




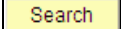




Award Inventory

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.

