



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

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Specific Award Inquiry_BUSPROC.doc
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### Specific Award Inquiry

Trigger:

Required Field(s)	Comments

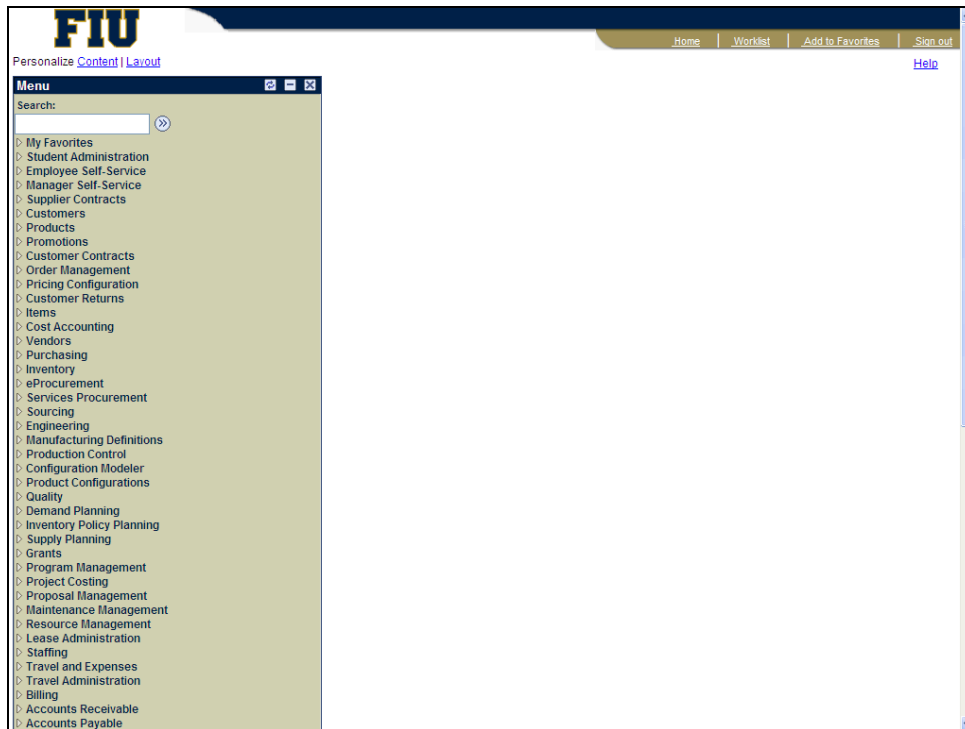
Output - Results	Comments


### 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 <b>Grants</b> link. 



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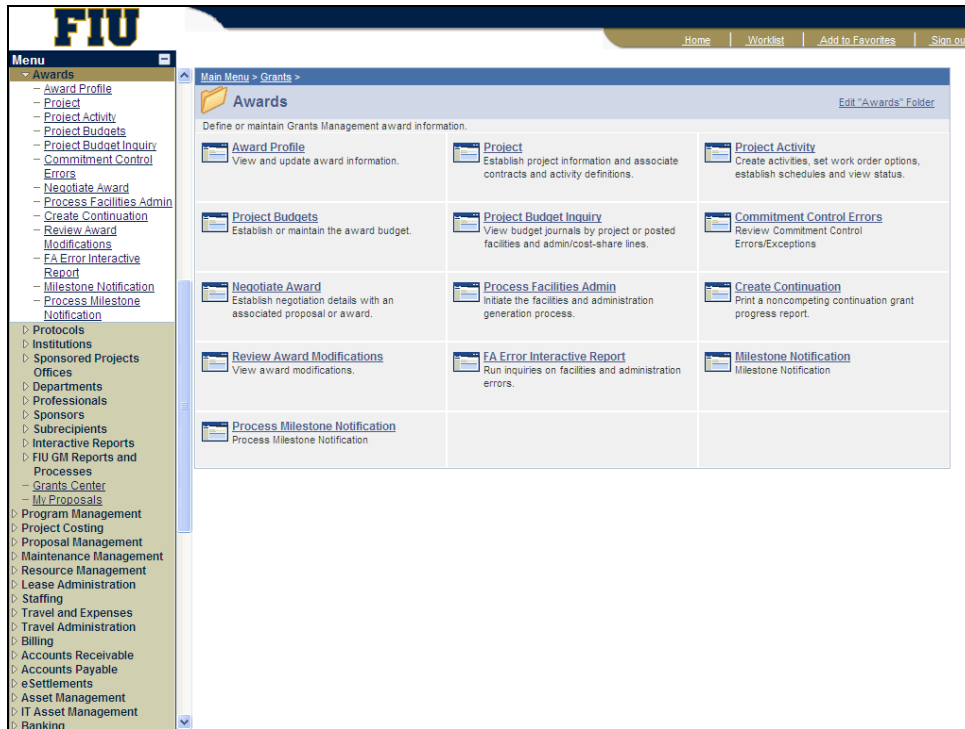
## PS FIN Grants Suite Inquiries and Reports: Specific Award Inquiry



