

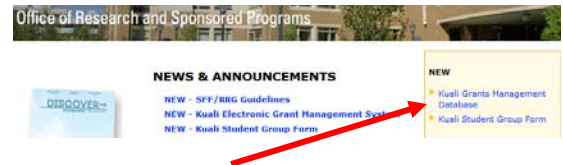
## Starting an Application in Kualii

February 2017

**Purpose:** To understand the process for creating an application in the Kualii Proposal Development module and complete the PI required information.

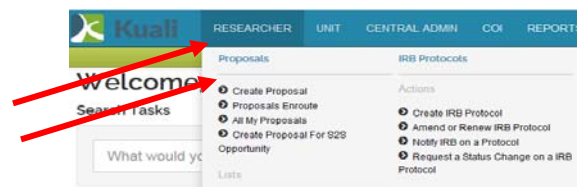
### STEP 1: Accessing Kualii

From the ORSP Website or [grants.mu.edu](http://grants.mu.edu)  
Log in using your Marquette credentials.



### STEP 2: Welcome Screen

Click on RESEARCHER  
Click on CREATE PROPOSAL



### STEP 3: Create Proposal Screen

Complete the Required 6 Fields with descriptive information (can be changed later)

Click Save & Continue

Create Proposal  
\* indicates required fields

Proposal Type:

Lead Unit:

Activity Type:

Project Dates:  to

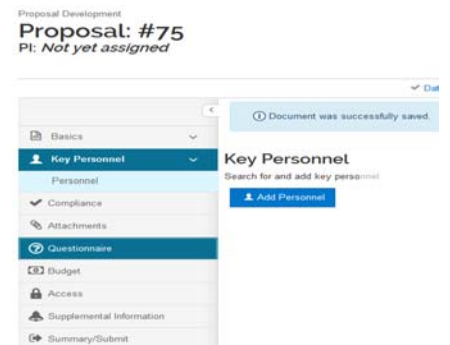
Project Title:

Sponsor:

### STEP 4: Key Personnel

Click on KEY PERSONNEL

Click on PERSONNEL, enter Marquette personnel (key personnel only), if any

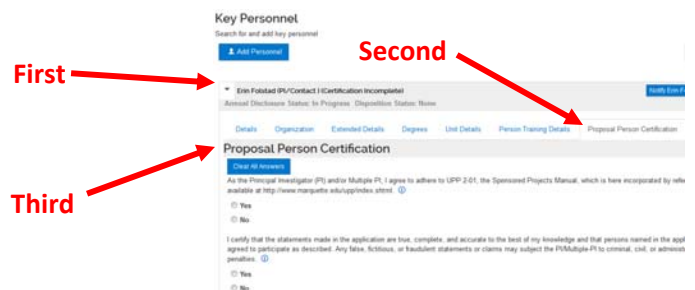


### STEP 5: Proposal Person Certification

Click on your name

Click on proposal person certification

Answer all questions



## STEP 6: Questionnaire

Click on QUESTIONNAIRE

Answer all questions

Proposal Development  
**Proposal: #75**  
PI: *Not yet assigned*

Document was successfully saved.

Questionnaire

Proposal Questionnaire

**Proposal Questionnaire (Incomplete)**

Does your project involve human research participants? [?](#)

Yes

No

Does your project involve laboratory animal care? [?](#)

Yes

No

Will your research involve any of the following: Recombinant DNA, Biotin, DEA controlled substances, firearms, explosive devices, generation of h...

Yes

No

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STEP 7: Click CLOSE, YES to save (ORSP will automatically be notified when a proposal is created)