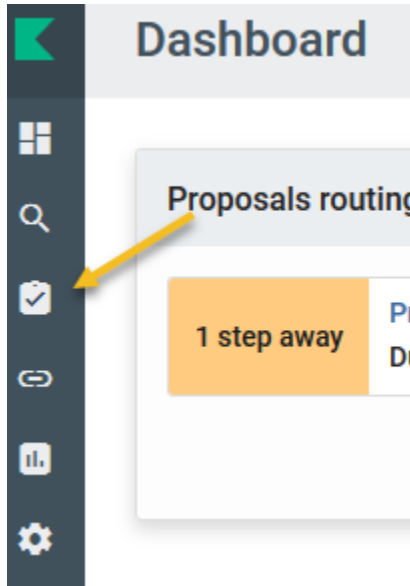


Locating your Kualo Number

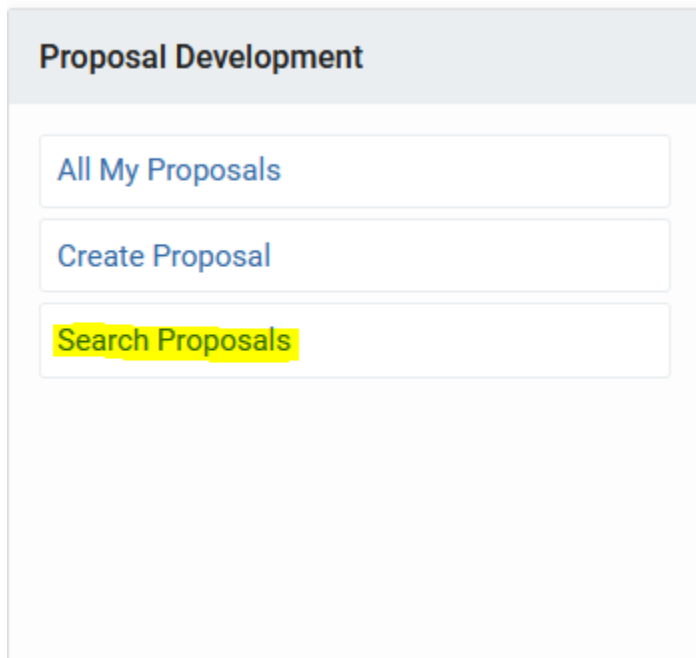
Below are instructions for locating your Kualo Proposal Number or Award Number to enter your Kualo Protocol. Only the Principal Investigator (PI) or their College Research Coordinator (RC) will have access to the Kualo records.

The link for Kualo Research is <https://txstate.kualo.co/res>. Use your university NetID and Password to login.





The home page of Kualo is a dashboard. Click on the clipboard to the left.





Click on "Search Proposals" under Proposal Development.



Click on the Magnifying glass to the left of the Principal Investigator box.

Proposal Number:	<input type="text"/>
Proposal Type:	<input type="text" value="select"/>
Proposal State:	<input type="text" value="select"/>
Project Title:	<input type="text"/>
Proposal Person:	<input type="text"/>  
Principal Investigator:	<input type="text"/>  















Enter the Principal Investigator's first and last name only. Then click Search.

First Name:	<input type="text" value="Monica"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Swift"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Employee ID:	<input type="text"/>
Campus Code:	<input type="text"/>
Primary Department Code:	<input type="text"/>
Employee Status Code:	<input type="text"/>  

Click the blue Select box to choose the PI name.

Actions	Principal Name	Name
select	ms1079	Swift, Monica Maria

Click Search at the bottom of the page after the PI NetID has been populated.

Principal Investigator:	<input type="text" value="ms1079"/>		
Aggregator:	<input type="text"/>		
Participant:	<input type="text"/>		
Initiator Username:	<input type="text"/>		
Sponsor Deadline Date:	<input type="text"/>		to <input type="text"/>
Sponsor:	<input type="text"/>		
Sponsor Name:	<input type="text"/>		
Lead Unit:	<input type="text"/>		
Lead Unit Name:	<input type="text"/>		
Award ID:	<input type="text"/>		
Opportunity ID:	<input type="text"/>		
Hierarchy Status:	<input type="text" value="v"/>		
Proposal Create Date:	<input type="text"/>		to <input type="text"/>

Scroll down to the bottom of the page to find a list of all the PI's proposals. Click the down arrow in the Sponsor Deadline Date box to arrange from most recent chronologically.

Principal Investigator	Lead Unit	Lead Unit Name	Sponsor Deadline Date	Opportunity ID	Hierarchy Status	Proposal Create Date
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The Proposal Number is populated from this search.

Note* The Proposal Document Number is not the correct number to use.

To find the award number, click on Medusa.

Actions	Proposal Number	Proposal Document Number
view copy medusa	462	38182

The Development Proposal Number is the same as the Proposal Number. The Award Number can also be located here.

Proposal > Award

- Institutional Proposal 18060058
 - Development Proposal 462
 - Award 000821-00001