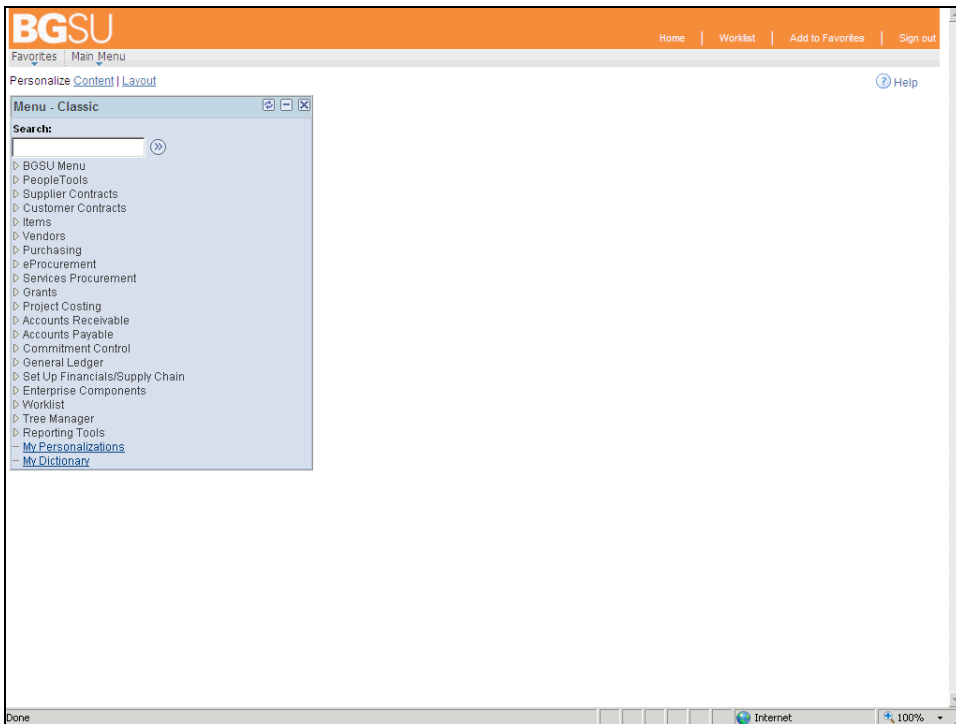




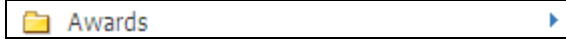
FMSv9.1

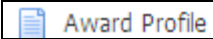
Viewing an Award

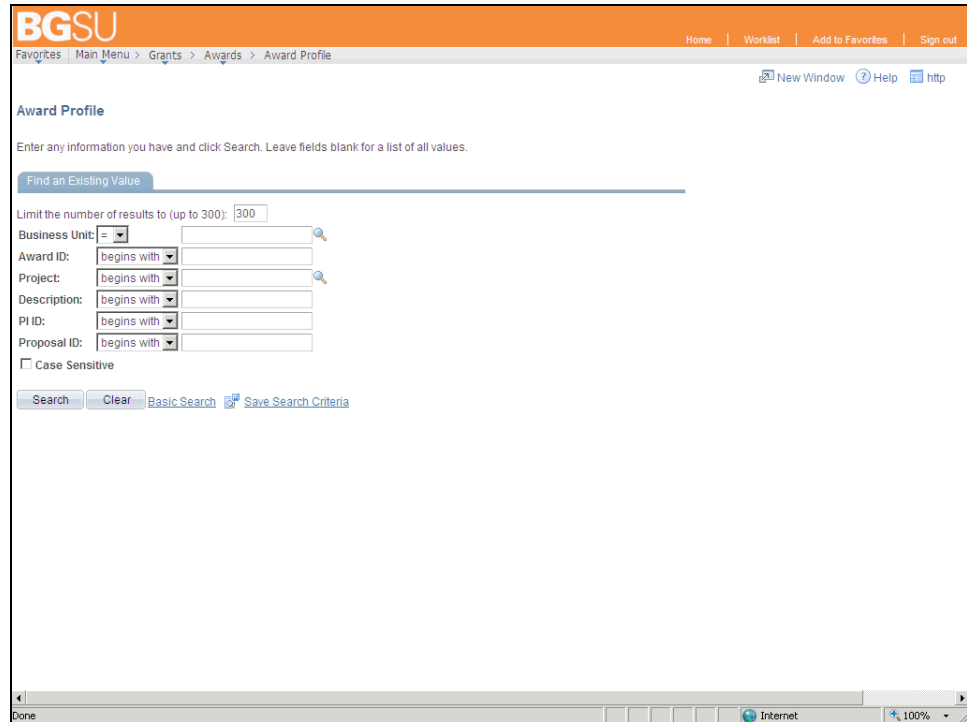
Procedure





Once your award has been set up you will want to view it to make sure it was set up correctly. This lesson takes you through the steps for viewing your award.

