



Business Process Document
PS FIN Grants Suite Inquiries and Reports: Specific Award Inquiry

Department	
Responsibility/Role	
File Name	Specific Award Inquiry_BUSPROC.doc
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Status	

Specific Award Inquiry

Trigger:

Required Field(s)	Comments

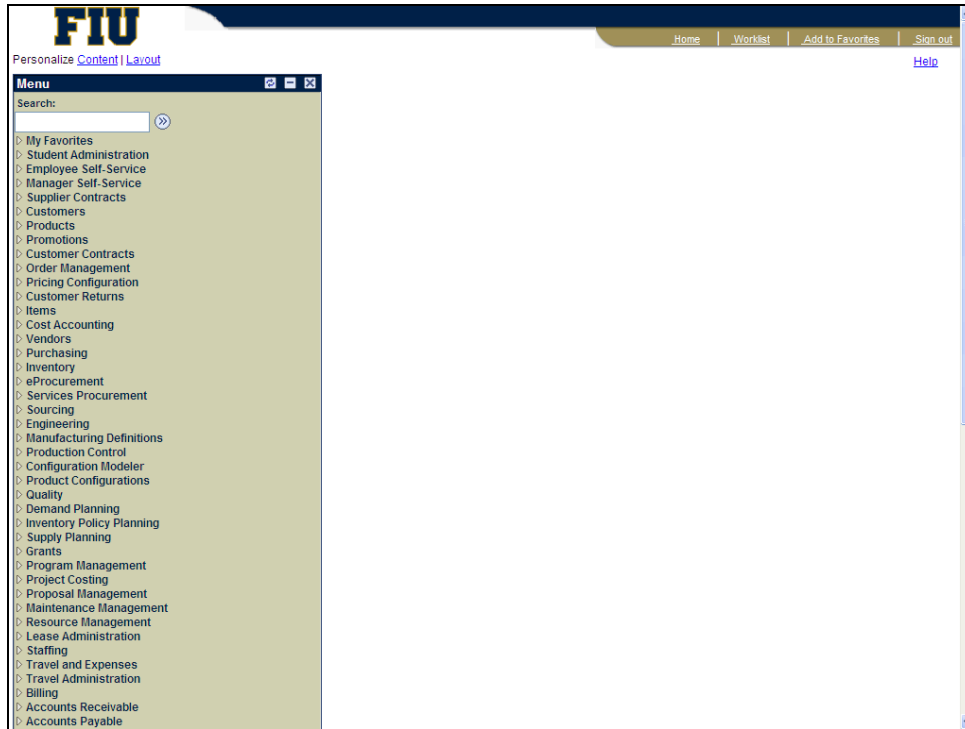
Output - Results	Comments


Additional Information

Procedure

The **Specific Award Inquiry** will allow users to view a variety of details associated with an Award. Some of the available information on this Inquiry includes the following:

- Award Title
- Contact PI
- Sponsor
- Purpose of the Award
- Award Type
- Start and End Dates
- Funding and Resource Details.




Step	Action
1.	Click the Grants link. 



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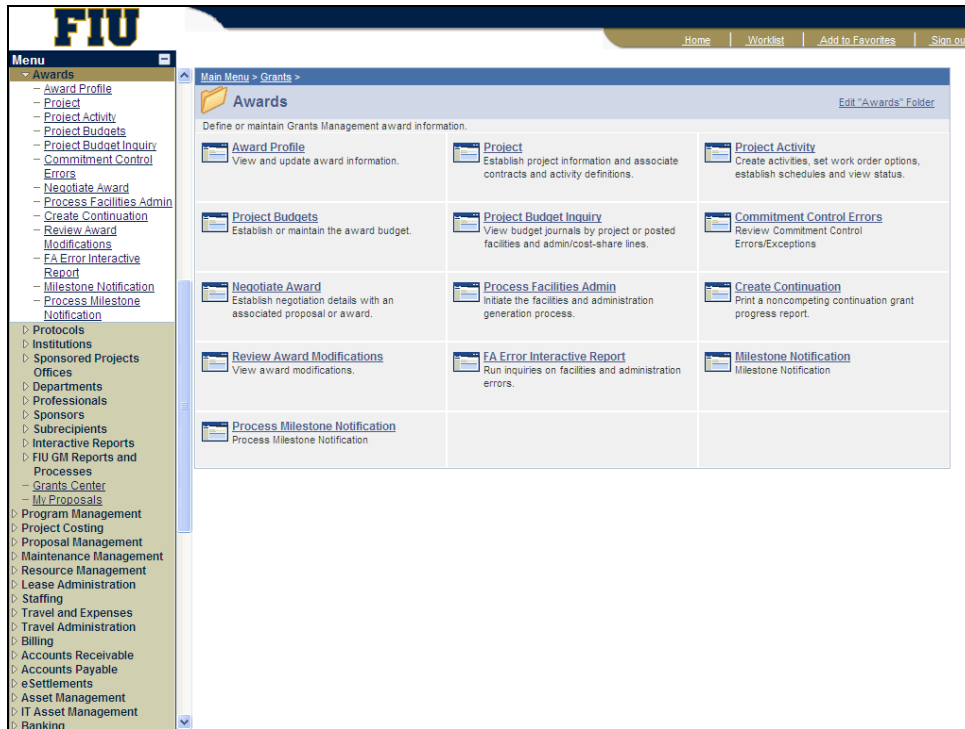
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Step	Action
2.	Click the Awards link. 