Step	Action
2.	Click the <b>Awards</b> link. 

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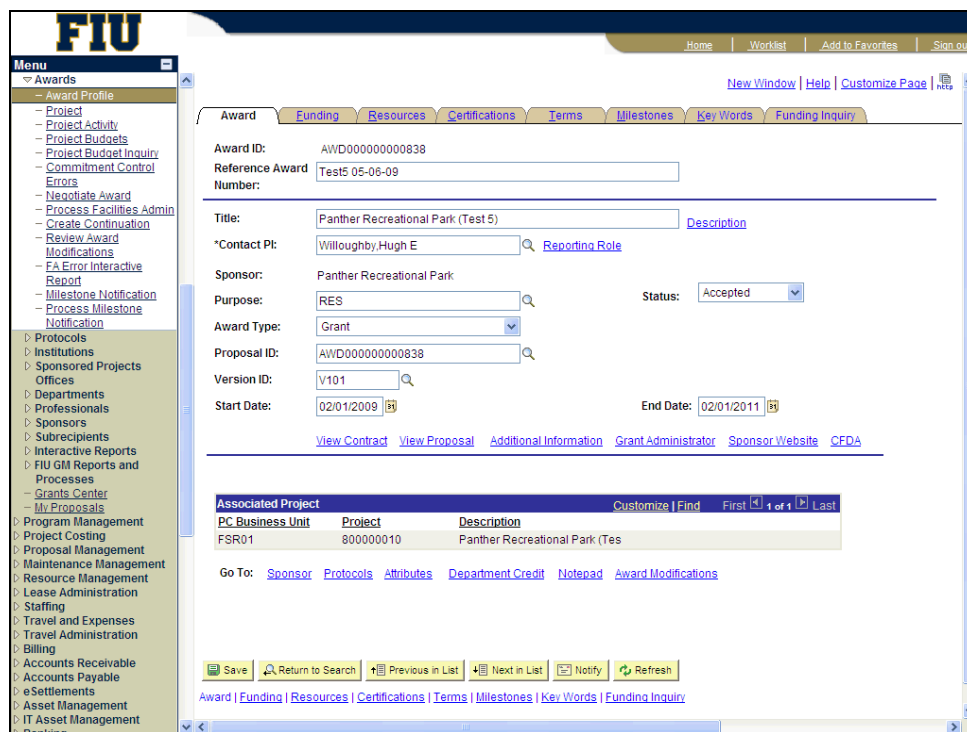
Step	Action
3.	Click the <b>Award Profile</b> link. <a href="#">Award Profile</a>
4.	Click in the <b>Business Unit</b> field. <input type="text"/>
5.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>FSR01</b> ".
6.	<b>Note:</b> The Specific Award Inquiry can be run using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



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Step	Action
11.	<p><b>Note:</b> 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 <b>highlighted</b> Award hyperlink.</p> <p><a href="#">AWD000000000838</a></p>
12.	<p><b>Note:</b> The Award tab will display Award information such as:</p> <ul style="list-style-type: none"> <li>- Reference Award Number</li> <li>- Award Title</li> <li>- Sponsor</li> <li>- Purpose</li> <li>- Award Type</li> <li>- Proposal ID</li> <li>- Start and End Date.</li> </ul>
13.	<p><b>Note:</b> 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 <b>Home</b> link.</p> <p><a href="#">Home</a></p>
15.	<p>Congratulations. You successfully ran an inquiry for a specific award</p> <p><b>End of Procedure.</b></p>

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**Award Inquiry**

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