

How to view a list of your Key Person proposals

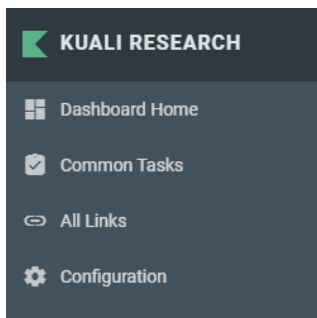
In Kualu, by default, when you go to view “All My Proposals”, the field that autopopulates (Participant) includes only those proposals in which the individual user has been added to the Access tab (Aggregator, Viewer, etc.).

To view the list of proposals in which you are listed in the Key Personnel section (Principal Investigator, Co-Investigator, or Key Person), here are the steps to follow:

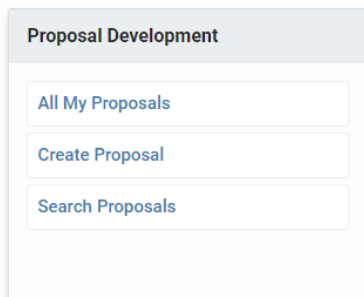
1. Log into Kualu (<https://siue.kuali.co/res>).

A login form titled "Enter your e-ID and Password". It contains two input fields: "e-ID:" and "Password:". Below the e-ID field is a link "What is an e-ID? Find out here." Below the password field is a link "Forget your password? Find help here." The input fields are highlighted in yellow.

2. Click Common Tasks.



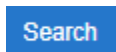
1. Under Proposal Development on the right, select Search Proposal.



2. Enter your e-ID in the Proposal Person box

A search box labeled "Proposal Person:". The text "smorgan" is entered into the input field. To the right of the input field are two icons: a small square icon and a magnifying glass icon.

3. Click the Search box



4. Scroll down to see all proposals in which you were included in as a Key Person.