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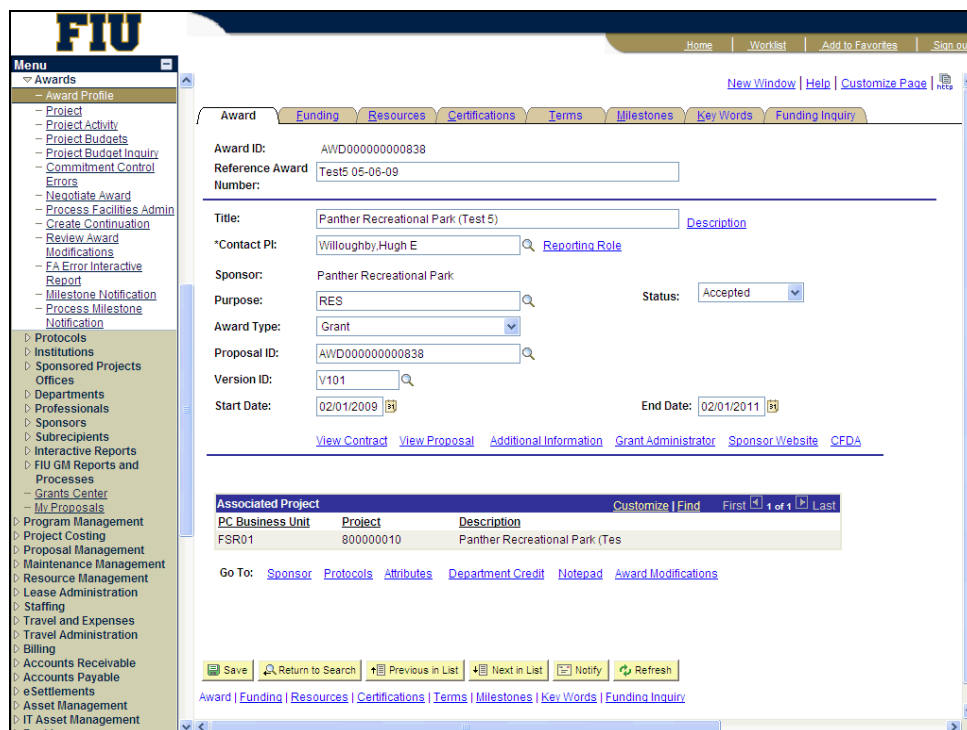
Step	Action
3.	Click the Award Profile link. Award Profile
4.	Click in the Business Unit field. <input type="text"/>
5.	Enter the desired information into the Business Unit field. Enter " FSR01 ".
6.	Note: The Specific Award Inquiry can be run using one of several search criteria including: <ul style="list-style-type: none"> - Award ID - Project ID - Description of the Award - Proposal ID - PI ID
7.	Click in the PI ID field. <input type="text"/>
8.	Enter the desired information into the PI ID field. Enter " 1258229 ".
9.	Click the Search button. <input type="button" value="Search"/>
10.	Note: The Search Results will display all of the Awards associated with the specified PI.



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Step	Action
11.	<p>Note: This page will allow you to select the Award ID or Project that you would like to view. However, for the purposes of this UPK, select the highlighted Award hyperlink.</p> <p>AWD000000000838</p>
12.	<p>Note: The Award tab will display Award information such as:</p> <ul style="list-style-type: none"> - Reference Award Number - Award Title - Sponsor - Purpose - Award Type - Proposal ID - Start and End Date.
13.	<p>Note: In addition to what was stated previously. This page will also display all the Projects associated with the specified Award.</p>



Step	Action
14.	<p>Click the Home link.</p> <p>Home</p>
15.	<p>Congratulations. You successfully ran an inquiry for a specific award</p> <p>End of Procedure.</p>

