Office of Research and Sponsored Programs
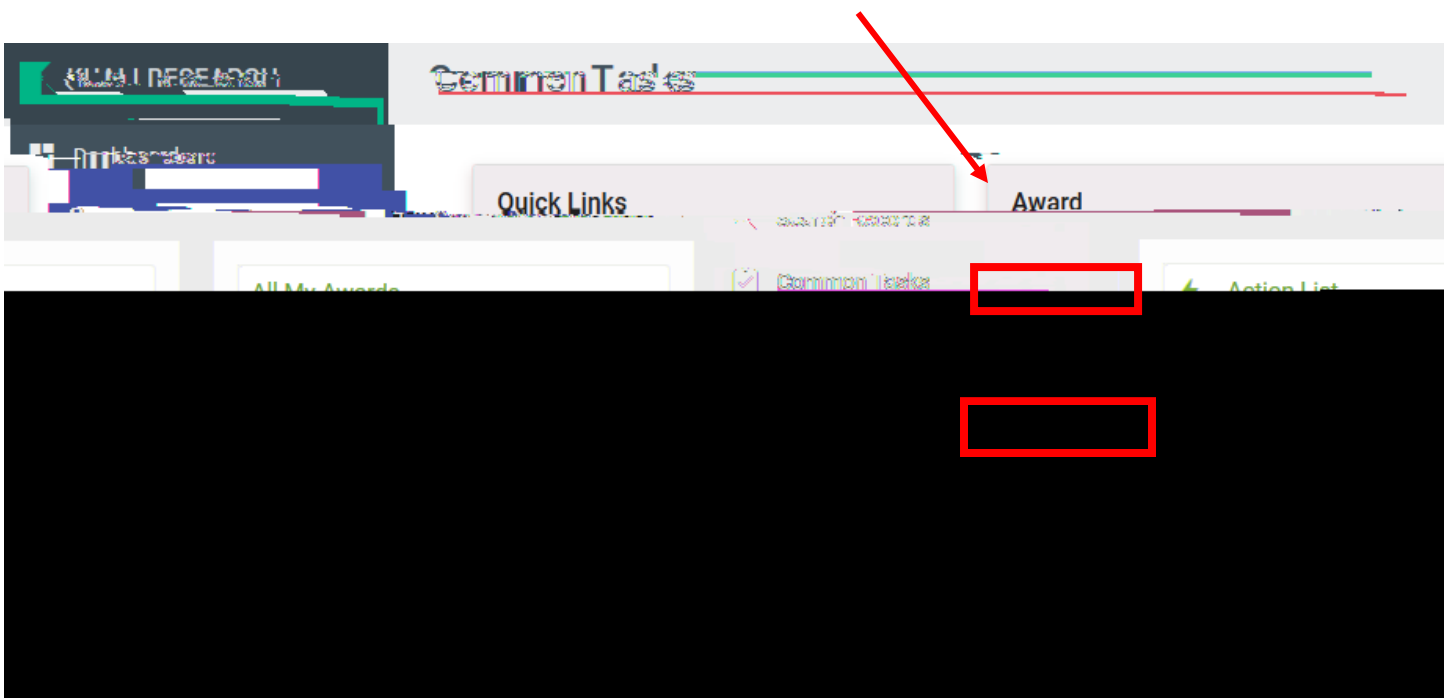
Viewing Award Information in Kuali   September 2020
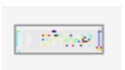
Purpose: To understand the process for finding award information in Kuali Award module.

- x Asa researcher, click on "All my awards" from the Award card on the Kuali Common Tasks screen. Your name will automatically populate in the "Investigator" field and search for your awards.

- x As a unit administrator, click "Search Awards" from Award card on the Kuali Common Tasks screen. The award look up page appears, and you can search by several fields. To find a PI's award, search under "Investigator" by using the magnifying glass to identify a person, then click search.

Search results will appear at the bottom of the page. Find the award you are interested in and click "Open."

To explore additional information within each tab, click the "Show" button to the right of each category.
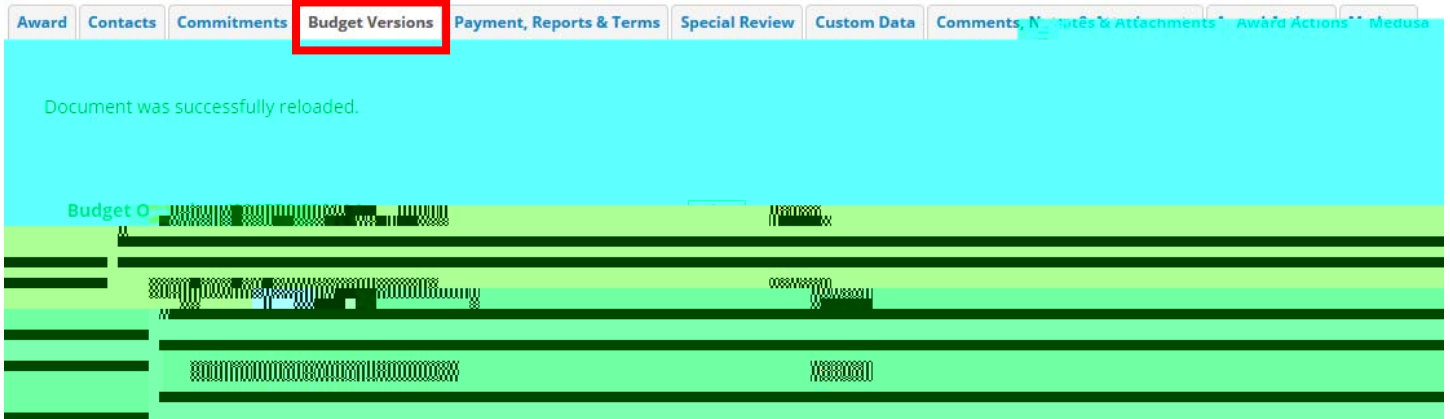
You can also click on "Expand All" or "Collapse All" on the far right of the screen.

