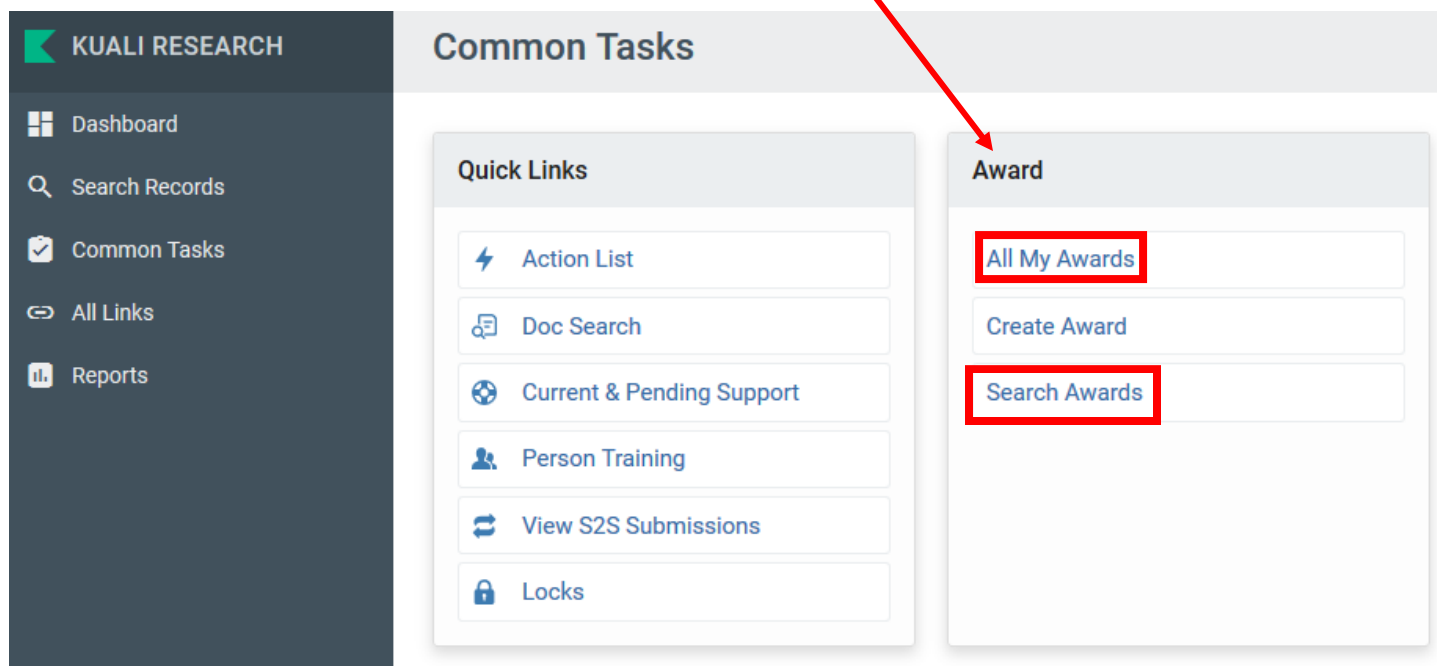


## Viewing Award Information in Kual

September 2020

**Purpose:** To understand the process for finding award information in Kual Award module.

- As a researcher, click on “All my awards” from the Award card on the Kual Common Tasks screen. Your name will automatically populate in the “Investigator” field and search for your awards.
- As a unit administrator, click “Search Awards” from Award card on the Kual Common Tasks 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.



Search results will appear at the bottom of the page. Find the award you are interested in and click “Open.”

To explore additional information within each tab, click the “Show” button to the right of each category.

▶ show

You can also click on “Expand All” or “Collapse All” on the far right of the screen.

expand all

collapse all

## **AWARD**

Information included - Title, Sponsor, Project Dates, Award Dollars and Subawards.

