Subaward View Guide

1. When you login to Kuali you are taken to the Dashboard

2. Scroll to the Subawards work in progress card.
   a. If you do not see that card, click the show/hide button at the top right and slide the on/off switch to on for the subawards card.

3. There are 2 ways to find the subaward from this view.
   a. Scroll through the list to find the record you are looking for.
   b. Click on the filter option on the upper right corner of the card. Select the filter type under where, then enter criteria you are looking for.
   c. Click on the record you want to look at.

4. Click through the tabs to see the information entered. Theresa will be adding notes to the Comments, Notes & Attachments tab as she is process the subawards.