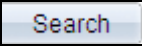
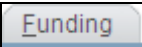
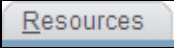


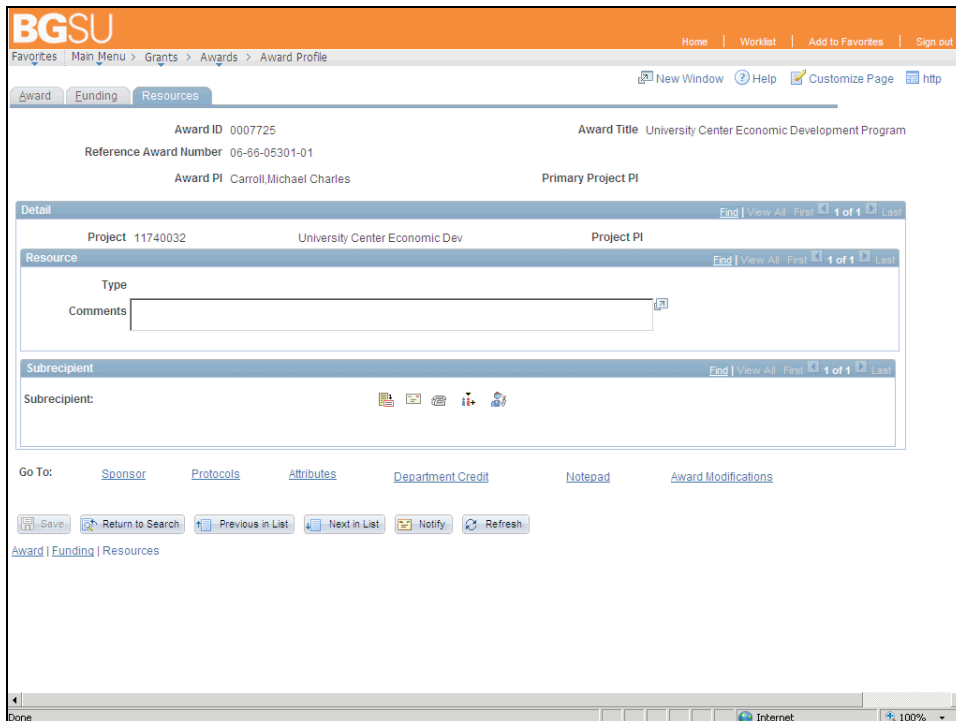
| Step | Action |
|------|--|
| 1. | Begin navigating to the Award Profile component by opening the Main Menu. Click the Main Menu link.  |
| 2. | Functions related to awards are in the Grants menu. Click the Grants menu.  |
| 3. | Click the Awards menu.  |

| Step | Action |
|------|---|
| 4. | Click the Award Profile menu.  |



| Step | Action |
|------|--|
| 5. | The Business Unit must always have a value selected. The magnifying glass is a look up icon that will list all the possible values for a field. Click the Look up Business Unit (Alt+5) button.  |
| 6. | Select the business unit for Bowling Green State University. Click the BGSUN link.   |
| 7. | Next you need to enter your Project number. Click in the Project field.  |
| 8. | For the purpose of this exercise you are going to use Project 11740032. To look up this Project, you only need to enter the first few digits of the Project number. Enter " 1174 " into the Project field. |

| Step | Action |
|------|--|
| 9. | Your search will return all awards for business unit BGSUN and project numbers beginning with 1174. Click the Search button.  |
| 10. | A list of awards matching your search criteria is shown. In this exercise you will look at the award associated with project 11740032. Click the 11740032 link. |
| 11. | The Award tab is displayed. Note the tabs across the top of the screen. Check the information on this page, such as the Award PI and the Sponsor, to make sure it is all correct. Click the Funding tab.  |
| 12. | The Funding tab is displayed. Check the information on this page, such as the Funded Amount, to make sure it is all correct. Click the Resources tab.  |



BGSU Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Grants > Awards > Award Profile

New Window | Help | Customize Page | http

Award | Funding | Resources

Award ID 0007725 Award Title University Center Economic Development Program
Reference Award Number 06-06-05301-01
Award PI Carroll, Michael Charles Primary Project PI

Detail Find | View All | First 1 of 1 Last
Project 11740032 University Center Economic Dev Project PI

Resource Find | View All | First 1 of 1 Last
Type
Comments


Subrecipient Find | View All | First 1 of 1 Last
Subrecipient:

Go To: Sponsor | Protocols | Attributes | Department Credit | Notepad | Award Modifications

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Award | Funding | Resources

Done Internet 100%

| Step | Action |
|------|---|
| 13. | If an award includes a subcontract to another entity, the information for that subcontract is found on the Resources tab. Click the Sign out link.  |
| 14. | If you are ready you can now take the qualifying quiz available with this lesson in Blackboard. End of Procedure. |