsored Programs 1324W. WISCONSIAVE HOLTHUSENALL, 341 414 £88 7200 www.marquette.edu/orsp

#### ViewingAward Information in Kuali

September2020

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Purpose: To understand the process for finding award information in KualiAward module.

- x <u>Asa researcherclickon</u> "All my awards" from the Awardcardon the KualiCommonTasksscreen. Yourname will automatically populate in the "Investigator" field and searchfor your awards.
- x <u>Asa unit administrator</u>, click "SearchAwards" from Awardcardon the KualiCommonTask screen. The award look up page appears and you can search by several fields. To find a PI's award, search under "Investigator" by using the magnifying glass to identify a person, then click search.

Quick Links	<ul> <li>Community and the second s</li></ul>	Award	
All My Awarda	🖉 Common Taaka		Action List

Searchresultswill appearat the bottom of the page. Find the awardyou are interested in and click "Open."

To explore additional information within eachtab, click the "Show" button to the right of each category.

Youcanalsoclickon "ExpandAll" or "CollapseAll" on the far right of the screen.

### <u>AWARD</u>

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# <u>CONTAC</u>TS

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# **COMMITMENTS**

Information included -- Costshare, Rates (including F&Arate information), and Preaward Authorizations.

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# **BUDGET/ERSIONS**

Information included-BudgetOverview

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### PAYMENTREPORTS TERMS

Information included – Paymentand InvoiceRequirementsReportClassestincludinginformation about reporting requirements for the award), Termsof the Award, and AwardCloseoutinformation.

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#### <u>SPECIAREVIEW</u>

 $Information included-Research {\tt C} ompliance {\tt A} pproval and {\tt E} xpiration.$ 

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# COMMENTSNOTES ATTACHMENTS

Information included – Internal MU comments and notes, and Award Documentation or other Attachments pertaining to the award.

Award Contacts	

### **AWARDACTIONS**

Information included – Print Award Information and Findhigh level award balance information (this information will be found under the Create Account tab and will be available soon).

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## <u>MEDUS</u>A

Information included – Linksto all Kualimodules involving this award, including applications/proposadevelopment approved through the system.