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#) [Comments, Notes & Attachments](#) [Award Actions](#) [Medusa](#)

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Document Overview	<a href="#">▶ show</a>
Funding Proposals	<a href="#">▶ show</a>
Details & Dates	<a href="#">▶ show</a>
Subawards	<a href="#">▶ show</a>
Sponsor Template	<a href="#">▶ show</a>
Keywords	<a href="#">▶ show</a>

## **CONTACTS**

Information included – Key Personnel, Internal Unit Contacts, and Sponsor Contacts (such as program officer and sponsor administration).

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#) [Comments, Notes & Attachments](#) [Award Actions](#) [Medusa](#)

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Key Personnel and Credit Split (1)	<a href="#">▶ show</a>
Unit Contacts (4)	<a href="#">▶ show</a>
Sponsor Contacts (2)	<a href="#">▶ show</a>
Central Administration Contacts (0)	<a href="#">▶ show</a>

## **COMMITMENTS**

Information included – Cost share, Rates (including F&A rate information), and Preaward Authorizations.

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#) [Comments, Notes & Attachments](#) [Award Actions](#) [Medusa](#)

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Cost Sharing	<a href="#">▶ show</a>
Rates	<a href="#">▶ show</a>
Preaward Authorizations	<a href="#">▶ show</a>

## **BUDGET VERSIONS**

Information included – Budget Overview

- [Award](#)
- [Contacts](#)
- [Commitments](#)
- [Budget Versions](#)**
- [Payment, Reports & Terms](#)
- [Special Review](#)
- [Custom Data](#)
- [Comments, Notes & Attachments](#)
- [Award Actions](#)
- [Medusa](#)

Document was successfully reloaded.

- Budget Overview (001556-00001:) [show](#)
- Budget Versions (001556-00001:) [show](#)
- Budget Limits (001556-00001:) [show](#)

## **PAYMENT, REPORTS & TERMS**

Information included – Payment and Invoice Requirements, Report Classes (including information about reporting requirements for the award), Terms of the Award, and Award Closeout information.

- [Award](#)
- [Contacts](#)
- [Commitments](#)
- [Budget Versions](#)
- [Payment, Reports & Terms](#)**
- [Special Review](#)
- [Custom Data](#)
- [Comments, Notes & Attachments](#)
- [Award Actions](#)
- [Medusa](#)

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- Payment & Invoices [show](#)
- Contract And Grants Billing [show](#)
- Reports [show](#)
- Terms [show](#)
- Special Approval [show](#)
- Closeout [show](#)

## **SPECIAL REVIEW**

Information included – Research Compliance Approval and Expiration.

- [Award](#)
- [Contacts](#)
- [Commitments](#)
- [Budget Versions](#)
- [Payment, Reports & Terms](#)
- [Special Review](#)**
- [Custom Data](#)
- [Comments, Notes & Attachments](#)
- [Award Actions](#)
- [Medusa](#)

Document was successfully reloaded.

- Special Review [hide](#)

### Special Review

* Type	* Approval Status	Protocol Number	Application Date	Approval Date	Expiration Date
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[close](#)

## **COMMENTS, NOTES & ATTACHMENTS**

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

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#) **[Comments, Notes & Attachments](#)** [Award Actions](#) [Medusa](#)

Document was successfully reloaded.

Comments (0)

[▶ show](#)

Notes (0)

[▶ show](#)

Attachments (0)

[▶ show](#)

## **AWARD ACTIONS**

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

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#) [Comments, Notes & Attachments](#) **[Award Actions](#)** [Medusa](#)

Document was successfully reloaded.

Data Validation

[▶ show](#)

Hierarchy Actions

[▶ show](#)

Award Hierarchy Sync

[▶ show](#)

Print

[▶ show](#)

Route Log

[▶ show](#)

Create Account

[▶ show](#)

Time and Money Post History

[▶ show](#)

# MEDUSA

Information included – Links to all Quali modules involving this award, including applications/proposal development approved through the system.

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#) [Comments, Notes & Attachments](#) [Award Actions](#) **Medusa**

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Medusa ▼ hide

## Medusa

View:

Proposal > Award

Award > Proposal

 Institutional Proposal 00020490