AWARD
Information included – Title, Sponsor, Project Dates, Award Dollars and Subawards.

CONTACTS
Information included – Key Personnel, Internal Unit Contacts, and Sponsor Contacts (such as program officer and sponsor administration).

COMMITMENTS
Information included – Cost share, Rates (including F&A rate information), and Preaward Authorizations.

BUDGET VERSIONS
Information included – Budget Overview

PAYMENT, REPORTS & TERMS
Information included – Payment and Invoice Requirements, Report Classes (including information about reporting requirements for the award), Terms of the Award, and Award Closeout information.

SPECIAL REVIEW
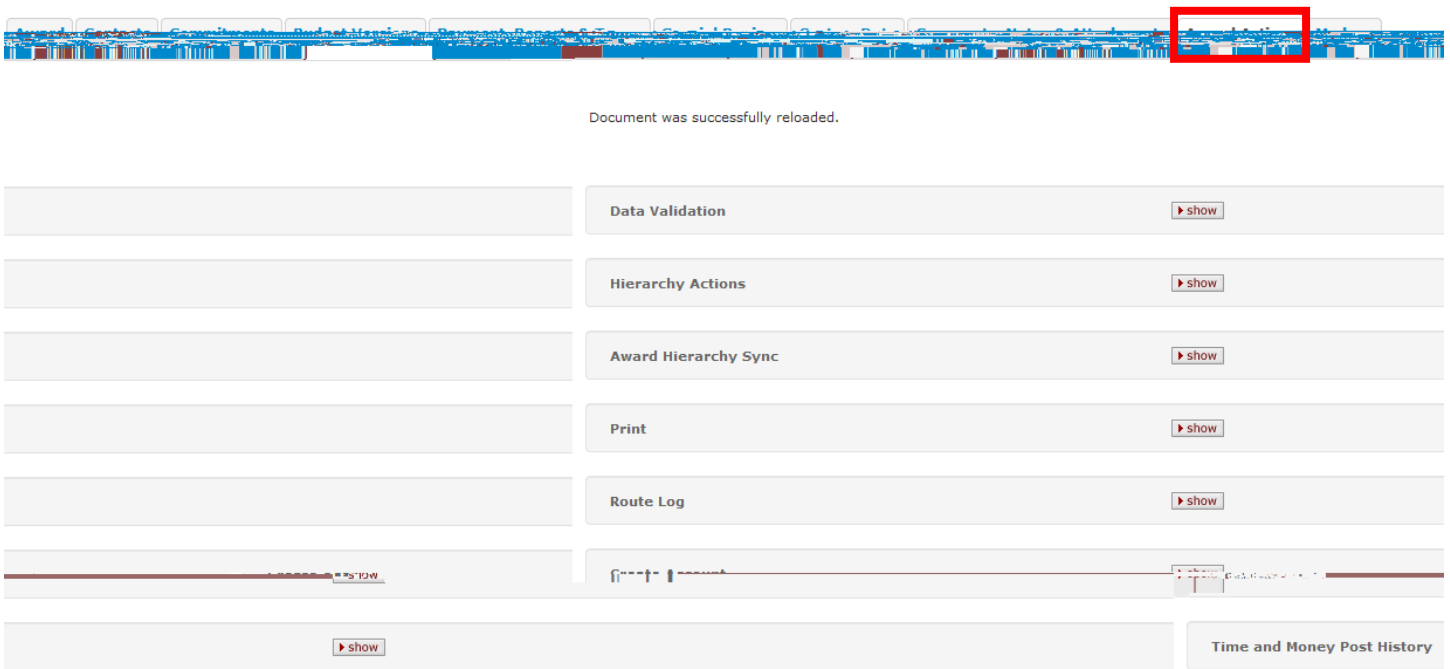Information included – Research Compliance Approval and Expiration.

COMMENTS, NOTES & ATTACHMENTS

Information included – Internal MU comments and notes, and Award Documentation or other Attachments pertaining to the award.

AWARD ACTIONS

Information included – Print Award Information and Find high level award balance information (this information will be found under the Create Account tab and will be available soon).

Document was successfully reloaded.

	Data Validation	▶ show
	Hierarchy Actions	▶ show
	Award Hierarchy Sync	▶ show
	Print	▶ show
	Route Log	▶ show
▶ show		Time and Money Post History

MEDUSA

Information included – Links to all Kuali modules involving this award, including applications/proposal development approved through the system.