




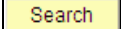




Award Inventory

| | |
|-----|---|
| 1. | Click the Grants link.  |
| 2. | Click the Interactive Reports link.  |
| 3. | Click the Award Inventory link.  |
| 4. | Click in the Business Unit field.  |
| 5. | Enter the desired information into the Business Unit field. Enter a valid value e.g. " FSR01 ". |
| 6. | Note: The Award Inventory Inquiry can be run using one of the following: - Sponsor ID - Award PI ID - Award Status |
| 7. | Click in the Award PI ID field.  |
| 8. | Enter the desired information into the Award PI ID field. For example, enter a valid value e.g. " 1258229 ". |
| 9. | Click the Search button.  |
| 10. | Note: The Search Results will display all of the Awards associated with the specified PI. |
| 11. | Note: This page will allow you to select the Award ID that you would like to view. However, for the purposes of this UPK, select the highlighted Award hyperlink  |
| 12. | Note: The Award tab will display Award information such as: - Reference Award Number - Award Title - Sponsor - Purpose - Award Type - Proposal ID - Start and End Date |
| 13. | Note: In addition to what was stated previously. This page will also display all the Projects associated with the specified Award. |
| 14. | Click the Home link.  |
| 15. | Congratulations. You successfully ran an Award Inventory Inquiry. End of Procedure. |

