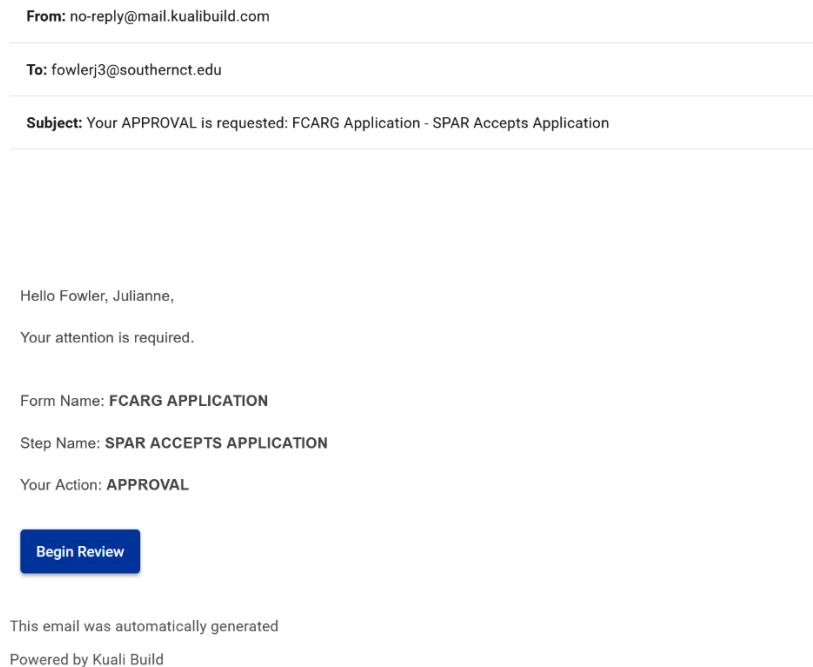


## Quick Reference Guide

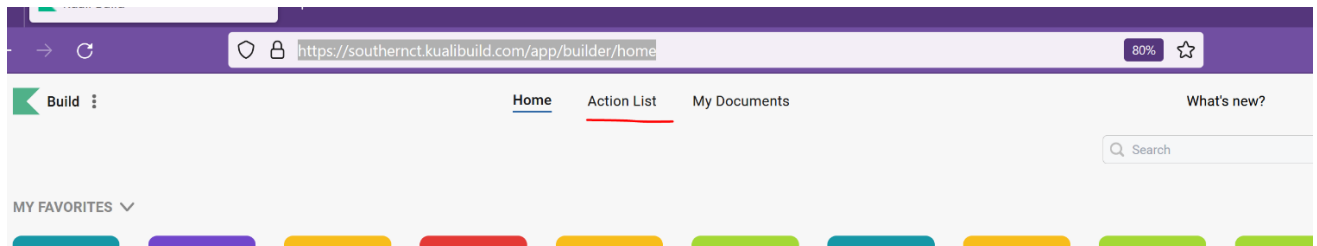
### Processing Internal Applications in Kual

There are two different options for accessing Kual Build applications that come to you for approval [as a committee chairperson, a department chairperson, or a faculty mentor]. Both will lead you to the same place:

1a. Follow the link provided to you in the automated email that you received from Kual Build ([no-reply@mail.kualibuild.com](mailto:no-reply@mail.kualibuild.com)). It will look something like this and should contain instructions:



1b. If you cannot locate the email in your inbox, or have multiple applications to process, you can also find the applications awaiting your approval by going to the Kual Build dashboard and finding the items in your Action List tab: <https://southernct.kualibuild.com/app/builder/home>



2. You should now be able to open the application, which has been prepared according to the call for proposals or instructions provided. Review the application for all necessary items, based on the

individual call for proposals or internal opportunity that the application is responding to. The main items you should check for should be:

*If you are a committee chairperson:*

- Is this application eligible (is it on-time, complete, and/or with an appropriate budget)?
- Is this applicant eligible (do they meet any necessary eligibility criteria)?

*If you are a department chairperson:*

- Is the proposed activity acceptable, based on the proposer's other departmental duties (a curriculum or project, a sabbatical, etc.)?
- Is the applicant eligible for these funds (based on other activities they are engaged in)?

*If you are a faculty mentor:*

- Has the student discussed this research or activity with you?
- Has the student followed all the directions in preparing their application?

3. If an application has come to you for approval, you should have three options. They will appear on the right-hand side of the screen. They will be:

- Deny: This action should only be taken if the application you received is *not acceptable under any circumstances* (for example: the applicant is not eligible for these funds due to their rank or status, the application is late and the submitter did not meet the published deadline, or it proposes an activity that you cannot approve in your role as a committee chair, department chair, or faculty mentor).
  - Selecting this option will mark the application as Denied and no further action can be taken on it
- Send Back: This action can be taken if the application is eligible but incomplete or incorrect in some *technical* way and the deadline *has not yet passed* (for example, the budget is not correct or there is an attachment missing).
  - Selecting this option will send the application back to the submitter and allow them to make changes before resubmitting, which will send it to the reviewer a second time as an In Progress application.
- Approve: This action should be taken if the application is timely, complete, correct, and eligible under all the relevant criteria.
  - Selecting this option *does not indicate to the submitter or the SPAR Office that the application is going to be funded*; it marks the application as Complete, sends a notice to the submitter letting them know that their application is acceptable under the basic eligibility criteria mentioned above, and allows the application to advance to the logging, archiving, and review process so that it can be considered for funding.

Note, none of these options are meant to be or to imply the need for a *merit-based* review. Like external applications, a proposal must always meet certain basic criteria for acceptance before its content can be given any further consideration.

4. Taking any of the actions above will trigger automated emails to the submitter, to you as the approver, to SPAR, or to another office who has been named in the 'Workflow' of the form. If an email is sent to you, it will look similar to the screenshot in 1a.

- If you have selected Deny, you may want to reach out to the submitter for a discussion
- If you have selected Send Back, you should await a revised application from the submitter
- If you have selected Approve, you do not need to take any further action at this time. If you are a committee chairperson, the SPAR Office will contact you shortly about next steps.